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**OFFICE OF THE ACCOUNTANT GENERAL (A&E),
RAJASTHAN, JAIPUR-302005**



**MANUAL OF ADMINISTRATION & ESTABLISHMENT BRANCH
VOLUME-I**

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

The first edition of this Manual was published in June 1957, subsequently revised in August 1965, February 1983 and July 1992. This is the fifth edition of Manual of Administration & Establishment Branch

PREFACE TO FIFTH EDITION

All our Codes and Manuals are excellent guides but they fall short of being best practice indicators because of advancing changes in the governance system. This has necessitated the updation of this Manual.

This Manual has been updated in accordance with the best practices and directions issued by the Central Office upto December 2006. The orders issued by the Headquarters office have been incorporated while giving final shape to this edition.

The instructions contained in this Manual should be treated as supplementary to those embodied in the Manual of Standing Orders (Administrative) issued by the Comptroller & Auditor General of India. It was, however, to be emphasised that in dealing with any particular case, the relevant file of instructions/orders on the subject should also be consulted.

Administration-I Section will keep this Manual upto date by incorporating orders/instructions which may be issued by the Central Office from time to time.

Accountant General (A&E)
Rajasthan

Dated : 31.07.2007

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CHAPTER-1

INTRODUCTORY

1.1 General

1.1.1 This Manual contains instructions and orders and describes the procedure relating to matters of Administration and office establishment branches of this office.

Broadly, the Administration branch comprising of Admn.I & Admn.II, Training Section and Confidential Cell deals mainly with recruitments, training, postings, transfers, deputations, promotions, confirmations, departmental examinations, disciplinary matters, legal matters, service records, sanctioning of advances to the office personnel, staff strength, budget and control over expenditure of the office and relations with service associations. The office establishment branch consisting of O.E. Section and Cash Branch is concerned with the drawal and disbursement of pay and allowance of officers and staff, and matters of G.P.F. and Central Government Employees Group Insurance Scheme. The detailed distribution of work amongst the various sections etc. coming under these two branches has been given in paragraph 1.2 below.

1.1.2 The administration and office establishment branches are headed by Assistant Accountants General/Sr. Accounts Officers and come under the supervisory control of Sr. Dy. Accountant General (Admn.) who is the

Head of Office. The Sr. Accounts Officer, Incharge Office Establishment has been declared the Drawing and Disbursing Officer of the Office.

Note : 1) Confidential matters relating to recruitment, promotions, departmental examinations, confirmations, confidential reports, service associations, etc. are handled by the Sr. Dy. Accountant General (Admn.) with the assistance of Confidential Cell.

Note : 2) The administrative matters relating to Divisional Accountants cadre are handled by Sr. Dy. Accountant General (Admn.) with the assistance of W.M. Section.

1.1.3 The Pay & Accounts Officer, IAD is a part of this office.

1.2 Distribution of work

1.2.1 The distribution of the work among the various sections of Administration and office Establishment Branches is given in **Annexure** to this Chapter.

ANNEXURE

(Referred to in para 1.2.1)

1) ADMINISTRATION-I SECTION

- i) Staff proposals of Non-gazetted, Group-B and Group-A Officers;
- ii) Control over sanctioned strength;
- iii) Recruitment and Appointments;
- iv) Promotions;
- v) Departmental Examinations;
- vi) Training (Other than training of I.A. & A.S. Probationers);
- vii) Reservations for SC/ST etc.;
- viii) Confirmations;
- ix) Seniority of Group-B, C & D personnel;
- x) Forwarding of applications for outside posts;
- xi) Forwarding of applications for posting/appointment in foreign countries;
- xii) Unilateral/Mutual transfers to/from other sister offices etc.;
- xiii) Permanent absorption cases;
- xiv) Updation of Administration and O.E. Manual;

- xv) Coordination work of Admn. Group in respect of:
 - a) Quarterly Arrears Reports of Admn. and O.E. Branch;
 - b) Monthly review of the working of the Branch;
 - c) Director of Inspection's Reports;
 - d) Filing system of Admn.I;
 - e) Permanent Index No. of employees; &
 - f) Issuance of other instructions.
- xvi) Deputation/Foreign service of Non-gazetted staff;
- xvii) Nomination of officials for Induction/Refresher Special Courses.

2) ADMINISTRATION-II SECTION

- i) Matters relating to Group-A Officers other than Annual property returns, staff proposals, T.A. and Medical Claims;
- ii) Service Books, Personal files and leave account files of Group-'A' to Group-'C' staff;
- iii) Index Cards of all Group-B and C personnel;
- iv) Budget Estimates under "2016-Audit and Review of expenditure;
- v) Fixation of Pay, increments of Group-'A' to Group-'C' staff;

- vi) Pay fixation, increments of Section Officers, Supervisors & Assistant Accounts Officer/Sr.P.A. to Accountant General, Welfare Assistant, Manager (Type Pool);
- vii) Verification of services of Group-B to D staff on completion of 25 years of service and issue of intimation after check in Admn.II and P.A.O.;
- viii) Issue of sanctions of honorarium and O.T.A. and control of expenditure thereon;
- ix) Grant of permission to officers of this office for delivering lectures and taking examinations, interviews etc. and acceptance of honorarium therefor from outside bodies;
- x) Training of I.A. & A.S. Probationers;
- xi) Sanctioning of advance increment to Section Officers on passing of Incentive Exam for SOs/AAOs in A&E offices;
- xii) Matters relating to sanction of pension etc. to office personnel, including verification of 25 years on qualifying service in cases received from AOs/SOs/AAOs seat in Admn.II and G.D.I Sections;
- xiii) Grant of immediate financial assistance to the families of deceased employees;
- xiv) Stepping up of pay cases;

- xv) Advances to Govt. servants, House Building Advance, Scooter Advance, Cycle Advance, Table Fan Advance, Natural Calamity Advance, Computer Advance;
- xvi) Grant of permission under conduct rules (Acquisition and disposal of property, prosecuting further study, etc.) and periodical returns of immovable property of officers and staff except Group-‘A’;
- xvii) Sanctioning of various incentives (Special pay, advance increment, personal pay) on passing departmental examination etc.;
- xviii) Sanctioning of Special Pay to Cashier, Assistant Cashier, Telephone Operator etc., Conveyance Advance to physically handicapped.

3 O.E.(INCLUDING CASH) SECTION

- i) Preparation and passing of bills of Pay and Allowances and other Miscellaneous bills of Advances, Loans, G.P.F. overtime, Honorarium, Tuition Fee etc., with allied work relating to them in respect of Gazetted and Non-Gazetted Officer of this office including Group-‘A’ Officers;
- ii) Maintenance of Broadsheets and Ledger Accounts of G.P.F. of Group ‘D’ employees;
- iii) Maintenance of Control Register of expenditure of Pay & Allowances and preparation of estimates of Tuition Fee, Children Education

Allowance of all the office personnel and overtime Honorarium of O.E. Section;

- iv) Handling and disbursement of cash including encashment of cheques from Bank and Remittances of Money into Bank;
- v) Maintenance of Cash Book (Main and Subsidiary) and other allied Registers and Acquittance Rolls;
- vi) Scrutiny and passing of claims of T.A., Medical, L.T.C. including Advances relating thereto in respect of Gazetted and non-Gazetted Officers;
- vii) Maintenance of Ledger and Adjustment Register of TA Advances;
- viii) Maintenance of Control Register of Expenditure of T.A., Medical, L.T.C. and preparation of estimates relating there to;

4) CONFIDENTIAL CELL

- i) Deputation of Sr. Accounts Officers/Accounts Officers and A.A.G.;
- ii) Maintenance of C.Rs of all Group 'C' and Group 'D' staff excluding Divisional Accountants;
- iii) Providing Assistance in the work relating to:
 - a) Preparation of panels of promotions;
 - b) Preparation of panels of confirmation;
- iv) Providing assistance in confidential matters of Examination;

- v) Review of cases for retaining in service;
- vi) Matters relating to various associations;
- vii) Work relating to JCM, Departmental Council, Office Council;
- viii) Disciplinary cases and vigilance cases;
- ix) Cases of unauthorised absence;
- x) Court cases and notices under Section 80 C.P.C. relating to Admn./Service matters of office personnel (other than Divisional Accountants) and engagement of lawyers;
- xi) Serving of court summons etc. in the name of office personnel required to be served through A.G. Rajasthan;
- xii) Arbitration cases;
- xiii) Petitions addressed to the Comptroller and Auditor General of India and property returns of Group 'A' officers.

5) TRAINING SECTION

Training of newly recruited/promoted clerks.

(Authority : Office Order No.Admn./CC/1127 dated 17.11.1981)

6) OFFICE LIBRARY

Collection of books etc. for use by the staff of AG(A&E).

CHAPTER-2
RECRUITMENT

2.1 Domicile and eligibility Certificate

The provisions regarding domicile of a person for appointment to any Central Service or post and the categories for which the eligibility certificates are required to be issued/not issued are available in paragraphs 2 and 3 of Chapter-25 of Swamy's Manual on Establishment & Administration for Central Govt. offices, which may be referred to.

2.2 Priorities to be accorded in employment through Employment Exchange (Surplus Cell)/(Ex-Servicemen Cell) etc.

The categories to which Priority-I, II & III are to be accorded in employment are detailed in the list given in Paragraph 9 of Chapter-18 of the Manual *ibid*.

2.3 Categories of persons and extent of concessions in age limits

Details of categories of persons and age concessions admissible to them are as under: -

Category of Persons to whom Age concession is admissible		Categories of Posts to which the Age concession is admissible	Extent of Age concession
i)	Scheduled Castes and Scheduled Tribes	a) All posts filled by direct recruitment.	Five years.
		b) All posts filled by promotion when an upper age-limit not exceeding 50 years is prescribed, except posts which have arduous field duties or are meant for operational safety or are in paramilitary organizations.	Five years.

Category of Persons to whom Age concession is admissible		Categories of Posts to which the Age concession is admissible	Extent of Age concession
ii)	Retrenched Central Government Employees	For posts filled otherwise than through UPSC on the basis of competitive tests, i.e., filled through Employment Exchange.	Period of previous service under the Government of India plus three years.
iii)	Ex-Servicemen and demobilized personnel of Armed Forces	-do-	Service rendered in Army, Navy and Air Force plus three years
iv)	Whole-time Cadet Instructors in NCC - a) who were released from NCC after the expiry of their initial/extended tenure	-do-	a) Period of service rendered in NCC plus three years
	b) who were released from NCC before the expiry of their initial/extended tenure		b) Period of service rendered in NCC plus three years, provided they have served in the NCC for a period of not less than six months prior to their release from NCC.
v)	Ex-General Reserve Engineer Force personnel.	For posts filled otherwise than through UPSC on the basis of competitive tests, i.e., filled through Employment Exchange	Period of service rendered in GREF plus three years
vi)	Ex-personnel of Army Medical Corps (Short Service Regular Commissioned Officers)	For appointment to Civil Posts which require medical qualification.	Upto 35 years of age.*
vii)	Ex-TB patients, who were formerly in Government service but whose services were terminated on account of affliction with TB.	For all posts subject to the condition that the UPSC shall be consulted where direct appointment to the post can be made only in consultation with UPSC.	
	a) If the posts previously held by them or equivalent posts exist in their own Departments.		No age restriction
	b) If the posts previously held by them or equivalent posts do not exist in their own Departments.		Period of previous service plus three years.
viii)	Ex-Central Government employees who were discharged on account of affliction with Pleurisy.		Same concessions as in the case of Ex-TB patients vide item (vii) above.
ix)	Group-'D' employees, registered with the Employment Exchanges for appointment to Group 'C' posts.	For appointment to Group 'C' posts filled through Employment Exchange.	Period of service rendered under the Government of India.
x)	Educationally qualified Group 'D' Employees	For appointment to the post of LDCs in Attached and Subordinate Offices not participating in CSCS Scheme against 10% reserved quota.	Upto 45 years of age (for SC/ST upto 50 years)*
xi)	Departmental candidates with 3 years' continuous service.	For appointment to Groups 'C' and 'D' by direct recruitment which are in the same line or allied cadres.	Upto 40 years of age (45 years for SC/ST)*
xii)	Casual labourers for absorption in regular establishment in Group 'D'	For Group 'D' posts only.	Period spent as casual labourer. Broken period of service rendered as a

Category of Persons to whom Age concession is admissible		Categories of Posts to which the Age concession is admissible	Extent of Age concession
			casual labourer may also be taken into account for the purpose of age relaxation for appointment in regular establishment, provided that one stretch of such service is for more than six months.
xiii)	Blind, Deaf-mute and Orthopaedically handicapped persons	For Groups 'C' & 'D' posts filled through Employment Exchange.	Ten years (15 years for SC/ST)
	** -do-	All Civil posts filled through Open Competitive Examination.	Ten years (15 years for SC/ST and 13 years for OBC)
xiv)	Territorial Army Personnel, who have served on the permanent staff of a Territorial Army Unit or have been embodied for service under TA Rule 33 for a continuous period of not less than six months.	For posts filled otherwise than through UPSC on the basis of Competitive tests, i.e., for posts filled through Employment Exchange.	Entire period of embodied service (including broken periods) in the Territorial Army plus three years.
xv)	Widows, divorced women and women judicially separated from their husbands and who are not remarried.	Group 'C' and Group 'D' posts filled through the Staff Selection Commission and Employment Exchange.	Upto the age of 35 years (upto 40 years for members of SCs/STs).*
xvi)	Staff Car Drivers having not less than 3 years' continuous regular service	For Group 'C' posts filled through Staff Selection Commission (for Clerks Grade Open Competitive Examination).	Upto 35 years.*
xvii)	Meritorious sportspersons.	All Groups of Civil posts	Upto 5 years (10 years for SC/ST candidates)
xviii)	Personnel retrenched from the Chukha Hydel Project Authority in Bhutan	For Groups 'C' and 'D' posts.	Period of service rendered in the Project (Concession available for 10 years from 7.11.1990)
¹ xix)	Other Backward Class candidates	For posts filled by direct recruitments	Three years over and above the prescribed age-limit
² xx)	Persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989	For recruitment to all Central Civil Services and Posts made through UPSC or SSC or otherwise by Central Government till 31.12.2003	Upper age-limit relaxable by five years.

* Requires revision consequent to the increasing of the age-limit by two years for general category.

** G.I., Deptt of Personnel & Training OM No.43019/28/86-Estt.(D), dated the 1st February, 1999.

1. G.I., Deptt. of Personnel & Training OM No.43013/2/95-Estt. (SCT), dated the 7th February, 1995.

2. G.I., Deptt. of Personnel & Training Notification No.15012/7/91-Estt.(D) dated the 20th December, 2001.

The description of the categories such as 'retrenched, Central Govt. employees, Casual labourer, meritorious sportsperson' etc. have been given

in paragraph 2 of Chapter-15 of Swamy's Manual on Establishment and Administration for Central Govt. offices.

2.4 Reservation for vacancies of SC/ST candidates

After introduction of post based reservations, it is not permissible to fill up a post reserved for ST by an SC candidate or vice versa by exchange of reservation between SCs and STs. If sufficient number of SC/ST/OBC candidates fit for appointment against reserve vacancies are not available, the procedure for filling up such reserved vacancies through direct recruitment and promotion has been explained by the Government of India.

(Authority : G.I., Deptt. of Per. & Trg. OM No.36012/17/2002-Estt.(Res.) dated 6.11.2003 available at pages 186 to 190 of File No.Admn.I/1-A-5/2001/K-134 Volume-X)

2.5 Verification of claims of Scheduled Castes and Scheduled Tribes

- i) It has been decided by the Head Office that the caste status of the SC/ST employees should be verified at every important event of their career starting from their appointment to service, until their retirement viz., confirmations, promotions etc.,

Note: 1) At the time of initial appointment, the caste/tribe certificate issued by the following authorities in the form prescribed in Appendix-14 of the Brochure on Reservation for Scheduled

Caste/Scheduled Tribes (Seventh Edition) will only be accepted as sufficient proof in support of a candidates claim as belonging to SC/ST: -

- a) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner;
- b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate Presidency Magistrate;
- c) Revenue Officer not below the rank of Tehsildar; and
- d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

Note: 2) The appointment authorities should, in the office order of appointments to the candidates claiming to be belonging to SC/ST, include a clause as follows: -

“The appointment to SC/ST candidates is provisional and is subject to the caste/tribe certificates having been verified through the proper channels and if the verifications reveals that the claim to belong to SC or ST, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without

prejudice to such further action as may be taken under the provisions of the Indian Panel Code for production of false certificates.”

(Govt. of India, Department of Personnel, Pensions and Public Grievances (Deptt of Personnel and Training) New Delhi OM No.36012/6/88-Estt.(SCT) (SRD-III) dated 24.4.90 received vide CAG's letter No.2555-NIII/3-89 dated 8.11.1990 file No.Admn.I/Ia5/90-91/Vol.I page No.118)

Note 3 The Govt. of India accepting the recommendations made in the Third Report of National Commission for Scheduled Castes and Scheduled Tribes has directed that if a false SC/ST certificate holder takes the shelter of the court, the Hon'ble Court may be approached to vacate the stay order, if granted, and to finalise the case on top priority to ensure that the person does not continue to avail of the benefits meant for SCs/STs.

(G.I., Deptt. of Per. & Trg. OM No.36036/6/98-Estt.(Res.) dated 25.1.1999)

- ii) This verification should be done with reference to caste/tribe mentioned in Government of India's Acts as per Appendix-14 of the Brochure on Reservations for SC/STs (Seventh Edition) and any further amendments thereto.
- iii) Accordingly, the caste status of SC/ST employee should also be verified before forwarding their representations on service matters to

the CAG's office. This exercise should also be followed in respect of the representations of SC/ST employees routed through any other source viz., Commissioner for SC/ST New Delhi or through various Government of India, Ministries.

- iv) This verification of caste status at every important upturn of employees career is absolutely necessary to ensure that benefit of reservation and other concession etc. meant for SC's/ST's reaches only to the rightful claimants and none else.
- v) SC/ST Caste Certificate issued by the competent authority should be accepted without insisting on a counter-signature by the District Magistrate.
- vi) However, it is not the intention that the actual confirmation or promotion should be delayed, if no verification certificate regarding caste status is received from the concerned authority. In the event of the certificate not becoming available by the time the Scheduled Caste/Scheduled Tribe candidate is due for empanelment for promotion, confirmation, etc. he/she should nevertheless be provisionally empanelled and, when due permitted to get promoted etc. treating him/her as belonging to Scheduled Caste/Scheduled Tribe with a stipulation in the order, where any preference has been given on account of caste, that the order is provisional and subject to

certification of caste/tribe status. In order to ensure that the necessary reports are received from the concerned magisterial authorities in time, advance action should be taken for verification of the continued caste status. Moreover, references to the Magistrate for verification of Scheduled Caste/Scheduled Tribe should also indicate that if no reply is received within one month, it will be assumed that the person concerned actually belongs to Scheduled Caste or Tribe as stated by him/her.

(Authority : CAG's letter No.516 N.III/61-80 (iii) dated 16.3.82 and No.2330 N.III/100-82 dated 29.6.82 & G.I., Min. of Welfare OM No.12017/10/97-SCD (RC) dated 25.11.97)

- vii) Forwarding a copy of the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002, the Govt. of India has desired that the same may be brought to the notice of the SC/ST certificate issuing and verifying authorities so that the communities added to the list of STs may not face any difficulty in enjoying the ST facilities and those deleted may not be permitted to enjoy ST status any more w.e.f. 8.1.2003.

(G.I., Min. of Tribal Affairs letter No.12016/62/2000-TA (RL) dated 18.6.2003 available at Page 176 of File No.Admn.I/I-A-5/2001/K-134 Volume-X)

2.6 Appointment of Ex-Servicemen

The recruitment of the Ex-servicemen shall be governed by the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules 1979 as notified vide G.I.M.H.A. (Deptt. of P. & A.R.) New Delhi Notification No.39016/10/79-Estt.(c) dated 15.12.1979 and forwarded vide Comptroller & Auditor General's letter No.322-NGE.III/53-80 (1) dated 4.2.80. These Rules are available in Chapter 30 of Swamy's Manual on Establishment and Administration for Central Govt. Services.

2.7 Quarterly Returns

Quarterly statements showing the total number of vacancies in each of the categories of Group 'C' and 'D' posts and number filled by Ex-servicemen may be sent to in the proforma as at **Annexure-I** to this Chapter to the Liaison Officer, D.G.E. and T and D.G. (Resettlement) Ministry of Defence, New Delhi by 10th of the month following the quarter.

A copy of the return may be endorsed to the CAG's office for information.

(Authority : CAG's letter no.98-NGE.III/3-81 (1) dated 21.1.81)

2.8 Re-settlement in Government services of Central Government Employees discharged on account of affliction by T.B./Pleurisy and Leprosy

The Government have issued orders regarding resettlement in Government Service of Central Government employees discharged on account of

affliction by T.B./Pleurisy and Leprosy. These are contained in **Annexure-II** to this Chapter.

2.9 Reservation of vacancies for the physically handicapped persons in Group 'C' & 'D' posts

2.9.1 The reservations in Group 'C' and 'D' posts/services for the physically handicapped persons listed below should be made to the extent indicated against each: -

	Category of Handicapped	% of reservations
1)	The Blind	1
2)	The Deaf	1
3)	The Orthopaedically handicapped	1

Note The three categories of physically handicapped have been defined as follows: -

The Blind

The Blind are those who suffer from either of the following conditions: -

- a) Total absence of sight;
- b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
- c) Limitation of the field of vision subtending an angle of 20-degrees or worse.

The Deaf

The deaf are those in whom the sense of hearing is non-functional for ordinary purposes of life. They do not hear/understand sounds at all events with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

The Orthopaedically handicapped

The orthopaedically handicapped are those who have a physical defect or deformity which cause an interference with normal functioning of the bones, muscles and joints.

(Authority : CAG's letter No.864-NGE.II/53-77 dated 10.5.78 at page 356-
/c) of file No.Admn.I/F205/Guard File/Vol.V & G.I., Deptt of Per. & Trg.
OM No.36035/14/95-Estt.(Res) dated 27.2.1996)

2.9.2 The reservations to the extent of 1% each for the applicable categories of physically handicapped will be made in respective cadres for Group 'C' and 'D' posts separately.

2.9.3 The reservation of posts should be made separately for each of the aforesaid three categories of the physically handicapped persons, but provisions may be made for inter-se exchange of vacancies if candidates

belonging to a category of persons are not available or if the nature of vacancies is such that a given category of persons cannot be employed.

2.9.4 For implementing the above reservations, it has been decided that a continuous account of the vacancies arising in Group 'C' and 'D' posts from year to year should be kept. For this purpose a roster of 100 points has been prescribed according to which every 3rd , vacancy occurring in a particular recruitment year would be earmarked for the Blind and 37th and 70th vacancy would be reserved for the Deaf and the Orthopaedically handicapped respectively. In case any of these vacancies happens to be reserved for SC/ST or Ex-servicemen, the next clearly available vacancy should be reserved for the physically handicapped persons.

It is clarified that even if the inter-se exchange of vacancies between the blind, the deaf and the Orthopaedically handicapped candidates is allowed (para 2.9.3), the vacancy reserved for one specified category of handicapped persons will continue to be reserved for them through early forward of the vacancy of three subsequent recruitment years. For example, suppose the point 3 of the roster earmarked for the blind could not be filled by blind candidate due to their non-availability or if the nature of vacancy in an office is such that a given category of person cannot be employed. Therefore, even if it is exchanged with an orthopaedically handicapped candidate or deaf, the reservation for the blind will be carried forward to

three subsequent recruitment years. The exercise of exchange and carry forward should, however, be repeated in every recruitment year if the candidate belonging to the category for which the vacancy was originally reserved and carried forward was not available even after three subsequent recruitment years. Such reservation would lapse automatically after the principle of exchange is applied in the third and final recruitment year of carry forward. The older vacancies carried forward should be filled first and the comparatively late vacancies carried forward should be further carried forward.

(G.O.I., M.H.A/D P.A.R. OM No.36035/4/84-Estt.(SCT) dated 10.9.84 received vide CAG's letter No.157-N.3/42-84 dated 5.2.85 file No.Admn.I/I-A-3(4) at page No.150/152-c, 172-c respectively)

Further instructions issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions (Deptt. of Personnel and Training) vide their OM No.36035/17/85-Estt.(SCT) dated 1.4.86 received vide CAG's letter No.2330/NGE-3/39-86 dated 18.8.86 (Page 328/c and 324/c-318/c of file Admn.I/1-A-3(4)/85-90 may be counted whenever occasion arises in terms of notes and order in para 70/n to 74/n of the above file.

2.9.5 There is no formal dereservation of vacancies in Group 'C' and 'D' posts meant for Employment Exchanges for the physically handicapped persons/vacational Rehabilitation Centres.

(Authority : CAG's letter No.985-NGE.III/63-81, dated 6.4.81 at page 197/c of file No.Admn.I/F.205/Guard File Vol.VI)

2.9.6 As per the information collected from various Ministries/Deptt., the occupational information unit of Directorate General, Employment and Training has prepared a consolidated list of jobs in Group 'C' and 'D' posts suitable for each of the categories i.e., the Blind, the Deaf and the Orthopaedically handicapped. The jobs relating to A.G.(A&E) offices included in the list are available in Annexure-III-(a) & III-(b) to this Chapter, which would help in appointing physically handicapped persons against the reserved vacancies. These annexures are not exhaustive and there may be more jobs which can be performed by various categories of handicapped persons without loss of productivity.

(Authority : (i) CAG's letter No.43-NGE.III/53-77 dated 22.1.81 at page 153/c of file No.Admn.I/F.205/Guard File/Vol.VI and No.4488-N-3/63-81 General dated 29.12.81 at page 34/c of file No.Admn.I/1-A-3 (4), (ii) Government of India, Ministry of Personnel, P.G. and Pension (Deptt. of Personnel, P.G. and Pension (Deptt. of Personnel and Training) OM

No.36035/5/84-Estt.(SCT) dated 28.2.1986 (page 272/c), (iii) Central Office letter No.1166-NGE.3/39-86 dated 25.4.86 page 276/c No.1808-N-III/28-89 dated 27.7.90 (page 516/c) and (iv) No.2256-N-III/28-89 Vol.III dated 14.9.90 (page 518/c) of File Admn.I/1-A-3 (4) 85-89)

2.9.7 Exemption from passing typewriting test by Handicapped clerks

While recommending the cases for grant of exemption from typewriting test in terms of para 2 of CAG's letter No.995-NGE.II/59-71 dated 1.5.72,, supported by medical certificate from the Civil Surgeon or equivalent authority, it may also be certified by the Accountant General on the basis of individuals records of service that his performance, despite the handicap for typing work, has otherwise been satisfactory and he is fit to continue in a service.

(CAG's letter No.658-NGE.III/8-77 dated 6.4.78 at page 328/c of file No.Admn.I/F.205/Guard File/Vol.V)

2.9.8 Medical Examination

Arrangements have been made for the medical examination of those handicapped persons who are registered with ordinary Employment Exchanges by Medical Boards to be constituted on the lines of the medical boards attached to Special Employment Officers. Accordingly, on nomination of these persons by the Employment Exchanges for

appointment against posts under Government, they should not be subjected to the usual medical examination on first appointment in Government service and the question of their appointment should be decided on the basis of report of the Medical Boards referred to above.

(CAG's letter No.1880/NGE.III/98-62 dated 13.8.62)

Note: The above instructions shall be applicable to all categories of physically handicapped persons viz., the Blind, the Deaf, and Dumb and the Orthopaedically handicapped registered with the ordinary Employment Exchanges. Such persons should be sent for medical examination to the Medical Boards attached to the ordinary Employment Exchanges concerned after they have actually been selected and appointed on the reports of those medical boards.

(CAG's letter No.88-NGE/II/214-67 dated 11.1.1968 at page 422/c of file No.Admn.I/F.205/Guard File/Vol.I)

2.9.9 The orders referred to in para 2.6 of this Chapter are also applicable to the physically handicapped persons discharged or proposed to be discharged on being declared medically unfit so far as the question regarding their appointments for another identically/equivalent post is concerned.

(CAG's letter No.119-NGE.III/63-81 dated 28.1.81 at page 147/c of file No.Admn.I/F.205/Guard File/Vol.VI)

2.10 Appointment of meritorious Sports persons to Group ‘C’ and ‘D’ posts in IA&AD

2.10.1 The following instructions have been issued by the Comptroller & Auditor General of India in supercession of all previous orders for the recruitment of sports persons in IA&AD in relaxation of normal recruitment rules: -

- a) **ELIGIBILITY :** Appointments under these orders can be made of a sports person considered meritorious with reference to the following criteria: -
- i) Sports person who have represented a State or the country in a National or International Competition in any of the games/sports mentioned in the list at **Annexure-IV**.
 - ii) Sports persons who have represented their university in the inter-university tournaments conducted by the Inter-University Sports Board in any sports/games shown in the list at **Annexure-IV**.
 - iii) Sports persons who have represented the State Schools Teams in the National Sports/Games for schools conducted by All India School Games Federation in any of the games/sports shown in the list at **Annexure-IV**.

- iv) Sports persons have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.
- b) No such appointments can be made unless the candidate is, in all respects, eligible for appointment to the post applied for. Educational Qualifications or experience should also conform to those prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of a class category of persons to which the applicant belongs.
- c) Categories of sports persons specified in (a) above may be allowed relaxation in upper age limit upto a maximum of 5 years (10 years in the case of SC/ST) for the purpose of appointment in Group 'C' & 'D' cadres. This concession may be given by the Heads of Departments IA&AD under their own powers. This concession will be admissible only to those sports persons who satisfy all other eligibility conditions relating to educational qualifications etc.
- d) It is not necessary that the sports persons should qualify in type test before appointment as clerk. But after appointment they

should qualify in the type test conducted by the department. Failure to qualify in the prescribed type test will result in adverse consequences as laid down in Circular No.301-NGE.II/46-87 dated 1.4.1987.

2.10.2 POSTS TO WHICH APPLICABLE

- a) Appointment of meritorious sports persons against direct recruitment vacancies can be made to any post in Group 'C' (other than Section Officer, Divisional Accountant) or Group 'D' which under the Recruitment Rules applicable thereto, is required or permitted to be filled by direct recruitment.
- b) A meritorious sports person can be considered for appointment under sub-para (a) above, notwithstanding the fact that he is already in the service of the Government.
- c) No such appointment should be made to any post in Group 'C' & 'D' cadres in Audit Offices where a waiting list exists in the corresponding A&E Office.

2.10.3 EXTENT OF RECRUITMENT

- a) It has been decided that in offices having a total sanctioned strength of 1000 and above, appointments in sports quota should not exceed five in a calendar year in any one or more cadres in Group 'C' and

‘D’. In the case of other offices, appointments should not exceed two in a calendar year.

- b) For making appointments of meritorious sports persons under these provisions, the number of vacancies should be reduced to the extent mentioned at (a) above and only the resultant number be notified, by the appointing authorities to the Staff Selection Commission, in cases where direct recruitment to the posts has been entrusted to the Commission.

2.10.4 SENIORITY

Where sportsmen are recruited through the Employment Exchange or by direct advertisement and are considered alongwith other general category candidates, they may be assigned seniority in the order in which they are placed in the panel for selection.

Where direct recruitment to a post is through a selection made by the Staff Selection Commission, e.g. clerks the sports persons recruited under these provisions should be placed junior to those who have already been recommended by the Staff Selection Commission. The inter-se seniority vis-a-vis promotees will be as per 20 point promotion roster.

2.10.5 PROCEDURE

- a) Applications from eligible candidates may be called for by giving advertisements in the leading News papers and Employment News.

With a view to cutting down expenditure on advertisements, issue of advertisements may be restricted to Employment News and Rozgar Samachar only.

The clause regarding upper age concession should be advertised as under: -

“AGE” Between 18 and 25 years as on the upper age limit is relaxable upto a maximum of 5 years (10 years in the case of those belonging to SC/ST)”.

- b) An application received by the appointing authority or a higher authority from a sports person belonging to any of the categories mentioned above, may be considered by the authority concerned, in the light of the evidence which the applicant may furnish of his having represented in any of the competitions mentioned in the previous paragraphs and subject also to the applicants fulfilling the requisite qualifications relating to education, age etc. as may be laid down in the rules for the post/service for which he is a candidate. Certificates to meritorious sports persons for employment to a Group ‘C’ and ‘D’ posts under the Central Govt. awarded by the authorities mentioned in **Annexure-V-A** should alone be taken into account

while considering the eligibility of an applicant in terms of above paragraphs.

With a view to cutting down expenditure on advertisements, a composite proforma as given in **Annexure-V-B** could be included in the advertisements for the purpose of certificates to be awarded by the authorities mentioned in **Annexure-V-A**.

- c) These instructions will not, however, affect the orders relating to reservations for SC/ST, Ex-Servicemen etc. which may be in force from time to time. In other words, the vacancies filled in accordance with these instructions in a year shall be taken into account in calculating the number of reserved vacancies in the service/post during that year for purpose of computing the prescribed percentage for reservation.
- d) For the proper assessment of playing capacity of the candidate, such eminent experts in the concerned games from the State Sports Association/National Sports Bodies like NIS etc., as decided by the Head of Department should be invited and associated during the field trials. The candidates should, thereafter be interviewed by a Selection Committee consisting of: -
 - i) Group Officer incharge of Administration

- ii) Another Group Officer from an office other than the one in which appointments are considered.
- iii) Welfare Officer
- iv) A representative nominated by the Headquarters office.

Note:1) The seniormost officer will be chairman of Selection Committee. The empanelment should be based on total marks obtained in field trials and interview.

Note: 2) It has further been clarified by the Central Office in its letter No.502-NGE-V/N3/27-89-II dated 26.4.1981 (File No.Admn.I/1-A/5/90-91/Vol.IX at page 132/c) that the technical experts from NIS/SAI should not merely be “associated” but should be appointed as members of the Field Trial Selection Committee for assessing the playing capabilities of the applicants, and the Trial Selection Committee should finalize the list (with specific marks allotted by each member) or the candidates on the basis of trial games conducted on the same day and the list should be signed by all members including the expert.

- e) Where the appointing authority is subordinate to the Head of Department, such authority may make a recommendation in this regard to the Head of the Department alongwith the necessary details

for obtaining his concurrence in the proposed appointment of the candidate. The panel will thus become operative only after the approval of the Head of the Department.

- f) In order to ensure uniformity for evaluation of candidates in different field offices, it has been decided to prescribe the maximum marks that may be awarded under each of the following categories as under: -

	Maximum Marks
i) On the basis of assessment at field trials	30
ii) On the basis of certificates awarded by competent sports authorities in proper form	30
iii) On the basis of performance before the Selection Board	20

N.B. Since the primary objective is to recruit talented players, only those candidates who secure 60% marks and above during the field trials may be called for interview. The Selection Committee should be apprised of this procedure.

- g) In case where the number of offices is more than one at a station, the date(s) of interview should be mutually agreed upon by the Head of Departments at that station in consultation with the representative from the Headquarters. No interview may be conducted in the absence of Headquarters representative. The dates of interviews may

be fixed well in advance in consultation with the Headquarters office nominee to avoid difficulties in sparing services of Group Officers from Headquarters.

2.10.6 Vacancies earmarked for sports quota are required to be filled up during the same calendar year. Any vacancies remaining unfilled for want of eligible candidates during a particular calendar year are not to be carried over to the next calendar year. In order to ensure the appointments of meritorious sports persons against sports quota, timely action should be taken by the Accountant General. No request for extending the panel for the next year shall be entertained under any circumstances.

(Authority : Circular letter No.1019-NGE.III/36-86 Vol.V dated 31.1.89, 1705-N.III/27-89 Vol.III dated 9.7.90 and 848-NGE.V (N.III) 27-89-III dated 25.9.90 from CAG File No.Admn.I/1-A-5/87-89/Vol.VIII P.384 (Vol.VIII) 84 & 120 (Vol.IX) File No.Admn.I/1-A-5/90-91/Vol.IX)

2.10.7 The following revised instructions in supercession of all previous instructions have been issued by the CAG's office in this regard: -

a) Filling of Posts – SC/ST/Handicapped

It may be ensured that total reservation for SC/ST and Handicapped persons and ex-servicemen together with carry forward reservation which at present is applicable only in respect of SC/ST and

handicapped should not exceed 50% of the vacancies available on any particular occasion and to the extent of the percentage as under: -

- i) Scheduled Castes 15%
- ii) Scheduled Tribes 7½%
- iii) 10% in Group 'C' and 20% in Group 'D' posts subject to provision 1 of Rule 4 of Ministries notification No.39016/10/79-Estt.(c) dated 15.12.79 circulated vide Central Office No.322-N.3/53-80(I) dated 11/21.2.80.
- iv) Handicapped 3%

The percentage of reservation for Scheduled Castes and Scheduled Tribes are different in case of office using 100 points rosters at Appendix-3 of the Brochure on Reservation for Scheduled Castes and Scheduled Tribes in Service.

(CAG's letter No.61-N.3/52-84/Zone-3 dated 28.1.86 at page 88 in File No.Admn.I/1-A-5/79-91)

b) Eligibility – Compassionate appointments

Applicants for compassionate appointments should be considered only if they are eligible and are found suitable for the posts in all respects under the provision of relevant recruitment rules. However, in cases where the financial condition of the family is very bad and

there is no member in the family who may not normally be eligible to seek appointment, the appointment of son/daughter/near relation of the deceased employee may also be considered relaxing the minimum, educational qualification, maximum age limit etc. The relaxation of minimum educational qualification will, however, be considered by the Comptroller & Auditor General's office only at the lowest level, that is, for Group 'D' and clerks posts only. This relaxation will be permitted only for a maximum period of 2 years and if during this period the applicant is not able to acquire the minimum qualification for the post in which he/she is appointed, her/her services will be liable to be terminated.

Note : 1) Widows of deceased Government servants to be appointed as peon on compassionate grounds may be exempted from requirements of the educational qualifications as per Government of India, Ministry of Home Affairs D.P. & A.R. OM No.49016/6/80-Estt.(c) dated 9.10.82 copy of which was received vide CAG's office circular letter dated 29.1.85. Future cases may be regulated taking the instructions of Government of India OM dated 19.10.82 into account.

Note : 2) It is not the intention to restrict employment of son/daughter/near relative of deceased Group 'D' employee to a Group 'D' post only. A son/daughter/near relative of deceased employee can be appointed

to a Group 'C' post for which he is educationally qualified provided a vacancy in Group 'C' exists.

(Govt. of India, Ministry of Personnel P.G. and Pensions (Deptt. of Personnel & Training) OM No.14014/6/86-Estt.(D) dated 30.6.87 received vide CAG's letter No.2520-NGE-III/12-88/Zone-5 dated 12.8.88 page 108 file No.dmn.I/1-A-5/79-91)

Note : 3) Head of Department in the field offices i.e. Accountant General has been delegated the power to relax upper age limit in the matter of appointments on Compassionate grounds vide Central Office letter No.3548/N.3/52-84/Zone-14 dated 14.10.1985.

Note : 4) For appointment to the post of clerk-typist on compassionate grounds, passing of type test is not necessary before hand if the candidate is otherwise found suitable for the post. The candidate will have to pass the type test at the prescribed speed within a period of two years from the date of appointment failing which his/her services will be liable to be terminated in terms of Central Office Circular letter No.1290-NGE.III/124-75 (VIII) dated 5.6.76

(Authority : CAG's letter No.1945-N.3/52-84/Zone-8 dated 10.6.85 file No.Admn.I/1-A-5/82-Instructions regarding recruitment on Compassionate Grounds)

c) Where the death took place long ago

The cases of compassionate appointments should normally be considered if requests are received within a reasonable time as the intention to give compassionate appointment in relaxation of normal procedure of recruitment is to enable the surviving members of the family of the ex-employee to tide over the crises which they have to face immediately when their bread-winner dies. However, in cases where the family does not seek appointment for any dependent immediately after the death of the Government servant for the reasons that the children of the deceased employee were minor, or for any other valid reasons, this should be considered only if the appointment is sought within 5 years from the date of death of the Government servant. Any relaxation beyond this period may be considered very rarely. It should be kept in view that when several years have passed after the death of the government servant it would appear prima-facie that the family has been able to manage somehow all these years and had some means of subsistence. Therefore, the request for appointment after lapse of more than 5 years should be dealt with great deal of circumspection in order to ensure due allocation of posts to more deserving cases, if any.

Note: If an employee dies while in service or is retired on invalid pension and there is a ward below 18 years of age and who alone is available for employment, he should apply for a job as soon as he attains the age of 18 years. The person below the age of 18 years should not be considered for appointment on compassionate grounds.

(CAG's letter No.1145-III/37-86/Zone-2 Vol.I dated 4.4.88 at page 102/c in file No.Admn.I/1-A-5/79-91)

d) When there is an earning member

The deserving cases even where there is an earning member in the family, a son/daughter/near relative of Government servant, who dies in harness leaving his family in indigent circumstances may be considered for appointment to the post. It may, however, be satisfied that the grant of concession is justified having regard to the number of dependents left by the deceased government servant, the assets and liabilities left by him, the income of the earning member who is residing with the family of the deceased Government servant and whether he would not be a source of support to the other members of the family.

e) Government Servants retired on Medical Grounds

In exceptional cases where it is considered that the condition of the family is indigent and in great distress, the benefit of compassionate

appointment may be extended to the son/daughter/near relative of Government servant retired on Medical grounds under Rule 38 of the CCS (Pension Rules) 1972 or corresponding provision in the Central Civil Regulations.

This concession should not, however, be extended to cases where the Government servant has retired on or after attaining the age of 55 years.

(Authority : CAG's letter No.80-N.3/6-82/3 Zone-3 dated 4.4.82)

Note: In the case of Group 'D' employees, the benefit of compassionate appointment may be extended only when they are retiring on medical grounds before attaining the age of 57 years. These instructions will be effective from 1.4.86.

(Govt. of India, Ministry of Personnel, P.G. and Pensions (Deptt. of Personnel and Training) OM No.35014/1/85-Estt.(D) dated 7.4.86 received vide CAG's letter No.1659-NGE.3/37-86/Zone-1 dated 20.5.86 page 98/c instructions file No.Admn.I/1-A-5/79-91)

- f) The object of the scheme of compassionate appointment is to grant relief to the family of Govt. Servant, who dies in harness or is retired on medical grounds, from financial destitution and to help him get over the emergency.

A person appointed on compassionate ground should give an undertaking in writing that he/she will maintain properly the other members of the family who were dependent on the Govt. Servant and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly, his/her appointment may be terminated forthwith. The condition regarding maintenance of other members of the family may be incorporated in offer for appointment given for appointment on compassionate grounds.

(Govt. of India, Ministry of Personnel & Training OM No.14014/16/99-Estt.(D) dated 20.12.1999 – Page 394 of File No.Admn.I/1-A-5/2002-03/Vol.IX)

g) Request for change in post

Where a person has accepted a compassionate appointment on a particular post, the set of circumstances which led to his initial appointment should be deemed to have ceased to exist and thereafter the person who had accepted compassionate appointment in a particular post should strive in his career like his other colleagues for future advancement. Any claim for appointment to higher post on consideration of compassion should invariably be rejected.

- i) For processing the cases of appointments on compassionate grounds, the Comptroller and Auditor General's office has prescribed the proforma (vide **Annexure-VI** to this Chapter).
- ii) In order to facilitate the expeditious disposal of the cases and to eliminate/minimize the time wasted in cross-correspondence in sorting out the facts of the real deserving cases of compassion, the following further guidelines have also been laid down by the Head Office which should be kept in view in checking/completing the prescribed proforma and before making appointment on compassionate ground: -

1	Relief on Pension	As this amount makes a substantial part of the monthly income (75% at present) it must invariably be indicated at the current rates.
2	G.P.F./D.C.R. G.	Payment on this account should be promptly settled and if some portion of the payment remains unsettled for some reason actual amount due/paid/payable to the family should be indicated in the proforma.
3	L.I.C. Policies	Government/Group Insurance Scheme is a recognized part of the retirement benefits and should find a place in the proforma as it has a direct bearing in deciding the financial status of the family.
4	Leave Encashment	Payment on this account should invariably be indicated as it contributes to the assessment of financial status of the family.
5	Particulars of dependents	i) In a number of cases the names of the 'aunts' 'uncles', "daughter/son-in-law" are included in the list of dependents to inflate the liabilities although the dependents should be confined to the dependent parents, widow and off springs of the deceased. This should be taken care of.

- iii) Consideration of “younger” children in preference to “elders” (normally declared un-employed) for appointment should be explained indicating the reasons for by passing the “senior”. It should be ensured that the “senior” member who is evidently “self-employed” or is in “business” does not escape notice and that his income is properly indicated.

The total income of the “self-employed” member of the family, if any, should be indicated as the income derived from “business” or “self-employment” cannot be excluded from the “family income” and has a bearing on deciding the financial status of the family.

The Government of India orders dated 1.1.79 make it clear that cases in which there is one earning member, can be considered in indigent cases, where there are more, the cases should not be recommended.

- iv) Cases of candidates whose fathers had actually retired in the normal course and are living also, those where the widows have received substantial retirement benefits with reasonable regular income by way of monthly pension are not covered by the guidelines and, therefore, should not be considered.

(CAG’s letter No.4645-N.III/37-86/Zone-6 Vol.I datd 30.12.87 at page 100 in Instruction file No.Admn.I/1-A-5/79-91)

v) The appointment on the compassionate grounds should be made after considering the financial position of the family particularly after the welfare measures already extended to the distressed families after issue of the order dated 1.1.79. The benefits received by the family under the following schemes may be kept in view while considering cases of compassionate appointments: -

- 1) Central Govt. Employees Insurance Scheme
- 2) Encashment of Leave
- 3) Deposit Linked Insurance Scheme
- 4) Improved Family Pension
- 5) Assistance from Compassionate Fund wherever necessary

(CAG's letter No.2520-NGE.III/12-88/Zone-5 dated 12.8.88 and, para 9 of G.O.I., OM No.14014/6/86-Estt.(D) dated 30.6.87 at page 108/106 in Instruction File No.Admn.I/1-A-5/79-81)

vi) The cases of compassion should be finalized only after a critical scrutiny based on definite documents/proofs and personal clarification thereof, by the Head of Department as certification required in item-3 of part-II of the proforma.

vii) Appointments as clerk/typist on compassionate grounds should be against direct recruitment and not against promotion quota.

(CAG's letter No.2844-NGE.II/52-76/I/K.W./NGE.III dated 1.1.79, No.80-N.3/6-82/Zone-3 dated 14.4.82 and No.1665-NGE-III/11-52 dated 10.6.82 and other letters referred to in above sub-paras)

2.10.8 For the purpose of the orders contained in the preceding paras the son/daughter/near relatives of the members of the Armed Forces who die during service or who are killed in action or are medically boarded out and are unfit for civil employment can also be considered for appointment to Group 'C' & 'D' posts in the IA&AD in relaxation of the normal procedure of recruitment, subject to the conditions mentioned therein.

(CAG's letter No.3947-NGE.III/52 NGE.II 76-I/KW dated 15th December 1979 at page 57/c of file No.Admn.I/F.205/Vol.VI)

2.11 Miscellaneous other Instructions regarding recruitment

2.11.1 Scrutiny of Educational Certificates/Degrees/Diplomas

The Government of India, Ministry of Home Affairs, have emphasized that academic certificates should be particularly scrutinized before admitting any person to Government Service. The appointing authority should ordinarily make himself responsible for this task and in case of doubt, the official gazette of publications of results should be referred to immediately.

(G.O.I., M.H.A. OM No.F.2/11/62-Estt.(D) dated 19.7.1962 received with CAG's No.1825-NGE.II/259-62 dated 3.8.62)

2.11.2 A separate record is maintained in Admn.I Section showing the certificates/diplomas/degrees of the various institutions declared as equivalent to Matriculation/Intermediate/B.A. etc. by the Government of

India from time to time for purpose of employment in the service/posts under the Central Government, which may be referred to as and when needed.

2.11.3 Recruitment procedure – considering of departmental employees for direct recruitment in higher posts

The confidential instructions on the subject are contained in Comptroller and Auditor General's confidential letter No.978-NGE.II/51-77 IV dated 1.5.78 (Page 350/c of Guard File Vol.V).

2.11.4 Advertisement, application forms etc. in diglot form

Instructions in this regard are contained in Comptroller & Auditor General's confidential letter No.50-NGE.II/51-77/V dated 10.1.78 (Page 78/c of Guard File Vol.V).

2.11.5 No travelling expenses to unemployed persons other than SC/ST candidates are to be paid for appearing for interview/test for appointment to Group 'C' & 'D' posts. But every effort should be made to arrange tests/interviews for these posts in such a way that no candidate has to travel for more than 250 kms. to reach the place of test/interview.

(CAG's letter No.202/Audit/5-76 dated 16.2.76 – Page 190/c of Guard File Vol.V)

2.11.6 While it may not be possible to ensure that various bodies/boards concerned with the selection of candidates should always have a woman representative on them, care should be taken by the appointing authorities to ensure that there is no discrimination against women candidates on grounds of sex, in the matter of selections made by such bodies/boards.

(CAG's letter No.145-NGE.II/51-76-I dated 18.2.76)

Note: 1) The Ministries/Departments should endeavour to nominate to the extent possible, a lady officer on the Selection Boards/Committees concerned with the selection of candidates for various posts/services under them. In case where a good number of lady candidates are expected to be available for the service/posts, no effort should be spared in finding a lady officer for inclusion in the Selection Board/Committee. In the event of such an officer not being available in the Ministry/Department itself there is no objection to nominating a lady officer from any other office at the same station.

(Government of India, Ministry of Personnel & Training, Administrative Reforms and Public Grievances and Pensions (Deptt. of Personnel & Training) OM No.35021/1/85-Estt.(C) dated 8.11.85 received vide CAG's letter No.333-N.3/18-85 Vol.II dated 10.3.86 Page No.216/c (Vol.VII) file No.Admn.I/1-A-5/Inst./Rcctt./1983-87)

Note: 2) For recruitment to Civil Services Posts women candidates should not be rendered ineligible for appointment on the grounds that they cannot reach the place of work and return there from at odd hours by the Public Transport. The proper cause of action where some difficulty is envisaged, would be to remove those difficulties by providing necessary transport facilities.

(Govt. of India, Ministry of Personnel, Public Grievances and Pension (Deptt. of Personnel & Training) OM No.14034/10/86-Estt.(D) dated 5.6.86 and 12.8.86 both received vide CAG's letter No.3149-N.III/18-85-Vol.II dated 1.10.86 - Page No.294/c Vol.VII File No.Admn.I/1-A-5/Inst./Rectt./1983-87)

2.11.7 It should be ensured that appointments against direct recruitment in any cadre in IA&AD of persons already in employment are made only after verifying that such persons have actually resigned from the posts previously held by them.

(CAG's letter No.936-NGE.I/126-71 dated 17.4.72)

2.11.8 In addition to notifying the vacancies for the relevant categories (excluding those filled through the Union Public Service Commission/the Staff Selection Commission) to the Employment Exchange, the requisitioning authorities/establishment may, keeping in view

administrative/budgetary convenience, arrange for the publication of the recruitment notice for such categories in the “Employment News” published by the Publication Division of the Ministry of Information & Broadcasting, Govt. of India and then consider the cases of all the candidates who have applied. In addition to the above, such requirement notices shall be displayed on the office notice boards also for wider publicity.

(Authority : CAG’s letter No.728/NGE(App)/7-98 dated 10.7.98 Page 304 of file No.Admn.I/1-A-5/90-2003 Vol.IX)

2.11.9 In case of appointments of candidates nominated by the Employment Exchanges, the intimation regarding such appointments or offers of appointment should be sent immediately so as to enable the Employment Exchanges to complete their record.

(CAG’s letter No.975-NGE.II/51-74-7 dated 2.5.75 of Page 306/c of Guard File Vol.IV)

2.11.10 Persons discharged or to be discharged on being declared medically unfit-question of appointment in another suitable post

A Group ‘C’ & ‘D’ officer found medically unfit for the post he is holding and from which he is proposed to be discharged or has been discharged, may, wherever practicable, be considered for another identical/equivalent

post for which he may be found suitable against direct recruitment quota without insisting on the condition of appointment through the Employment Exchange/S.S.C. For this purpose, his previous service under Central Government should be deducted from his actual age and if the resultant age does not exceed the prescribed maximum age limit by more than 3 years, he should be deemed to satisfy the condition of upper age limit for appointment to the post in question under the Central Government.

(G.O.I., M.H.A., DOP & AR OM No.14034/1/80-Estt.(D) dated 30.10.1980 received with CAG's letter No.3843-51 NGE.I/80-Vol.I dated 30.12.80 at page 135/c of File No.Admn.I/F.205/Vol.VI)

2.11.11 Satisfactory completion of the period of probation – procedure for determination of

- a) i) It is not necessary to appoint a departmental Committee to consider whether the staff have completed their probation satisfactorily. The appointing authority will be competent to decide this. The satisfactory completion or otherwise of the period of probation may be decided on the basis of work, conduct and confidential records etc. The appointing authority may, where necessary, obtain special report on the performance of the staff from the officers who are supervising the work of the concerned officials or Branch Officers

concerned. If, however, in any case, extension of the period of probation or discharge/reversion to the original post is considered necessary, the appointing authority will obtain the approval of his next superior authority.

- i) Any decision for extension of the period of probation shall be taken within two months after the expiry of the period of probation and communicated to the concerned officer indicating the reasons therefor.
- ii) If during the period of probation or extension thereof, the appointing authority is of the opinion that official is not fit for retention, he may discharge or revert the official to the post held by him/her prior to his/her appointment to the present post, as the case may be, after following the procedure enumerated in (i) above.
- iii) During the period of probation or extension thereof, the staff will get their increments in the normal course unless there are specific orders to the contrary e.g. clerks who have not qualified in the type test.
- iv) Immediately after satisfactory completion of the period of probation by the staff concerned, a formal order to that effect may be issued.

- v) It is desirable to issue a notice to the staff concerned for any shortcoming noticed in their work performance so that they can have an opportunity to improve their performance.

(CAG's letter No.1395-N.2/68-84 dated 29.12.86 – page 340/c File No.Admn.I/Inst./Rectt./1983-87 Vol.VII)

- b)
 - i) The list of staff who will be completing the probation period in the next two months will be submitted by Admn.II Section to Admn.I Section for check bi-monthly on 5th of each month and Admn.I will forward the same after doing necessary check to Confidential Cell bi-monthly on 20th of each month.
 - ii) On receipt of the list, Confidential Cell will put up the same to Sr.D.A.G.(Admn.).
 - iii) Decision regarding satisfactory completion of the probation period or otherwise will be communicated by Confidential Cell to Admn.I
 - iv) On receipt of information from Confidential Cell, Admn.I will issue necessary office order with a copy to the individual concerned.

(Notes in paras 112/n to 115/n in file No.Admn.I/1-A-5/83 Vol.VII and orders of Sr.D.A.G.(Admn.)/Accountant General thereon)

2.12 Recruitment of Accountants, Stenographers and Clerks etc.

- 2.12.1 a) From the recruitment year 1979, the work of recruitment to the above cadres in IA&AD has been handed over to the Staff Selection

Commission. The detailed procedure to be followed in this regard is given in the following paras: -

- b) The Commission has Regional Offices which feed the requirements in the different offices located in various States/Union Territories. In the case of this office, the vacancies are to be reported to the Regional Director, Northern Region, Staff Selection Commission, N.D.M.C. Building, 2nd Floor, Behind Khan Mandi, New Delhi.
- c) The Staff Selection Commission will generally hold tests for recruitment to the various cadres during July-August every year and results may be announced by the end of the year. The panels will, thus, be available for recruitment in January-February of the following year. The panels will be common for various organizations including IA&AD the requirements of which are catered by the Staff Selection Commission. In order to have persons with good merit it has been suggested by the Staff Selection Commission that bulk of our recruitment in a year may be made, as far as possible, immediately after the result is announced by the Commission. It has, therefore, been decided that the vacancies arising in the field offices during July to December every year may be filled in January of the following i.e. soon after the result is announced. For this purpose, a requisition for the vacancies proposed to be filled up in January may

be sent to the concerned regional office of the Staff Selection Commission, Under Secretary (RS) Staff Selection Commission, C.G.O. Complex, Lodi Road, New Delhi-3 by end of December of the preceding year. The vacancies arising during January to March may be filled up in April and those arising from April to June may be filled up in July and a requisition therefor must be sent to the Staff Selection Commission by end of the preceding month i.e. March and June. The requisition to be sent to the regional office of the Staff Selection Commission should clearly indicate the requirements both under general and reserved categories. If there is no demand a 'Nil' requisition may be sent to the concerned regional office of the Staff Selection Commission. In working out the vacancies to be intimated to the Staff Selection Commission for direct recruitment, allowance may be made for departmental promotions and appointments against sports quota and appointments on compassionate grounds.

- d) The Regional Office of the Commission will furnish list of the persons recommended for appointment alongwith the dossiers of each person in original which may include the applications and copies of various certificates as submitted by the candidates to the Commission. The appointing authorities will then take further action

to check the original certificates of the candidates regarding their age, educational qualifications, claim to be a member of Scheduled Caste/Scheduled Tribe or an Ex-servicemen, physically handicapped person etc., issue offers of appointment, verification of character and antecedents, medical examination etc. as per existing procedure. If some of the candidates do not respond to the offers of appointment sent to them, and thus few vacancies remain unfilled, these vacancies may be included in the requisition to be sent in the following quarters. An intimation may also then be sent to the Regional Office of the Commission about the persons who did not respond to the offers made.

NOTE : The Staff Selection Commission have standardized and printed the nomination letter having been sent to the various Ministries/Departments/ Offices nominating candidates for various posts so as to ensure its authenticity. The new nomination letter will be having two Annexures-Annexure-I containing the list of candidates nominated and Annexure-II indicating action required to be undertaken by the indenting departments/offices. The nomination letter and its Annexures-I will each carry a serial number. Each page of the nomination letter will carry the embossed seal of the Regional Director. Similarly, Annexure-I to the letter carrying the names of

the nominated candidates will be authenticated by the Regional Director himself of the Northern Regional office under his embossed seal. The Regional Director will sign the nomination letter and no other officer in his office is authorized to sign this letter. In addition the photograph of the candidate in the dossier accompanying the nomination letter will also be embossed with the seal of the Regional Director. The authenticity of the nomination letter should be issued and checked before taking any further action for appointing the candidate nominated by the Commission.

(Confidential D.O. letter no.8/N.F./86-R(NR) dated 16.12.86 from Shri B. Kumar, Regional Director (NR), Staff Selection Commission, New Delhi-I – page 354/c Vol.VII file No.Admn.I/1-A-5/Inst./Rectt./1983-87/Vol.III)

- e) As stated, the Staff Selection Commission will generally initiate action for preparing panels for recruitment in the following calendar year, in the month of January-February. It would, therefore, be necessary that the pension authorities in the IA&AD intimate the number of the anticipated vacancies both in general and reserved categories which may be filled up in the following calendar year in the month of January every year to the Commission in New Delhi with copy endorsed to the concerned Regional Office so that the

Staff Selection Commission is able to make proper assessment of the requirement region-wise before the vacancies are advertised. For intimating the anticipated vacancies the office need not wait for any reference from the Commission in this regard, and the submission of this return to the Commission should be watched through calendar of returns maintained by the Administration Branches.

- f) The Staff Selection Commission will normally empanel sufficient number of reserved category persons to meet the requirements intimated to them by our office. If any reserved category vacancies remain unfilled in any quarter because of the candidates having not responded to the offers of appointment, a fresh requisition for further names of reserved category persons may be sent to the Regional Office, and the process may be repeated. If the Regional Office has no persons left on the panels, the vacancies may be got dereserved by following the procedure as hithertofore.
- g) Any age relaxation to the extent necessary in the case of persons who have been appointed, while they were within age on the crucial date as prescribed by the Staff Selection Commission in the notice relating to the examination in which they have qualified, may be given by the Accountant General etc. It should be presumed that the candidates were within age on the crucial date.

- h) The appointment against sports quota and also on compassionate grounds will continue to be made as per existing orders (See para 2.10).
- i) A proforma in which the requisition/intimations for anticipated vacancies in the following year should be sent to Staff Selection Commission is given in **Annexure-VII** to this Chapter.
(CAG's letter No.239/NGE-III/51-NGE-II/75-II dated 18.11.1978 and No.533-NGE.III/51-NGE.II/75-II dated 23.2.79 at pages 49/c and 89/c of File No.F.34/Rectt./SSC/80)
- j) The indenting department/office shall indicate in the requisition for recruitment of stenographers, the requirement of Hindi and English Stenographers separately so as to evaluate the Staff Selection Commission to provide the requisite number of Hindi Stenographers, while working out the break up of the vacancies of stenographers into Hindi and English, the departments should keep in view the instructions contained in para 3 of the Department of Official Language OM No.11013/15/73-OL(c) dated 23.3.76 according to which in offices located in Hindi Speaking areas where the number of posts of stenographers is more than five, the vacancies should be filled in such a way that at least 25% posts of stenographers could be manned by person knowing Hindi Stenography. In other words, the

number of Hindi Stenographers including those requisitioned for, should not be less than 25% of the total strength of that grade in such offices. A certificate to this effect should be attached to every requisition for Grade 'D' Stenographers in subordinate offices forwarded to the Staff Selection Commission. The commission would not entertain the requisition's which are not accompanied by the said certificate.

(Government of India, Ministry of Personnel, P.G. and Pensions (Deptt. of Personnel and Training) OM No.24012/20/83-Estt.(B) dated 1.9.87 received vide CAG's letter No.3585/NGE.III/34-86/Vol.I/KWG dated 8.10.87 (Page 75/c of File No.Admn.I/1-A-2(ii) 84-88)

NOTE : For offices situated in Region 'A' as defined in Rule 2(f) of the Official Language Rules 1976, at least 50% of the total posts of stenographers should be filled in by trained Hindi Stenographers. For offices situated in Region 'B' (as defined in Rule 2(f) of the Official Language Rules 1976, at least 25% of the total posts of stenographers should be filled in by trained Hindi Stenographers.

(CAG's letter No.2027-NGE-III/13-88-Vol.II dated 28.6.88 – Page 83/c in File No.Admn.I/1-A-2(ii)/84-88)

N.B. Rajasthan comes under Region 'A'

2.12.2 In emergent cases when the Staff Selection Commission express its inability to nominate candidates for filling up the vacancies in the Accountants/Clerk's/Stenographer's and other posts including ex-cadres this office after approval of the Central Office is permitted to make recruitment on local basis in accordance with the Rules/Instructions referred to in the Table given below: -

TABLE

S.No.	Name of the Post	Reference to Rules etc.	Authority
1	Clerks	i)	CAG letter No.851-N/2/68-85 dated 23.9.88 – Page 362/c (Vol.III) of File No.Admn.I/ F.34/Rectt./Vol.VIII and No.1211-NGE(App)-44-99 dated 6.11.2001 – Page 40 of File No.Admn.I/1-A-5/2001/K-134/Vol.X.
		ii)	
2	Accountants	Indian Audit & Accounts Department (Accountant) Recruitment Rules, 1986 as amended by the Amendment Rule, 1988 and 1990	CAG letter No.933-937-N.2/103-84 dated 26.9.86, 1052-N.2/12-88 dated 7.11.88 and 516-N2/8989 dated 31.8.90 – Page 56/c of Guard file and Pages 10/c and 108/c of File No.Admn.I/F.34/ Rectt./Vol.IX
3	Stenographer	Indian Audit & Accounts Department (Stenographer) Recruitment Rules, 1988	CAG letter No.785-N.2/90-84 dated 1.9.88 – Page 88/c File No.Admn.I/1-A-2(ii)/84-88
4	Cashier, Telephone Operator, Telex Operator	Chapter 9 of this Manual	-
5	Ex-cadre posts	Indian Audit & Accounts Department (Group 'C' ex-cadre posts) Recruitment Rules, 1988	CAG letter No.857-N2/27-88 dated 28.9.88 Page 346/c of File No.Admn.I/F.34/Rectt./SSC/ Vol.VIII
6	Staff Car Driver and Despatch Rider	Indian Audit & Accounts Department (Staff Car Driver and Despatch Rider) Recruitment Rules, 1988	CAG letter No.854-N.2/105-87 dated 21.9.1988 – Page 334/c of File No.Admn.I/F.34/Rectt./SSC/ Vol.VIII
7	Group 'D' staff	i)	i) CAG letter No.4561-NGE.III/ 34-86/Vol.I/KW3 dated 30.12.87 – Page 140/c of File No.Admn.I/ F.34/Rectt./SSC/ Vol.VIII ii) CAG letter No.333-NGE(App)/46-99 dated 12.4.2002 and No.390-NGE(App)/46-99 dated 20.6.2005 –
		ii)	

S.No.	Name of the Post	Reference to Rules etc.	Authority
		iii) Indian Audit & Accounts Department (Group 'D' posts) Recruitment (Amendment) Rules, 2004 – Corrigendum dated 14.6.2004	Pages 50 & 238 of File No.Admn.I/1-A-5/ 2001/K-134 Vol.X
8	Junior Translator	Indian Audit & Accounts Department (Junior Translator) Recruitment Rules, 2000	CAG letter No.5-NGE(App)/ 61-98 dated 19.1.2001 – Page 422 of File No.Admn.I/1-A-5/90-2003/ Vol.IX
9	Group 'C' & 'D' posts in the Departmental Canteen/Tiffin Rooms	Indian Audit & Accounts Department (Group 'C' & 'D' posts) Recruitment Rules, 2001	CAG letter No.141/W&P/ CAN/13-96/III dated 14.2.2002 – Page 32 of File No.Admn.I/ 1-A-5/2001/K-134/Vol.X

(Confidential DO letter No.2888/51-NGE-I/80-SSC dated 18.8.1980 from Shri T. Rangachari, Dy.C.A.G. – copy at page 290/c File No.Admn.I/F.34/Rectt./SSC/Vol.II)

2.13.1 Liability of persons appointed as peon to undergo training as Home Guards.

Notwithstanding anything contained in this para every person appointed as peon under these rules shall undergo training as a Home Guard for a period of 3 years provided that the Commandant General, Home Guards may having regard to the performance and standard of training achieved by any person during the period of training reduce such period to two years for reasons to be recorded in writing.

(CAG's No.70-NGE.I/51-75 III K.W. Part-I dated 8.1.80 and No.3690-NGE.III/51-NGE-II/75-III-K.W. dated 22.12.82 – page 46/c File No.Admn.I/I-A-4(i) 82-89)

2.13.2 a) The regularly appointed Group 'D' employees other than peons such as saffaiwalas, farashes etc., who possess the qualification prescribed for direct recruitment to the post can be appointed on transfer as Group 'D' peons.

(Govt. of India, Cabinet Sectt. Deptt. of P. & A.R. OM No.42015/3/75-Estt.(C) dated 5.9.75 received vide CAG's letter No.2973-NGE.II/51 III dated 12.1.76)

b) 25% of the vacancies occurring in the peons cadre should be reserved for being filled by transfer from saffaiwalas, farashes, chowkidars etc., who have put in minimum of 5 years service and who may not be possessing the qualification prescribed for direct recruitment to the post but who may possess elementary literacy and give proof of ability to read in English, Hindi or regional language. For the purpose of determining whether such saffaiwalas, farashes, chowkidars etc. possess elementary literacy and have ability to read in English, Hindi or regional languages it would be necessary to hold a simple written test.

(Govt. of India Cabinet Sectt. Deptt. of P&AR OM No.42015/3/75 SSh (C) dated 15.1.76 received with CAG's letter No.1588-NGE.II/51-75 III dated 28.7.76 and CAG's letter No.2828-

- c) With the implementation of the orders as contained in clauses (a) & (b) above, the filling up of the posts of peons will be from three sources as indicated below: -
- i) By direct recruitment of qualified safaiwalas, farashes, etc., who request for appointment as peons in accordance with the provisions of sub-clause (a) above.
 - ii) Direct recruitment from the open market to the extent qualified persons are not available from source (c) (i) above.
 - iii) By promotion of unqualified safaiwalas, farashes, chowkidars etc., who give proof of elementary literacy, to the extent of 25% of the vacancies in accordance with the provisions as at clause (b) above.

The two sources indicated under (i) & (iii) above are mutually exclusive because the former is against direct recruitment whereas the latter is against a specific promotion quota of 25%.

In order, therefore, to implement the Government orders on the subject, there will be two separate panels, one for filling up 75% of the vacancies meant for qualified safaiwalas, farashes, chowkidars etc., as well as for other open market candidates vide (i) and (ii) above and the other for filling up 25% of vacancies meant for

educationally unqualified safaiwalas, farashes, chowkidars etc., with 5 years service and giving proof of elementary literacy vide (iii) above. The names of candidates in the former panel (i) (ii) will have to be arranged in such a way as to ensure that the qualified safaiwalas, farashes, chowkidars etc., are put enbloc on the top of the panel and the other open market candidates below them. While, amongst the qualified safaiwalas, farashes, chowkidars etc., the names will have to be arranged according to their length of service, the names of other open market candidates will have to be arranged according to their merit at the time of selection. In the other panel (iii) meant for filling up 25% vacancies, the names will have to be arranged according to their length of service. After drawing up the panels in this manner, the vacancies of peons will have to be filled up by draw in the panels in this manner. The vacancies of peons will have to be filled up by draw in the names from the two panels in such a way as to maintain the ratio of 3 : 1. In other words, for a block of vacancies there should be 3 from the panel for filling up 75% vacancies and one should be from the other panel.

- d) It may be necessary to maintain a roster as such thus allocating specific points to be filled in by transfer of safaiwalas, farashes etc. It will be enough if a watch is kept through a vacancy register that 25%

posts in the peons cadre are filled by transfer of the eligible persons from safaiwalas, farashes, etc.

- e) If for any special reason it becomes necessary to exceed the 25% quota at any stage, Accountant General's approval should be obtained and the excess so caused should be adjusted against the future recruitment. If the eligible persons for transfer at any given time are not available, the vacancies may be filled by direct recruitment and future adjustment may be made by the Accountant General, if considered necessary.
- f) The simple test may be held once in a year, preferably while preparing panel for direct recruitment. If preparation of a supplementary panel becomes necessary it may be done with the approval of the Accountant General. The crucial date for rendering minimum five years service may be fixed by the Accountant General and if enough number of persons to fill up 25% of the vacancies likely to arise in the panel year are not available the persons completing 4 years of service on the crucial date as decided may also be considered for empanelment, but appointed peon only after they complete 5 years service.
- g) The panel prepared for 25% appointments as above may not lapse with the lapsing of the direct recruitment panel. So the person

already on the panel will not be required to re-appear in the test. But a fresh test of the persons who had failed in the previous year or who did not take the test in the previous year and also of the persons found suitable in the fresh test at the appropriate place of their seniority in the recast panel according to their length of service as safaiwalas etc. should be arranged.

- h) The decision regarding the standard of the test and the syllabus thereof for determining the knowledge of the candidates, in elementary Hindi or the manner of marking etc., may be taken by the Accountant General.
- i) No preference is to be given to those who may have already acquired the minimum educational qualification prescribed for appointment as peon. Such persons may seek direct appointment through direct recruitment panel. If they have to seek transfer against 25% reservation, they will be empanelled according to seniority as clarified above.

(CAG's No.1340-NGE-II/51-75-II KW dated 12.6.78 and No.4675-N.3/51-81 dated 4.1.82)

- j) i) Since the safaiwalas, farashes, etc. are to be appointed as peons on transfer, the age restriction prescribed for direct recruitments would not apply.

- ii) Since the safaiwalas etc. fall under that common category of Group 'D' staff and their appointments as peons is made on transfer basis only, their services would be continuous and they will draw pay last drawn in the same identical time scale.
- iii) As the appointments of Safaiwalas etc. as peons are made only on transfer basis, they will not have to resign from the original posts.
- iv) The date of passing the literacy test will be operative on the notional date and seniority in peon's cadre will be as per provisions in clause (c) above.

(CAG's letter No.1048-NGE.II/81-75 III dated 22.5.76 and No.819-N.3/3-82 dated 4.4.82 File No.Admn.I/1-A-4 (1)/82-89)

- k) Some offices have local designation for some posts of Group 'D' e.g. Darban for Chowkidar and Bhisti for Waterman. All offices are required to review the designations of such posts and get the posts re-designated as given in the Recruitment Rules with the approval of the Budget Division of Headquarter Office, where duties and scales are same if still some posts do not fit in the Recruitment Rules notified, full particulars of such posts, duties, reasons as to why they

cannot be changed may be furnished to Headquarters office to examine whether separate rules are necessary for such posts.

(CAG's letter No.820-N.2/51-88 dated 14.9.88 – Page 18/c File No.Admn.I/1-A-4(1) 88)

2.14 Instructions regarding offers of appointment

2.14.1 The offers of appointment will be issued by this office to the candidates recommended by the Staff Selection Commission and to the candidates from our panels when recruitment is made locally in the prescribed form vide **Annexure-VIII** to this Chapter.

Note: A clear period of 30 days from the date of issue of offer of appointment should be allowed to candidates to report for duty and the date so arrived at indicated in the offer.

(CAG's letter No.3452-N.2/29-82 dated 28.10.83 – Page 14/c Vol.VII)

2.14.2 The identity of the candidates recommended for appointment by the Staff Selection Commission should be verified at the time of appointment, by comparison of the original application and other records. The original certificates regarding date of birth, educational qualification, SC/ST should also be checked before appointment and any discrepancy, if found, should be intimated to the Commission immediately.

2.14.3 The certificate of character and antecedents, declaration regarding plural marriage, SC/ST certificate, if applicable, No Objection Certificate from previous employer etc. should be obtained from the candidates and the medical examination also got done as per existing rules on the subject before issuing appointment order in the prescribed form vide **Annexure-IX** to this Chapter. A return of assets and liabilities on first appointment to Group 'C' post should be obtained in terms of Rule 18 (1) of CCS (Conduct) Rules, Page 80/c (Vol.VII).

2.15 Extension of time limit for joining duty by new recruits

2.15.1 The Accountant General may grant extension of time, to join initial appointment, without any limit of time in cases where the delay is solely due to non-completion of medical formalities, in respect of the candidate himself. In these cases the panel seniority of the candidate will remain in tact.

2.15.2 The cases involving delay for other reasons will be considered on merit. If due to circumstances beyond his control, a candidate is not in a position to join within the stipulated period, the Head of Department may at the request of the candidates grant extension of time for reasons other than non-completion of medical formalities for a maximum period of two months beyond the date indicated in the offer of appointment for joining.

Their seniority will be regulated from the date of joining duty. The cases involving delay beyond two months, may be referred to the CAG's office for decision.

(CAG's No.3452-M.2/29-82 dated 28.10.1983 – Page 14/c (Vol.VII)

2.15.3 In cases of lady candidates, if she is found to be pregnant of 12 weeks standing or over, she should be declared temporarily unfit until the confinement is over and re-examined for a fitness certificate six weeks after the date of labour. The Accountant General may grant necessary extension of time limit for joining duty in such cases.

(CAG's No.970-NGE-III/17-73 dated 27.5.74)

Note: It shall no longer be necessary to declare a lady candidate who is pregnant of 12 weeks standing or over as “Temporarily Unfit” in respect of appointments to posts for which no elaborate training has been prescribed or which do not involve duties of a hazardous nature, and she may be appointed straight way on the job. This will come into force w.e.f. 4.8.1988 and past cases are not to be re-opened.

(CAG's No.2617-NGE-III/35-86 Vol.III dated 4.8.1988)

2.16 Medical Examination on first appointment

2.16.1 All the candidates before their appointment to Group ‘C’ & ‘D’ posts are required to be medically examined before appointment in Government

service as per provisions contained in Chapter-24 of Swamy's Manual of Establishment & Administration.

Note: 1) It has been decided by the Government of India, Ministry of Health and Family Welfare (Deptt. Of Health) that actual fees paid by the candidate to the Government Medical Officers/Boards in respect of his/her medical examination would be reimbursable. This decision takes effect from 27th June 1986. Pending cases may also be decided accordingly.

(Government of India, Ministry of Health and Family Welfare (Deptt. Of Health) OM No.17011/10/84-MS dated 27.6.86 received vide CAG's endorsement No.934—Audit I/56-86/III-86 (153) dated 9.1.87 – Page 358/c Vol.VII)

Note: 2) The instructions contained in Supplementary Rules 3, 4 and 4A and the Government of India's orders thereunder should also be kept in view in this regard.

2.16.2 The candidate will be directed to appear before the medical officer for their medical examination while issuing the offers of appointment to them. The candidates are also required to fill a statement and declaration form before the Medical Officer who after his counter signatures will send the same to the appointing authority alongwith the medical examination report. The medical officer will be simultaneously asked to examine the

candidate and forward the medical certificates (as also the statement and declaration form of the candidate duly countersigned) to this office in the prescribed form (to be sent by this office). The candidates will be asked to appear before the medical officer for medical examination sufficiently in advance of the date fixed for joining this office so that the medical certificate is received before the candidate actually report for duty to this office.

2.16.3 For non-gazetted posts other than Group 'D' posts a civil surgeon or a District Medical Officer or a Medical Officer of equivalent status is authorized to issue medical certificates, whereas for Group 'D' posts an Assistant Surgeon Grade-I/II or a medical officer of equivalent status can issue such certificate to the candidates.

2.16.4 The Medical Officer of Central Government Health Scheme Dispensaries are also authorized to issue medical certificates for only Group 'D' posts to the candidates residing within the area allotted to the Central Government Health Scheme Dispensary concerned.

2.16.5 The Comptroller & Auditor General of India has been delegated with powers to authorise, in relaxation of FR-10, the drawal of Pay and Allowances for a period not exceeding two months in respect of fresh recruits to Government service without a Medical Certificate of Health,

subject to the condition that if the person concerned is subsequently found medically unfit, his service should be terminated after the period of expiry of one month from the date of communication to him of the findings of the Medical Officer/Board, if no appeal for a second Medical Examination is made by him during this period, or after the case for second medical examination is finally decided if such an appeal is made and accepted. This condition should be clearly stated in the initial letter of appointment. These powers are to be exercised sparingly and in exceptional circumstances only (G.I., M.F. (Deptt. Of Expenditure) OM No.F.67 (21) EV/60 dated 16.12.60)

2.17 Verification of Character and Antecedents

2.17.1 According to existing procedure followed in the IA&AD simple verification of character & antecedents is conducted in the case of appointment to Group 'C' & 'D' posts. The heads of offices may, however, arrange for detailed verification in any particular case, if they consider necessary, in the interest of security. The detailed verification is also necessary in respect of those engaged in secret/top secret work. For the sake of uniformity, the Comptroller & Auditor General of India has ordered that detailed verification of character & antecedents in respect of

security staff viz. Chowkidars & Caretaker should invariably be done at the time of recruitment.

2.17.2 A detailed verification of character and antecedents in respect of all the stenographers should be done at the time of recruitment.

Note : 1) The confidential instructions regarding the procedure to be followed for verification of character and antecedents have been laid down in Central Office secret letter No.2361-N.III/19-82-I dated 31.7.1982 available in Confidential Cell.

Note : 2) The Government of India, Department of Personnel and Training while reviewing the procedure and revising instructions for verification of character and antecedents, has decided that persons convicted for dowry offences under the Dowry Prohibition Act, 1961 or under Section 304B of the Indian Penal Code should be disqualified for being appointed under the Government of India. This point may be kept in view while examining the attestation form. Information at S.No.12(e) of the attestation form will be relevant in this regard. If the answer to S.No.12(e) is in positive, Confidential Cell should invariably be consulted for further course of action.

The Government of India, Department of Personnel and Training has also received the instructions regarding verification of character and

antecedents of Ex-servicemen selected for appointment to Civil Posts. Confidential Cell may be consulted in such cases.

(Letter No.Admn.CC/1-4/83/TR-556 dated 28.10.87 from Confidential Cell page 124/c Vol.VIII)

2.18 Declaration regarding plural marriage

2.18.1 No person (a) who has entered into or contracted a marriage with a person having a spouse living or (b) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to service provided that CAG of India may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

2.18.2 The above provision is to be brought to the notice of the candidates in the offer of appointment issued to them.

(G.I., M.H.A. OM No.25/37/69-Estt.(A) dated 22.4.70)

2.18.3 All candidates on their appointment will be required to fill in a declaration in the prescribed form regarding plural marriage, as in **Annexure-VIII-D** to this Chapter.

In case the declaration given is found incorrect he/she will be liable to be dismissed from service. For the grant of exemption from the operation of

this rule, he/she should apply in the prescribed form as in **Annexure VIII-D (a)** to this Chapter.

2.19 Oath of allegiance to the Republic of India

2.19.1 All full time Government servants who are subject to Government servants Conduct Rules or other relevant rules should take an oath of allegiance to the Republic of India in the form given in Annexure-VIII-E.

2.19.2 The oath/affirmation should be taken/made before the Branch Officer(Admn.). A record of all full time Government servants who have taken/made the prescribed oath/affirmation should be maintained in a separate register for each different grade. The cover and the first page of the register should show the grade of the Government servants in respect of whom this record is kept and a copy of the form of oath/affirmation should be posted on the next page and thereafter, entries may be made in the register in the form indicated below: -

S.No.	Name of the Govt. servant	Base on which oath/affirmation was taken/made	Whether an oath or affirmation was taken/made	Designation of officer before whom the oath/affirmation was taken/made	Signature of Officer
1	2	3	4	5	6

ANNEXURE-I

(Referred to in para 2.7)

STATEMENT SHOWING THE TOTAL NUMBER OF VACANCIES IN EACH OF THE CATEGORIES OF GROUP 'C' & 'D' POSTS AND THE NUMBER FILLED BY EX-SERVICEMEN

Name of Ministry/Department/Office

For the Quarter ending

Sl. No.	Category of posts under Group 'C' & 'D' to be shown separately	No. of vacancies filled in the quarter by direct recruitment	No. of vacancies notionally carried forward from previous quarter as provided in MHA OM No.13/5/69-Estt.(C) dated 23.5.70	Total Column 3 & 4
1	2	3	4	5

Vacancies reserved for Ex-servicemen at 10% in Group 'C' & 20% in Gr.'D' (to be rounded off to the nearest integer) vide Deptt. Of Personnel Notification No.39016/10/79-Estt.(C) dated 15.12.79 plus percentage making up the total to 50%	No. of Ex-Servicemen appointed		
	Ex-servicemen	Disabled Ex-servicemen	Total
6	7	8	9

If the number appointed falls short of the number of vacancies reserved.

No. of unfilled reserved vacancies released to general candidates	Whether non-availability certificate obtained, from the Employment Exchange Quota NA Certificate number & date	Whether reference made to D.G. resettlement Ministry of Defence, Quota NA certificate number & date
10	11	12

Whether approval obtained from the Ministry concerned. Quota number and date of letter from the Ministry concerned	Remarks including jobs and qualitative requirements for which suitable Ex-servicemen were not available
13	14

ANNEXURE-II

(Referred to in paragraph 2.8)

I- Resettlement in Government Service of Central Government Employee discharged on affliction with T.B.

- 1) Ex-T.B. patients who have been declared non-ineffective and medically fit for Government service by a T.B. specialist or Medical Authority authorized in this behalf by the Government of India will be deemed eligible for re-appointment to the posts previously held by them, if vacancies exist or to equivalent posts in their own departments, the usual concession regarding age limit not being enforced in their case.
- 2) Such persons will be eligible for re-appointment without the intervention of Employment Exchange whenever there are suitable vacancies.
- 3) If such persons can not be re-employed for want of vacancies, employment assistance to them will be rendered by Employment Exchanges. For this purpose as also for the purpose of age relaxation they will be treated as “Retrenched Central Government Employees”.
- 4) On re-employment of such persons in the same posts from which they were discharged, the actual previous service rendered by them will be treated as qualifying service for purposes of pension and seniority and for purpose of pay they will be placed in the same position in which they were at the time

of their discharge from service. The break in service between the date on which they were discharged from service and the date of their re-employment would itself, however, not count for any purpose but the service will otherwise be regarded as continuous. The seniority of such persons re-employed in other posts will be fixed in consultation with the Ministry of Finance.

- 5) On re-employment such persons will not be required to undergo a fresh medical examination if they had been medically examined on their first appointment. They will, however, have to undergo the usual medical examination before confirmation, if otherwise, necessary.
- 6) In cases in which such persons are re-employed in posts, direct appointments to which can be made only in consultation with the Union Public Service Commission, the UPSC will be consulted as usual. For this purpose all available records of such persons will be referred to the Commission. The Commission, if they consider necessary will interview such persons and actual appointment of such persons will be made only after the Commission have certified them to be suitable for appointment to the posts in question.

Note: The seniority of other person fixed due to their passing of Departmental Examination earlier shall not be disturbed by re-employment of Ex-T.B. patients.

(Government of India, Ministry of Home Affairs OM No.37/1/52-DGS dated 10.7.1954 forwarded with CAG's letter No.2538-NGE.II/463-53 dated 2.8.1954)

- 7) The service rendered by an Ex-TB patient before his discharge from service on account of affliction with TB shall also count for purposes of any length of service condition prescribed for eligibility to appear in departmental tests/examinations conducted by the Union Public Service Commission or other authorities.

(Office Memorandum No.13/1/56-RPS dated 8.5.1956 of the Government of India, Ministry of Home Affairs received with Comptroller & Auditor General of India's endorsement No.2033-NGE.II/137-56 dated 28.5.1956)

II- Resettlement of Government service of Central Government employees, discharged on account of affliction with pleurisy

The concessions granted to Ex-T.B. patients has also been extended to ex-pleurisy patients.

(Government of India, Ministry of Home Affairs, Office Memorandum No.13/4/56-RPS, dated the 29.9.1956 received with CAG's endorsement No.4052-NGE.II/137-56 dated 15.10.1956)

III- Re-settlement in Government Service of Central Government employees discharged on account of affliction with leprosy

The concessions granted to Ex-TB patients, has also been extended to Ex-Leprosy patients. Their appointments shall, however, be subject to the conditions, mutatis mutandis, specified in the Ministry of Health OM No.5(11)-41/56-Mil, dated 24.10.1957.

(Govt. of India., M.H.A. OM No.13/4/57-RPS dated 14.7.58 received with Comptroller & Auditor General's endorsement No.3444-NGE.II/38-58 dated 1.9.58)

ANNEXURE-III-(a)
(Referred to in para 2.9.6)

**JOBS IN GROUP 'C' AND GROUP 'D' SUITABLE FOR THE
PHYSICALLY HANDICAPPED IN A.G.(A&E) OFFICES**

I- ORTHOPAEDICALLY HANDICAPPED

a) Upper Extrementies

i) Major Defects : Accounts Clerks (U), Office Clerk (U-A), Office Superintendents (U), Peons (U), Proof Readers (U), Receptionists (U), Watermen (U)

ii) Minor Defects : Caretakers (A), Chowkidars (A), Dak Messengers, Daftries (A), Gardeners, Farashas, Gestetner Operators, Library Clerks (A), Office Clerks (A), Office Superintendents, Peon, Receptionists, Security Guards (A), Store-Keepers (A), Sweepers, Telephone Operators (A), Translators (A), typists (A)

b) Lower Extremeties

i) Major Defects : Accounts Clerks, Office Clerks, Office Superintendents, Proof-readers, Receptionists, Stenographers, Telephone Operators, Telex Operators, Translators, Typists

ii) Minor Defects : Caretakers (A-MNR), Cashiers (A), Chowkidars (A-MNR), Daftaries (MNR), Gestetner Operators, Librarians (Junior) (A-MNR), Library Clerks (A-MNR), Peons (MNR), Sweepers (MNR).

II- DEAF AND DEAF & DUMB

Accounts Clerks, Canteen Boys, Daftaries, Gardeners, Gestetner Operator, Office Clerks, Store-Keeper, Sweeper, Telex Operators, Translators.

III- DEAF

No post.

IV- PARTIALLY DEAF

Caretakers (A), Cashiers, Chowkidars (A), Dak Messengers, Librarians (Junior) (A), Library Clerks (A), Peons, Stenographers (A), Security Guards (A),

V- BLIND

Office Superintendents (H), Stenographers (with Dictaphone and Digital Type-writers), Telephone Operators (Small Boards with Electronic Beep and Embossed Digits).

VI- PARTIALLY BLIND

Dak Messengers, Despatch Clerk (T), Gardeners (T), Gestetner Operators (T&A), Liftmen (T and digital controls), Peons, Receptionists (T&A), Sweepers, Watermen (T).

EXPLANATIONS : U = Unilateral, A with Aids,

T = With training, H= with a Helper

MNR = Mobility not restricted

Note : 1) Jobs which can be preformed by those having major deformities can also be performed by those having minor deformities, job which can be performed by Deaf can be performed by partially Deaf also. Jobs which can be performed by Blind can be performed by partially Blind also.

Note : 2) There would be a number of jobs in each occupational group. These have not been given separately. For example, Office Clerks including Lower Division Clerks and Upper Division Clerks, Stenographers include Junior and Senior Stenographers.

ANNEXURE-III-(b)
(Referred to in para 2.9.6)

**JOBS IDENTIFIED FOR BEING HELD BY PHYSICALLY
HANDICAPPED IN GROUP 'C' & 'D' OR EQUIVALENT JOBS/POSTS
IN A.G.(A&E) OFFICES
(BASED ON THE LETTERS IN PARA REFERRED TO ABOVE)**

Sl.No.	NCO	TITLE	PHYSICAL REQUIREMENTS	CATEGORIES OF DISABLED FOR THE JOB
Group 'C'				
1	320.20	Stenographer/ Steno/Typist	S,W,H	OL,HL,PB,B
2	321.10	Typists	S,W,H	B,PB,OL,BL,D,PD
3	330.20	Accounts Clerk	S,W,H,SE	OA,BL,OT,FT,W,PD
4	350.10	Clerks General	S,W,SE	OL,OA,BL,D,PD,PB,B
5	390.10	Telephone Operator	S,H	D,PB,BL,W
6	-	Accountant	S	OL,OA
Group 'D'				
1	358.20	Peon	S,W,SE	OA,OL,PD
2	358.30	Dusting Man Farrash	S,W,SE	OA,OL,D,PD,PB
3	359.10	Duplicating Machine Operator, Cyclostyle Machine Operator	S,W,SE	D,PD,OL,OA
4	For codes used in physical requirements/categories of disabled for the job please see on reverse			

PHYSICAL REQUIREMENTS

Sl.NO.

CODE

- 1) F Work performed by manipulating (with fingers)
- 2) PP Work performed by pulling and pushing
- 3) L Work performed by lifting

- 4) KC Work performed by kneeling and crouching
- 5) B Work performed by bending
- 6) S Work performed by sitting (on bench & chair)
- 7) ST Work performed by standing
- 8) W Work performed by walking
- 9) SE Work performed by seeing
- 10) N Work performed by hearing/speaking

FUNCTIONAL CLASSIFICATION

Sl.No.	CODE	FUNCTIONS
1)	BL	both legs affected but not arms
2)	BA	both arms affected (a) impaired (b) weakness of grip
3)	BLA	both legs and both arms affected
4)	LA	one leg affected (R and/or L)
5)	OA	One arm affected (R and/or L) a) impaired search b) weakness of grip c) atoxic
6)	BH	Stiff back and Hips (cannot sit or stool)
7)	FT	limited exercise to tolerance early fatigue
8)	MW	Muscular weakness and limited physical endurance
9)	IC	General in-cordination of movement
10)	B	the blind
11)	PB	Partially blind
12)	D	the deaf
13)	PD	Partially deaf

ANNEXURE-IV

[Referred to in para 2.10.1 (a) (i to iii)]

LIST OF GAMES/SPORTS IN WHICH SPORTS PERSONS QUALIFY FOR CONSIDERATION OF APPOINTMENT TO GROUP 'C'/ 'D' POSTS UNDER CENTRAL GOVERNMENT

- 1) Archery
- 2) Athletics including track and field events
- 3) Atya-Patya
- 4) Badminton
- 5) Ball-Badminton
- 6) Basketball
- 7) Billiards and Snooker
- 8) Boxing
- 9) Bridge
- 10) Carrom
- 11) Chess
- 12) Cricket
- 13) Cycling
- 14) Equestrian Sports
- 15) Football
- 16) Golf
- 17) Gymnastics (including body building)
- 18) Handball
- 19) Hockey
- 20) Judo
- 21) Kabaddi
- 22) Karate-do
- 23) Kayaking and canoeing
- 24) Kho-Kho
- 25) Polo

- 26) Power Lifting
- 27) Rifle Shooting
- 28) Roller Skating
- 29) Rowing
- 30) Soft Ball
- 31) Squash
- 32) Swimming
- 33) Table Tennis
- 34) Tackwando
- 35) Tenni-koib
- 36) Tennis
- 37) Volleyball
- 38) Weight Lifting
- 39) Wrestling
- 40) Yatching

(Authority : Government of India, Ministry of Personnel, P.G. & Pension, Deptt.
of Personnel & Training OM No.14034/1/91-Estt.(D) dated 9.5.91
E.No.Admn.I/1-a-5/90-91 Vol.I CAG's Endorsement No.526-NGE-V/8-90-1)

ANNEXURE-V(A)

[Referred to in para 2.10.5 (b)]

**LIST OF AUTHORITIES REFERRED TO IN PARA 5 (b) OF THE
CIRCULAR DATED 31ST MARCH 1989**

S.No.	Competition	Authority Awarding certificates	Form in which certificate is to be awarded
1	International Competition	Secretary of the National Federation of the games concerned.	1 (Annex.VIII-A)
2	National Competition	Secretary of the National Federation or the State Association of the Game concerned.	2 (Annex.VIII-B)
3	Inter-university Tournaments	Dean of sports or other officer in overall charge of sports of the University concerned.	3 (Annex.VIII-C)
4	National Sports/Games for schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for school in the Directorate of Public Institutions/ Education of the State.	4 (Annex.VIII-D)
5	Physical Efficiency Drive	Secretary or other Officer in overall charge of physical efficiency in the Ministry of Education and Social Welfare Government of India.	5 (Annex.VIII-E)

ANNEXURE-V-B

[Referred to in para 2.10.5 (b)]

NATIONAL FEDERATION/NATIONAL ASSOCIATION OR
STATE ASSOCIATION OF _____/UNIVERSITY OF
_____ DIRECTORATE OF PUBLIC
INSTRUCTIONS/EDUCATION OF THE STATE OF _____/
GOVERNMENT OF INDIA, MINISTRY OF EDUCATION AND SOCIAL
WELFARE OF _____.

Certificate to a meritorious sportsman for employment to Group 'C' & 'D'
posts/service under the Central Government.

Certified that Shri/Smt./Kumari _____
son/wife/daughter of Shri _____ resident of
_____ represented
the Country/State/University/State School team in the game/event of
_____ competition/tournament held at
_____ from _____ to _____.

The position obtained by the individual/team in the above said
competition/tournament was _____.

The certificate is being given on the basis of records available in the
office of National Federation/National Association of _____/ State
Association of _____/Deans of sports or officer in overall
charge of sports in the University of _____/Directorate of
Public Instructions/Education of _____/Ministry of
Education and School and Welfare of _____.

- Strike out whichever not applicable.

Signature :

Name :

Designation :

Address :

Seal :

Place : _____

Date : _____

NOTE : Separate certificates signed personally by the Authority as given below required to be furnished in respect of participation in the specified games/sports at different levels of tournaments.

INTERNATIONAL COMPETITION	Secretary of the National Federation of the game concerned
NATIONAL COMPETITION	Secretary of the National Federation or the State Association of game concerned.
INTER-UNIVERSITY TOURNAMENT	Dean of sports or other officer in overall charge of sports of the University concerned.
NATIONAL SPORTS/GAMES FOR SCHOOL	Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instructions/ Education of the state.
PHYSICAL EFFICIENCY DRIVE	Secretary or other officer in overall charge of physical efficiency in the Ministry of Education and Social Welfare, Government of India.

ANNEXURE-VI

[Referred to in para 2.10.7 (g) (i)]

PROFORMA REGARDING EMPLOYMENT ON COMPASSIONATE GROUNDS IN PLACE OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/ RETIRED ON INVALID PENSION

PART-I

- 1 a) Name of the employee deceased/retired on
medical grounds : :
- b) Designation of the employee : :
- c) Date of birth of the employee : :
- d) Date of death/retirement on invalid
pension : :
- e) Total length of service rendered : :
- f) Whether permanent or temporary : :
- g) Whether belonging to SC/ST : :
- 2 a) Name of the candidate for appointment: :
- b) Relationship with the employee : :
- c) Date of birth : :
- d) Educational Qualifications : :
- e) Typing/Stenography or any other
professional qualification : :
- 3 Particulars of total assets left including amount
of
- a) Family Pension :
(Total including relief) :
- b) D.C.R. Balance :
(Actually due/paid) :
- c) G.P.F. Balance :
(Actually due/paid) :
- d) L.I.C. Policies : :
- e) Govt./Group Insurance Scheme : :
- f) Leave Encashment : :
- g) Moveable and Immovable properties &
annual income earned therefrom by the
family :
- 4 Brief particulars of Liabilities, if any :

5 Particulars of all dependents of the employees (if some are employed, their income and whether they are living together or separately).

Sl.No.	Name	Relationship with the employee & age, married/unmarried	Particulars of employment emoluments. Income of the self employed/in business may also be mentioned
1.			
2.			
3.			
4.			
5.			

NOTE : 1) For request of appointment of a junior in preference to a senior member of the family give detailed reason.

NOTE : 2) If any of above are already employed in IA&AD, indicate if employed through S.S.C. or Employment Exchange.

6. Declarations

I do hereby declare that the facts given by me above are to the best of my knowledge correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

Signature of the candidate. Shri _____ is known to me and the facts mentioned by him are correct.

Signature of permanent Govt. Servant

Name :

Address :

I have verified that the facts mentioned by candidates above are correct.

Signature of the Welfare Officer

Name :

Address :

PART-II

- 1 a) Name of the candidate for appointment :
- b) His/Her relationship with the employee :
- c) Educational Qualification, Age (Date of Birth) and Experience, if any :
- d) Post for which employment is proposed :
- e) Vacancy position :
- 2 Whether the facts mentioned in Part-I (1 to 6) have been verified by the office and if so, indicate the records .
- 3 Personnel Recommendations of the Head of the Department
- 4 If the employee died/retired on invalid pension more than 5 years back why the case was not sponsored earlier .

Signature of the Head of Office

(CAG's letter no.1665-NGE.III/11-82 dated 10.6.82)

ANNEXURE-VII

[Referred to in para 2.12.1 (h) (i)]

INDIAN AUDIT & ACCOUNTS DEPARTMENT

PROFORMA FOR SENDING REQUISITION FOR CANDIDATES FOR RECRUITMENT

Vacancies of Accountants/Clerks/Stenographers to be filled for the period _____ from the examination held by the Staff Selection Commission during _____.

- 1) Name of Posts :
(In the case of Stenographers the scale of pay and the minimum speed in shorthand required as per recruitment rules may be indicated)
- 2) Name of Office :
- 3) Full Address of the office :
- 4) State/U.T. in which located :
- 5) Zone (Out of 8-Zones mentioned below) :
in which located
- 6) Number of vacancies to be filled by: -
 - a) General Category candidates
 - b) S.C. Candidates
 - c) S.T. Candidates
 - d) Ex-servicemen
 - e) Any other category for which reservation has been made
- 7) State: -
 - a) Whether reserved vacancies can be treated as automatically unreserved in case sufficient number of candidates are not available in these categories from the examination; or
 - b) Whether the reserved vacancies can be treated as unreserved only after dereservation orders are obtained.

- 8) Names and Roll Number of Departmental candidates who had appeared in the examination with relaxation in upper age limit upto 40 years (information to be supplied only in the case of Accountants/Clerks).

Signature :

Designation :

Office Seal :

Station : _____

Date : _____

- 1) Zone-I Chandigarh, Delhi, Haryana, Himachal Pradesh and Punjab.
- 2) Zone-II Arunachal Pradesh, Assam, Bihar, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura
- 3) Zone-III Andaman & Nicobar Island, Orissa and West Bengal
- 4) Zone-IV Madhya Pradesh, Rajasthan and Uttar Pradesh
- 5) Zone-V Dadra & Nagar Haveli, Goa, Daman & Diu, Gujrat and Maharashtra
- 6) Zone-VI Andhra Pradesh and Karnataka
- 7) Zone-VII Kerala, Lakshadweep, Pondicherry and Tamil Nadu
- 8) Zone-VIII Jammu and Kashmir

ANNEXURE-VIII
(Referred to in para 2.14.1)

REGISTERED

OFFICE OF THE ACCOUNTANT GENERAL (A&E) RAJASTHAN : JAIPUR

No.Admn.I/4-A-2(2)/

Dated :

MEMORANDUM

With reference to his/her application dated Shri/Smt./Kumari
_____ is offered a temporary post of
_____ in the scale of pay of Rs. _____
plus the usual allowances sanctioned by the Government of India. His/Her
appointment will be subject to the following terms and conditions: -

- 1) The appointment is purely temporary and will be governed by the CCS (TS) Rules, 1965 and is liable to termination without assigning any reasons under Rule 5 ibid.
- 2) He/She is liable to be transferred to any Branch/Zonal office of the Accountant General, Rajasthan either in existence already or likely to be formed in future, as well as to the separated accounts organization under the State Government on such terms and conditions as decided by the Department.
- 3) He/She will be treated as _____ on probation for two years.
- 4) a) He/She is required to pass a departmental examination within such time limit and within such chances as prescribed by the CAG of India, failing

which he/she will be liable to be discharged from service (Applicable in case of appointment as Accountant only).

- 4) b) He/She will be required to pass departmental examination to become eligible for confirmation on the post of Clerk or for promotion as Accountant in the seniority quota (Applicable in the case of appointment as Clerk only).
- 4) c) He/She will have to pass type test at the prescribed speed within 2 years from the date of entry into service in this office. In case he/she does not pass the type test, he/she will not earn any increment nor become eligible to appear at any departmental examination on passing of which promotion is given i.e. Section Officer Grade Examination, Departmental Examination for Accountants etc. The period of probation is prescribed in para 3 above will not be deemed to have successfully concluded if he/she fails to pass type test at the prescribed speed (applicable in case of appointment as Clerks on compassionate grounds or under sports quota only).
- 5) He/She will have to comply with the recruitment of the CCS (Conduct) Rules, 1964, and the Plural Marriages Act. All rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of service etc. will automatically be applicable to him/her.

- 6) If he/she belongs to a Scheduled Caste and professed the Hindu/Sikh religion, he/she should report any change of religion to the appointing authority immediately such a change takes place.
- 7) He/She should give a declaration of his/her home town for the purpose of 'LEAVE TRAVEL CONCESSION' within 6 months from the date of entry into service.
- 8) He/She is expected to possess a working knowledge of Hindi and will be required to give declaration in the form enclosed. Otherwise he/she shall have to pass a test in the Hindi as a pre-requisite for substantive appointment in the cadre.
- 9) If the offer is accepted by him/her, he/she should sign the acceptance of the offer in the form enclosed and report personally to the office immediately but in any case not later than _____. This offer is liable to lapse if he/she does not join on or before the stipulated date.
- 10) He/She will have to report for duty _____ and for Medical Examination he/she is to appear before _____.
- 11) He/She should bring with him/her the original matriculation certificate and/or other certificates in support of age, educational qualifications, etc. and domiciles. He/She should also submit the following documents with his/her letter of acceptances: -

- i) Attestation form (**Annexure-VIII-A**) as enclosed duly completed and signed.
- ii) Certificate of character in the form (Annexure-VIII-B) enclosed from the head of educational institution last attended or in case such a certificate cannot be obtained a certificate in the same form from a Gazetted Officer, (in both cases duly attested by a District Magistrate, Sub-Divisional Magistrate or Stipendiary First Class Magistrate). This certificate should have reference to the 2 years immediately preceding.
- iii) SC/ST certificate in the form (**Annexure-VIII-C**) enclosed from a District Magistrate, Additional District Magistrate, Collector, Dy. Commissioner, Additional Deputy Commissioner, Dy. Collector, First Class Stipendiary Magistrate, Sub-Divisional Magistrate, Taluka Magistrate, Executive Magistrate, City Magistrate, Extra Assistant Commissioner, Chief Presidency Magistrate, Additional Chief Presidency Magistrate, Presidency Magistrate, Revenue Officer not below the rank of Tehsildar, Sub-Divisional Officer of the area where he/she or his/her family normally resides.
- iv) A declaration in the form (Annexure-VIII-D) enclosed regarding plural marriages.

- v) “NO OBJECTION CERTIFICATE” from his/her previous employer and release order from his/her employer accepting his/her resignation from that service.
 - vi) Displaced person certificate from a Gazetted Officer of the Central Government or from a District Magistrate and/or eligibility certificate issued by the Government of India or Citizenship Certificate as a proof of registration as an Indian Citizen.
 - vii) A signed declaration to the effect that he/she, his/her spouse and children, dependent parents and relatives are not employed in any foreign mission/organization otherwise full particular of any such employment should be furnished.
 - viii) A signed declaration to the effect that he/she is not in receipt of any pension/family pension otherwise full particulars thereof should be furnished.
- 12) The offer of appointment is further subject to his/her being found medically fit for Government service by the Superintendent _____ . He/She should, therefore, appear before him for the medical examination as early as possible and record his/her own statement and declaration in the specimen form attached in the presence of that authority. A letter to the address of _____ in this connection has been sent direct to him separately.

- 13) He/She will also be required to take on oath of allegiance (**Annexure-VIII-E**) to the constitution of India.
- 14) He/She will not be paid any TA/DA for appearing before the Medical Officer or for joining his/her appointment in this office.
- 15) He/She will have to undergo Home Guard Training for a period of three years, but keeping in view an individuals performance and standard of the training received by him, the Commandant General, Home Guard after recording the above facts in writing, may reduce such duration of the training to two years (Applicable in case of appointment in Group 'D' cadre as peon).
- 16) The appointment to SC/ST candidates is provisional and is subject to the caste/tribe certificates having been verified through the proper channels and if the verification reveals that the claim to belong to SC or ST as the case may be, is false, the service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

SR. DY. ACCOUNTANT GENERAL/ADMN.

Place :

Date :

SHRI/KUM./SMT. _____

ANNEXURE-VIII-A

(Referred to at item 11(1) in Annexure-VIII to Chapter-2)

ATTESTATION FORM

“WARNING”

Affix signed passport size (5cm x 7cm approx) copy of recent photograph where asked for

1. The furnishing of false information or suppression of any factual information in the attestation form would be disqualification and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc. subsequent of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent early failing which it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

-
- | | | | |
|----|--|---------|------|
| 1. | Name in full (in block capitals) with aliases, if any (Please indicate if you have added or dropped at any stage, any part of your name or surname). | SURNAME | NAME |
|----|--|---------|------|
-
2. Present address in full (i.e. village, thana and district or House No., Lane/Street/Road and town).
-
- 3.(a) Home address in full (i.e. village, thana, and district or House No., Lane/Street/Road and Town and name of District headquarters).
-
- (b) If originally a resident of Pakistan/ Bangladesh (erstwhile East Pakistan), the address in that country and the date of migration to Indian Union
-

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.

From	To	Residential address in Full (i.e. village, thana, and district or House No. Lane/Street/Road and town)	Name of the district headquarters of the place mentioned in the preceding col.
------	----	--	--

5.	Name	Nationality (by birth and/or by domicile)	Place of birth	Occupation (if employed give designation & official address)	Present postal address (if dead give last address)	Permanent home address
1	2	3	4	5	6	7

- | | |
|------|---------------------------------------|
| i) | Father Name (in full aliases, if any) |
| ii) | Mother |
| iii) | Wife/Husband |
| iv) | Brother(s) |
| v) | Sister (s) |

- 5.(a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country: -

Name	Nationality (by birth and/or by domicile)	Place of birth	Country in which studying/ living with full address	Date from which studying/living in the country mentioned in previous volume.
1	2	3	4	5
6.	Nationality			

7. a) Date of Birth a)
 b) Present age b)
 c) Age at Matriculation c)
-

8. a) Place of birth, District (a)
 and state in which situated
 b) Distt. And State to which
 you belong
 c) Distt. And State to which
 your father originally belongs
-

- 9.a) Your religion
 b) Are you a member of a scheduled caste/scheduled tribe? Answer 'Yes or
 No'.
-

10. Educational qualification showing places of education with years in
 schools and collages since 15th year of age
- | Name of School/
College with
full address | Date of
entering | Date of leaving | Examination
passed |
|---|---------------------|-----------------|-----------------------|
|---|---------------------|-----------------|-----------------------|
-

- 11.A) Are you holding or have any time held an appointment under the Central or
 State Govt. or a Semi-Govt. or a Quasi-Govt. body, or an autonomous
 body, or a public undertaking or a private firm or institution? If so, give full
 particulars with dates of employment upto date.

Period from to	Designation, emoluments and nature of employment	Full name & address of employer	Reasons for leaving previous service
-------------------	---	---------------------------------------	--

11. If the previous employment was under the Govt. of India, a State Govt./an
 undertaking owned or controlled by the Govt. of India or a State Govt./an
 autonomous Body/University/Local Body.

If you had left service on giving a month notice under Rule 5 of the Central Civil Services (Temporary service) Rules, 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date, before your services were actually terminated?

- | | | |
|----------|--|--------|
| 12 i) a) | Have you ever been arrested? | Yes/No |
| b) | Have you ever been prosecuted? | Yes/No |
| c) | Have you ever been kept under detention? | Yes/No |
| d) | Have you ever been bound down? | Yes/No |
| e) | Have you ever been fined by a Court of Law? | Yes/No |
| f) | Have you ever been convicted by a Court of Law for any offence? | Yes/No |
| g) | Have you ever been debarred from any examination or restricted by any University or any other educational authority/institution? | Yes/No |
| h) | Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection? | Yes/No |
| i) | Is any case pending against you in any Court of Law at the time of filling up this attestation form? | Yes/No |
| j) | Is any case pending against you in any University or any other educational authority/institution at the time of filling up this attestation form. | Yes/No |
| k) | Whether discharged/expelled/withdrawn from any training institution under the Govt. or otherwise? | Yes/No |
| ii) | If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/University/Educational Authority etc. at the time of filling up this form. | |

NOTE : 1) Please see the 'Warning' at the top of this attestation form.

2) Specific answers to each of the question should be given by striking out 'yes' or 'no' as the case may be.

-
- | | | |
|-----|--|----------|
| 13. | Name of two responsible persons
of your locality or two references
whom you are known. | 1.
2. |
|-----|--|----------|
-

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of candidate

Date _____

Place _____

ANNEXURE-VIII-B

(Referred to at item 11(ii) in Annexure-VIII to Chapter-2)

CERTIFICATE OF CHARACTER FOR GROUP C/D SERVANTS

a) Certified that I have known Shri/Smt./Kumari _____
son/daughter of Shri _____ for the last _____ years
_____ months and that to the best of my knowledge and belief he/she bears
reputed character and has no antecedents which render him/her unsuitable for
Government employment.

2) Shri/Smt./Kumari _____ is not related to me.

Place _____
Date _____

Signature
Designation of the head of the
educational institution last
attended or designation of present
employer.

I am satisfied about the reliability of the person who has given the above
certificate of character.

Place _____
Date _____

Signature
District Magistrate or Sub-Div.
Magistrate or Stipendiary 1st Class
Magistrate.

b) Signature

- 1.
- 2.
- 3.

ATTESTED BY

PLACE _____

SIGNATURE

DATE _____

DESIGNATION

Specimen signature of Shri/Smt./Kumari _____
(Roll No.) _____.

ANNEXURE-VIII-C

(Referred at item No.11(iii) in Annexure-VIII to Chapter-2)

Form of certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe in support of his claim

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Smt.*/Kumari _____
son/daughter* of _____ of village town*
_____ in district/division* _____ of the
State/Union/Territory* _____
belongs to the _____ caste/tribe which is
recognized as a Scheduled Caste/Tribe* as per following orders: -

- @ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- @ The Constitution (Scheduled Tribes) Uttar Pradesh Order, 1967.
- @ The Constitution (Scheduled Castes) Order, 1950.
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
- @ The Constitution (Scheduled Tribes) (Union Territories)

(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Re-organization Act, 1960, the Punjab re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 1976)

- @ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.
- @ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978.
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978.

1) Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

2) This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt. _____
 Father/Mother of Shri/Smt./Kumari* _____ of
 village/town* _____ in District/Division* _____
 _____ of the State/Union Territory* _____
 _____ who belong to the _____
 caste/tribe* which is recognized as a Scheduled Caste/Tribe in the State/Union
 Territory* _____ issued by the _____
 _____ (Name of prescribed authority) vide
 their no. _____ dated _____.

3) Shri/Smt./Kumari* _____ and/or his*/*her
 family ordinarily resides (s) in _____
 village/town* _____ of _____
 _____ District/Division* of the State/Union Territory* of _____
 _____.

Signature _____
 *Designation _____
 (with seal of office)

Place _____ State/Union Territory

Date _____ -

* Please delete the words which are not applicable.

@ Please quote specific presidential order.

% Delete the paragraph which is not applicable.

Note: The term “Ordinarily reside(s) used here will have the same meaning as in Section-20 of the representation of the Peoples Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled tribe certificates: -

- 1) District Magistrate/Additional District Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Dy. Collector/First Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- 2) Chief Presidency Magistrate, Additional Chief Presidency Magistrate, Presidency Magistrate.
- 3) Revenue Officer not below the rank of Tehsildar.
- 4) Sub-Divisional Officer of the area where the candidates and/or her/his family normally resides.
- 5) Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands).

(Authority G.O.I., M.H.A. Circular No.BC-16014/1/82-SC & BCD-I dated 6.8.84 received under CAG's letter No.470-No.3/9-85 dated 26.2.85 file Admn.I/4-A-3(1) – Instructions regarding special representation of SC/ST in Group 'C' & 'D' page 328/c of File No.Admn.I/1-A-3/90)

ANNEXURE-VIII-D

(Referred to at item 11 (iv) in Annexure-VIII and para 2.18.3 of Chapter-2)

DECLARATION IS TO BE OBTAINED FROM NEW ENTERANTS TO GOVT. SERVICE

I, Shri/Smt./Kumari _____ declare
as under: -

- i) That I am unmarried/a widower/a widow.
 - ii) That I am married and have only one spouse living.
 - iii) That I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
 - iv) That I have entered into and contracted a marriage with another persons during the life time of my spouse. Application for grant of exemption is enclosed.
- 2) I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated : _____

Signature _____

Note : Please delete clause/clauses not applicable

DECLARATION

3) I hereby declare that I have studied Hindi Upto _____ and have enough knowledge of this language which will enable to carry the office work quite satisfactorily.

Dated : _____

Signature _____

ANNEXURE-VIII-D (a)
(Referred to in para 2.18.3)

Application for grant of exemption

(Vide para 1 (iii) & (iv) of the declaration as at Annexure-XII-D)

To,

The _____

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction on the recruitment to service of a person having more than one wife living/woman who is married to a person already having one wife or more living reasons.

Yours faithfully,

Signature _____

Dated : _____

ANNEXURE-VIII-E

(Referred to at item 13 in Annexure-VIII to Chapter-2)

OATH OF ALLEGIANCE

I, _____ do
swear/solemnly affirm that I will be faithful and bear true allegiance to India and
to the Constitution of India as by law established, that I will uphold the
sovereignty and integrity of India and that I will carry out the duties of my office
loyally, honestly and with impartiality.

(So help me God)

ANNEXURE-IX

(Referred to in para 2.14.3)

No.:

Dated :

OFFICE ORDER NO.

SUBJECT : APPOINTMENT ORDER

With reference to his/her letter of acceptance of the offer of appointment Shri/Smt./Kumari _____ is appointed as a temporary - _____ in the scale of Rs. _____ plus allowances sanctioned by the Government of India from time to time in the Office of the Accountant General (A&E), Rajasthan, Jaipur with effect from _____. His/Her appointment will be governed by the following terms and conditions which have been accepted by him/her while responding to the offer of appointment.

- i) The appointment is purely temporary and will be governed by the CCS (TS) Rules, 1965 and is liable to termination without assigning any reasons under Rule 5 ibid.
- ii) He/She is liable to be transferred to any branch/zonal office of the Accountant General, Rajasthan either already in existence or likely to be formed in future, as well as to the separated accounts organization under

the State Government/Government of India on such terms and conditions as may be decided by the department.

iii) He/She will be on probation for the first two years.

iv) a) He/She is required to pass a Departmental Examination within such time limit and within such chances as prescribed by the CAG of India, failing which he/she will be liable to be discharged from service (Applicable in case of appointment as Accountant only).

b) He/She will be required to pass departmental examination to become eligible for confirmation on the post of Clerk or for promotion as Accountant in the seniority quota (Applicable in the case of appointment as Clerk only).

c) He/She will have to pass type test at the prescribed speed within 2 years from the date of entry into service in this office. In case he/she does not pass the type test, he/she will not earn any increment nor become eligible for confirmation and promotion. He/She will also not be eligible to appear at any departmental examination on passing of which promotion is given i.e. Section Officer Grade Examination, Departmental Examination for Accountants etc. The period of probation is prescribed in para (iii) above will not be deemed to have successfully concluded if he/she fails to pass

type test at the prescribed speed (applicable in case of appointment as Clerk on compassionate grounds or under sports quota only).

- v) He/She will have to comply with the requirements of the CCS (Conduct) Rules, 1964, and the Plural Marriage Act. All rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of service etc. will automatically be applicable to him/her.
- vi) If he/she belongs to a Scheduled Caste and professes the Hindu/Sikh religion, he/she should report any change of religion to the appointing authority immediately such a change takes place.
- vii) He/She should give a declaration regarding his/her Home Town for the purpose of leave travel concession within 6 months from the date of entry in the service.
- viii) He is expected to possess a working knowledge of Hindi and will be required to give declaration in this regard. Otherwise he/she shall have to pass a test in Hindi as a pre-requisite for substantive appointment in the cadre.
- ix) He/She will have to undergo Home Guard Training for a period of three years, but keeping in view an individuals performance and standard of the training received by him, the Commandant General, Home Guard after

recording the above facts in writing, may reduce such duration of the training to two years (Applicable in case of Group 'D' appointments as peon only).

- x) The appointment to SC/ST candidates is provisional and is subject to the caste/tribe certificates having been verified through the proper channels and if the verification reveals that the claim to belong to SC/ST, as the case may be, is false, the service will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

SR. DY. ACCOUNTANT GENERAL(ADMN.)

Dated :

CHAPTER-3

3. TRAINING IN FIELD OFFICES AND IN R.T.Is

3.1.1 Training in field offices for their own staff

The recommendation of the High Power committee on training to be given to staff in their own offices have been accepted and are given in **Annexure-I** to this Chapter. They required that while implementing the same in the field offices, instructions contained in the booklet of Training Standards in IA&AD, prescribed by the CAG on 8.5.1998 should also be followed at all levels. The quarterly progress report may be sent to Headquarters.

3.1.2 The services of the Group Officers, A.O. (Training) and other branch officers and selected A.A.O's and very selective guest faculty or retired officers, when very necessary, may be utilized for lectures, preparation of training material etc. for the training to be given to the staff in their own offices.

3.1.3 The Principal Director of the RTI may be requested to give assistance, if necessary, in framing the course content, programme schedule and putting together appropriate training material.

3.1.4 After each training course, as far as possible, tests of skill and knowledge may be conducted and performance evaluated by grades or marks, and certificates given.

(Authority : CAG's letter No.II/Trg.Divn./90 dated 11.9.1991)

3.2 TRAINING OF CLERKS

3.2.1 Training of existing and newly recruited clerks in Accounts and Entitlement offices has to be arranged by the Accountant General (A&E) to prepare them for their new functional role in restructuring of cadres in IA&AD. Clerks recruited after the date of re-organization should pass a simple departmental examination in accounts after undergoing training. This is a pre-requisite for confirmation as clerk and further promotion as Accountant against the seniority-cum-fitness quota. Clerks who prefer advancement as Stenographers should be given training in stenography and an examination held to test their suitability for appointment as Stenographers.

(Para 4.5 of Manual of Instructions for Restructuring (M.I.R.) cadres in IA&AD)

3.2.2 In pursuance of the instructions contained in para 4.5 of MIR, modalities regarding the nature and content of the training of Clerks in Accounts and

Entitlement Offices as finalized and intended by the Headquarter Office are given in **Annexure-II** to this Chapter.

[CAG's letter No.246-O&M/42-82 dated 4.4.1984/Page 14/c File No.Admn.I/1-H-1(6)]

3.2.3 While the training to be arranged should broadly conform to the course outline and other instructions contained therein (Appendix to Annexure-II), it is recognized at the same time that each office will have its own particularities in the system and procedures for the different branches of accounting which will stand incorporated in the local manuals of different accounting and other sections. Accordingly, the material for the purpose of training to be imparted to the Clerks should not only be based on the main rules/provision in Account Code etc. but also on the detailed instructions regarding the actual system/procedures as contained in the local manuals of different offices, so as to cater adequately to the local conditions. This aspect may also be kept in view while arranging the training to Clerks.

[CAG's letter No.531-O&M/42-84 dated 7.7.84 Page No.44/c File No.Admn.I/1-H-1(6)]

3.2.4 In the State of Rajasthan, Pension and P.F. work is not with the Accountant General. In view of this position, there will be no need to give training in P.F. and Pension Branches and more emphasis should be given on

compilation of accounts through computerization and also in familiarizing the trainees with the working of treasuries/P.W. Division.

(D.O. letter No.1205-O&M/42-84 dated 1.12.1984 Joint Director (OM&T), Office of the CAG of India – Page 100/c Instruction File (6) 84)

3.2.5 Group 'D' promoted Clerks may be imparted further compulsory training in typing for an hour daily for a reasonable period in addition to the above training.

(CAG's letter No.207-O&M/42-84 dated 28.8.87 Page 104/c File No.1-H-1 (9) 84-90)

3.3 TRAINING OF CLERKS IN STENOGRAPHY

3.3.1 According to the instructions contained in para 4.5 of the manual of instructions for restructuring of cadres in IA&AD, the Clerks who prefer advancement as Stenographers will be required to undergo training and pass a departmental examination for appointment as Stenographers. The said departmental examination is conducted as per provisions of CAG's MSO (Admn.) Volume-I. The question about the training arrangements to help the Clerks in negotiating this departmental examination has been under consideration. As the department does not have necessary skill and facilities for imparting meaningful training in stenography, the Clerks preferring advancement as Stenographers may, in the first instance, join

commercial institution to acquire knowledge of stenography theory and reach a reasonable level of speed. Such of those as have acquired a reasonable speed after attending the secretarial course and as have passed the written test, may be given intensive coaching in the department just before the departmental examination. The nature and content of the training to be given are detailed in **Annexure-III** to this Chapter. As 30 sessions have been provided for such intensive coaching, the date of short hand test may be so fixed as to make it possible for completion of the required coaching, during the period from the declaration of the results of written test to the holding of shorthand test.

3.3.2 The training may be arranged by engaging a senior Stenographer possessing the required skill of dictation and aptitude for training. The Stenographer nominated as trainer may be paid honorarium at the same rates as prescribed for training of candidates for Section Officer's Grade Examination. The timing of the training classes should be so fixed that the classes fall both within office hours and outside office hours, 30 to 45 minutes within office hours and 30 to 45 minutes after office hours subject to marginal adjustments to the extent found necessary in individual cases/offices.

(CAG's letter No.287-O&M/42-84 dated 9.4.84 and No.862-O&M/42-84 dated 27.9.84 Page 32/c File No.Admn.I/A&E/1-B-2(4) 84)

3.3.3 Special Coaching to SC/ST Clerks in stenography

For special coaching scheme for SC/ST Clerks etc. in stenography and for SC/ST Stenographers for qualifying in higher speed for appointment as P.A. instructions issued by Central office vide No.472-TRG-DIV/8-O&M/82 dated 28.12.89 by the Government of India, Ministry of Welfare vide letter No.BC-11018/2/88-SCD-I dated 9.6.89 and by the commission for SC/ST vide No.7/CAG(Gen.)/8-SU-II dated 11.7.89 may be referred to.

3.4 TRAINING OF IA&AS PROBATIONERS

3.4.1 Instructions regarding arrangements and framing of programme for practical training of IA&AS probationers are in the **Annexure-IV** to this Chapter.

3.4.2 Role of Accountant General

The Accountant General will be incharge of the training of the probationers in his office and will ensure that the practical training is conducted as stated in **Annexure-IV** to this Chapter and is in accordance with the instructions that may be issued from CAG's Office from time to time. He will also extend all the co-operation to the Academy for monitoring the progress and effectiveness of the field training either through correspondence or through the location visits. He will also remain in touch with the Director of the Academy about the fruitfulness of the training

period spent by the probationers in his office. He should send his assessment also to the Director of the Academy, where the probationers will be posted for the next phase of the institutional training.

Every Accountant General should draw up a programme of training and forward the same to the Director of the Academy within one week of the probationers taking over the charge. The Accountant General should also consider the changes, if any, suggested by the Academy in the matter of organizing the training. The independent charge should be given to the probationers after they finish training in the key sections. Adequate arrangements should be made at this time so that the probationers are completely exposed to the work of the sections and particularly learn the essential points to ensure effective management of the work of the branch. Grant of long leave during the period of training should be avoided.

(CAG's letter No.2388/GE.I/144-90 dated 8.4.1991 at Page 102/c of File No.Admn.II/1-H-4 (1)/K-4))

3.4.3 Leave during training

The probationers whether at Academy or in field should not be sanctioned leave for long spells. While short leave could be sanctioned to the probationers and the period of interruptions treated in accordance with instruction contained in this office letter No.8875-GE.I/77-83 dated 9th

January, 1986, no leave which stretched over the period of Phase-II training should be sanctioned by the Accountant General in whose office the probationer is undergoing field training. Such request, if any, should be sent to the Director, National Academy of Audit and Accounts, Shimla for further action.

(CAG's letter No.2854/GE.I/155-90 dated 13.5.1991 File No.Admn.II/1-H-4 (1) K-4 at Page 106/c)

3.4.4 Progress Report on the training

Field offices where probationers are deputed for field training should render two progress reports as under in the proforma given in **Annexure-V** to this Chapter: -

For the period ending March, 15th April and 15 days after the conclusion of field training.

Nil report need not be sent

(CAG's letter No.4212-GE.I/77-83 dated 9.9.88 at page 40/c of File No.Admn.II/1-H-4(1)/K-4)

3.4.5 Interruption in the programme of training

The prescribed period of training of an IA&AS probationer is generally interrupted by one or more of the following events: -

- 1) Leave, other than C.L. i.e. Earned Leave etc.

- 2) Days on which the Departmental Examinations are held
- 3) Transit period required to attend the prescribed training in specified items outside the Headquarters.

None of these periods should be treated as interruption and the training period will not be prolonged thereby.

The training in respect of particular item(s) interrupted should be deemed to have been imparted to the probationers. However, in case where such training is considered important, the Accountant General should at his discretion, arrange to impart the requisite training concurrently with the training in other items(s) to make up the time lost on account of such interruption(s). In cases, however, where a probationer takes more than one month's Earned Leave, the question of making up for the loss of training by concurrent training may be considered by the Accountant General concerned.

(CAG's letter No.5803-GE.I/36-61 Pt.I dated 27.9.61 and No.246-GE.I/36-61 Pt.6 dated 9.1.62 and No.2262-GE.I/36-61 Pt.I dated 3.5.62 and No.8875-GE.I/77-83 dated 14.2.86 – Page 146/c File No.Admn.I/1-H-1(11) 84)

3.5 INDUCTION/REFRESHER/SPECIALISATION COURSES FOR GROUP 'B' & 'C' OFFICERS IN R.T.I.

3.5.1 R.T.I., Jaipur conducts Induction Courses, Refresher Courses and Special Courses for Group 'B' & 'C' officers of the Department. As detailed in the

Calendar of Training Programmes, the eligibility standards for these courses are:

- 1) INDUCTION COURSES : Newly promoted AO/SO within one year of their promotion.
- 2) REFRESHER COURSES : (i) For all AOs/AAOs. There should be a gap of 6 years between the induction training and the refresher course (ii) Senior Accountants/Senior Auditors should undergo this training once. Preference should be given to those who have passed Incentive Examination.
- 3) SPECIALISATION COURSES : Officials who have put in at least one year of experience in the specific area of work for which the specialization course is being conducted and are likely to be posted in the same area of work.

(Authority : DO No.RTI/JPR/91-92/K-160(3)/TR.III-225 dated 24.8.1991 from RTI, Jaipur at Page 158/c in File No.Admn.I/T-12/87-89)

3.5.2 The selection of the participants should be finalized well in time and they should be relieved adequately in time so as to enable them to attend the opening session.

The selected participants should also be briefed regarding the course contents and scope soon after their nomination if finalized so as to enable them to make advance preparation to participate fully in the course.

(CAG's DO letter No.676-O&M/25-81 dated Nil)

3.5.3 De-briefing session

De-briefing sessions should be held with the participants by the Group Officer nominated by the Accountant General in each case immediately after participants report back after attending any course of training. In order

to assist Group Officer in the de-briefing sessions, the Director of Regional Training Institute will furnish copies of synopsis/hand outs/faculty papers etc.

Within a period of 6 months from the date of conclusion of each course, an assessment may be made of the impact of training on the technical performance by the participant in the field in which training was given. A consolidated half yearly report is to be sent to RTI, Jaipur and to the Central Office in April and October in respect of the courses held during the half year ended the previous September and March respectively. In regard to special courses confined to any single work area, if the participant is not immediately deployed in that work area for administrative reasons, attempt should be made to post him in that area well in time so that a report on the impact of training could be sent to the Regional Training Institute/Central Office immediately after expiry of 6 months of return from training. This should be ensured by keeping open such cases and monitoring specially the despatch of report at the appropriate time. There can, of course, be exceptional cases where such posting may be possible. Such cases may be detailed with reasons in the report to Central office.

(CAG's letter No.438-O&M/27-82 dated 1.5.82 and No.203-O&M/27-82-I dated 19.3.1983)

3.5.4 Evaluation of the Effectiveness of Training at R.T.Is

The effectiveness of any training programme can be judged only after monitoring the work of the trainee after the training. A feedback obtained from the supervisory officer of the trainee concerned would help in evaluating the usefulness of the various modules in a particular programme. At present the debriefing report is not comprehensive enough for this purpose. The Additional Dy. Comptroller and Auditor General (O&M & Trg.) in his letter dated 12.7.91 has required that feedback from the branch officers and group officers under whom a trainee has served for 6 months after the training, be obtained.

(D.O. No.RTI/90-91/K-160(3)/TR-I/209 dated 30.8.91 and D.O. No.RTI/JPR/90-91/K-160(3)/TR-III/241 dated 6.9.91 from RTI, Jaipur at Page 162/c and 190/c in File No.Admn.I/T-12/87-89)

3.5.5 Performance of the Trainees while at R.T.I.

It has been decided by Headquarter Office that hence-forth the performance of each trainee while at RTI, is to be reported by the Principal to the trainee's head of office. This report will be an administrative communication and not a CR as far as the Principal is concerned.

(D.O. No.RTI/JPR/90-91/K-160(3)/TR-III/241 dated 6.9.91 from Principal RTI, Jaipur to Accountant General (A&E), Rajasthan, Jaipur at Page 190/c in file No.Admn.I/T-12/ 87-89)

3.6 In-House Training in Field Offices

The field offices will organize regular in-house training courses for their own staff which would meet their own specific needs as per their priorities, leaving the RTI free to conduct fewer but highly value added training courses. As such some of courses, currently being conducted by the RTI, enumerated in Annexure-‘A’ to CAG’s letter No.3650/Trg.Div./HOD/96 dated 7.3.96 (available at Page 14 of File No.ISW/In-House Trg./Gen.-EDP/K-8/Vol.II/06-07) have been transferred from RTI to field offices for in-house training. A departmental committee will plan, implement and co-ordinate in-house training programme.

3.7 Pre-examination Training

The IA&AD will conduct examination, listed in para 3.6 of the booklet of Training Standards prescribed by the CAG on 8.5.1998, for screening the Group ‘D’ employees, Accountants, SOs/AAOs in A&E office for promotion, confirmation or for providing incentive for their career advancement within the organization.

(Booklet available in file No.ISW/In-House Trg./Gen.-EDP/K-8/Vol.II/06-07)

ANNEXURE-I

(Referred to in para 3.1.1)

Recommendations of the High Power Committee on training of Staff in their own offices which have been accepted in the Headquarters office and require implementation in the field offices

- 1) As the training needs of Auditors/Accountants are basically skill oriented, their induction training may be conducted in their own offices as bulk of it will be on the job (On the job training will not involve any training class, but only enhanced and amphathetic supervision).
- 2) The Accountants should be given good grounding (i) in compilation of accounts from vouchers to Consolidated Abstracts; (ii) the need for and maintenance of important broadsheets; (iii) procedure of Provident Fund Accounting; (iv) filing, drafting, referencing and other basic skills.
- 3) There should be more emphasis on practical aspects of auditing vouchers and compilation of accounts etc. in the training programmes of auditors.
- 4) The auditors should put through a highly practical training course for maintenance of preliminary accounts and records viz. cash book, bank reconciliation statements etc.
- 5) The duration of the induction training for Accountants and Auditors may be around 3 months (but the duration and hours per day may be adjusted to suit the exigencies of work in the office.

- 6) Steps should be taken to overcome the constraints involved in imparting induction training to Clerks in A&E Offices on account of large number of vacancies in these offices.
- 7) The induction training imparted in the field offices needs to be sufficiently strengthened. It is necessary to provide audio visual aids and other training infrastructure facilities.
- 8) The faculty for imparting induction training may comprise of 1 Training Officer and 1 to 2 Assistant Training Officers. The posts of these officers may be found from within the strength of the office by suitably reallocating the work of the other staff so as not to delay or defer the training needs from being fulfilled. If necessary separate case for additional posts may be sent to the Pr. Director (Staff) in the Headquarters Office, with copy to Pr. Director (O&M&T).
- 9) The training facilities available in other Government training institutes like RTIs of Income Tax, Zonal Training Schools of Railways, the Institutes of Chartered and Cost and Work Accountants may also be gainfully utilized for specialized training of audit and accounts staff of the department in different areas (Such utilization of training facilities in other departments of the Government should be done without the risk of under utilization of the infrastructure facilities for training, in the RTI of the IA&AD and in the field offices).

ANNEXURE-II
(Referred to in para 3.2.2)

**Modalities regarding the nature and content of the training of Clerk in
Accounts and Entitlement Offices**

- 1) It is the duty of the Accountant General (A&E) to make arrangement for the training of clerks in the different types of work on which they will be engaged in the Accounts Offices.
- 2) Keeping in view the general capabilities of the persons appointed as clerks, training may be arranged in such a way as will enable them to first have a general idea of all the fields of work on which they will be engaged and then to specialize in one of the following three groups, namely: -
 - i) Compilation including Accounts Current, Pension, Deposit and PAO (Audit).
 - ii) Provident Fund
 - iii) Works and Forest

A course outline has been prepared in two parts. While Part-I is compulsory to all, Part-II has three sections, out of which a candidate is required to undergo training in only one. At the time of deciding as to who will receive training in which section of Part-II it may be kept in mind that a clerk will be posted, after training, to the group for which he has received training under Part-II of the course outline.

- 3) The training should be whole-time and should be for a period of three months. Training in respect of topics included in Part-I should be imparted

mainly by lectures and they may be supplemented by practical demonstrations in the classrooms. In so far as part-II is concerned the training should be intensive and severely practical and trainees should receive lectures in the forenoon session followed by co-ordinated practical lessons in the afternoon. The training officer should demonstrate the actual process of accounting in the class rooms with the help of vouchers and other accounts records like Transfer Entries, T.E. Book, Suspense Slips, etc. Special attention should be paid to the maintenance of different broadsheets as well. As part of their practical training, the trainees should also be taken wherever possible to a local treasury and Public Works/Forest Division so as to give them an idea of the initial accounts compiled in those offices.

- 4) In addition to the training mentioned above, training in typing may be separately given for the promotees clerks above, in accordance with inspections as contained in Headquarters Office circular No.458-O&M/138-81 dated 20.5.1982.
- 5) There should be a systematic evaluation of the training by means of practical exercises and periodical assignments/tests and steps as may be necessary, should be taken to make up deficiencies noticed in their understanding of the subject topics.

APPENDIX TO ANNEXURE-II
COURSE OUTLINE FOR TRAINING OF CLERKS

PART-I

A GENERAL

3 DAYS

- 1 Brief description of the machinery of Government and the place of IA&AD therein.
- 2 Duties and responsibilities of Clerks, their place in the organization and the role they are expected to play.
- 3 Office discipline, attendance, cleanliness and orderliness.
- 4 Departmental security inspections and broad coverage of conduct/disciplinary rules and conditions of service.

B DIARY/DESPATCH

3 DAYS

- 1 Procedure for receipt of dak diarising and despatch.
- 2 Closing of diaries/despatch register.
- 3 Maintenance and upkeep of records.

C GOVERNMENT ACCOUNTING IN GENERAL

3 WEEKS

- 1 Responsibility for maintenance of accounts.
- 2 General principles of Government Accounting – main divisions of Government Accounts – Pattern of Classification – Classification Structure – List of Major and Minor Heads of accounts.

- 3 Charged and Voted expenditure.
- 4 Revenue and Capital expenditure.
- 5 Accounts documents received from treasuries, their nature and purpose and checks exercised on list of payments.
- 6 General outline of PW/FOREST system of accounts.
- 7 Detail book, Posting of Treasury accounts and transmission of schedule, vouchers, etc. to compilation and other accounting sections.
- 8 Organizational set-up of compilation and other accounting sections and system of their working.
- 9 Transfer entries, suspense slips and Broadsheets – their purpose and procedure of preparation/maintenance.

D ADMINISTRATION/ESTABLISHMENT BRANCH 1 WEEK

- 1 Maintenance of service books including increment cases and annual verification of service.
- 2 Procedure for dealing with application for leave and maintenance of leave accounts.

Total Part-1

5 Weeks

PART-II

SECTION-1

A COMPILATION OF ACCOUNTS (through Computers) 4 WEEKS

- 1 Compilation book and procedure of compilation.
- 2 Transfer entries, their purpose and procedure for posting and closing.
- 3 Suspense slips and procedure for preparation, adjustment, etc.
- 4 Preparation of Departmental Classified Abstract, Consolidated Abstract,.
- 5 Procedure for transmission of vouchers/schedules etc. to other sections.
- 6 Reconciliation of departmental figures with accounts figures.

B ACCOUNTS CURRENT BRANCH 2 WEEKS

- 1 General outline and transactions dealt with in Account Current Branch.
- 2 Settlement Accounts
 - Inward Accounts and Procedure of adjustment
 - Outward Accounts and Procedure of adjustment

- 3 PAO Transactions.
 - Inward Accounts and Procedure of adjustment
 - Outward Accounts and Procedure of adjustment
- 4 P.L.I. transactions and procedure of adjustment.
- 5 Transfer entries and Suspense slips.
- 6 Broadsheets maintained in Account Current Section, procedure of maintenance and closing and pursuance of outstandings.

C PENSION SECTION

1 WEEK

- 1 Accounting of pension vouchers (all processes upto filing of vouchers).
- 2 Transfer of pension from one state to another state.

D DEPOSIT SECTION

3 DAYS

- 1 Different kinds of deposits.
- 2 Plus/Minus memoranda, their purpose, receipt and verification.
- 3 Maintenance of Broadsheets of deposits, their closing and reconciliation.

E P.A.O. (AUDIT) BRANCH

3 DAYS

- 1 General outline of Pay and Accounts Organisation.

- 2 Compilation of receipts and payments inclusive of check of list of payments with vouchers, check of classification of vouchers.
- 3 Reconciliation of Departmental figures with accounts figures.

TOTAL PART-II

8 WEEKS

GRAND TOTAL Part-I & II

13 WEEKS OR 3 MONTHS

PART-II

SECTION-II

WORKS/FOREST ACCOUNTING

8 WEEKS

- 1 General outline of PW/Forest System of accounts.
- 2 List of PW/Forest heads of accounts.
- 3 Compiled accounts rendered in PW/Forest Divisions, Documents accompanying the monthly accounts, their nature and purpose.
- 4 Preliminary check of accounts.
- 5 Compilation and consolidation.
- 6 Transfer Entries and Suspense Slips.
- 7 Broadsheets maintained in WA/Forest Accounts Branch Procedure for maintenance and pursuance of outstanding items.

TOTAL PART-II

8 WEEKS

GRAND TOTAL PART-I & II

13 WEEKS OR 3 MONTHS

ANNEXURE-III

(Referred to in para 3.3.1)

COURSE OUTLINE FOR TRAINING OF CLERKS IN STENOGRAPHY

Sl.No.	Topic	No. of sessions (Duration 75 minutes each)
1	Principles of Shorthand Theory	5
2	Direction of passages, check of transcription of the dictation and evaluation.	25
TOTAL		30 SESSIONS

NOTE : The passage or dictation will be selected/prepared in such a way as to help the trainees to develop speed. The trainees will be required to transcribe the dictation taken down by them. The transcription of one trainee will be checked by another trainee and a final evaluation of the performance of the candidates will be done by the trainer so as to identify the areas of their weaknesses and to take further steps for their improvement.

ANNEXURE-IV

(Referred to in paras 3.4.1 and 3.4.2)

PRACTICAL TRAINING

- a) In between the two spells of institutional training the probationers will be posted for a period of 26 weeks in the field offices for practical training with a view to providing practical experience of Audit and Accounting functions at work situation level as indicated below: -

Sectional Training	10 Weeks
Asstt. Accountant General in-charge of regular sections.	16 Weeks

- b) For the first 10 weeks the probationers will be attached to the Branch Officer dealing with the following key sections for the period stated there against: -

i) Account Current	1 Weak
ii) Loan	1 Weak
iii) Treasury Misc.	1 Weak
iv) Works Misc.	1 Weak
v) Book, Budget & Appropriation	3 Weak
vi) Provident Fund Co-ordination	1 Weak
vii) Audit Reports	1 Weak
viii) ECPA	1 Weak

During the period of their attachment the probationers will be required to acquaint themselves with the responsibilities of the Branch Officers in relation to such sections. The probationers should, therefore, have access to

the files and documents relating to such sections that have been passed by the Section Officers/Asstt. Accounts Officers and should understand from the Branch Officers the checks, controls and processing of various items of work.

- c) For the next 16 weeks, the probationer would be required to function as Branch Officers for a period of 4 weeks each of the following charges: -
- i) Accounts (Departmental Compilation)
 - ii) Accounts (Works and Forest Compilation)
 - iii) Administration
 - iv) O.A.D. (Civil)

While undergoing the training adequate opportunities shall be provided for the probationers visiting auditee organisations alongwith inspection parties.

The probationers shall also be attached to District Rural Development Agencies (DRDA) for which necessary guidelines would be issued by the Academy. This will be for a minimum period of two weeks.

- d) While functioning as Branch Officers, the probationers will discharge all the duties of a Branch Officer. However, if the Accountant General is of the opinion that any additional help or support is required by the probationers, he may make such arrangements as he considers desirable. They will, however, not exercise any stationery powers. All cases involving exercise of such power could, however, pass through them.

While having their training in Administration the probationers should be exposed to various nuances of disciplinary cases and the case law that has built up.

- e) In order to utilize the knowledge gained in the Academy in the working of computer, the probationers may be associated, to the extent possible, with various projects using Personal Computer. They may also be allotted some computer time during the office hours or outside office hours, if required, so that they can use computers regularly.
- f) Accountant General (A&E) to whose office the probationers are attached for field training will ensure that the probationers are sent to the office of Accountant General (Audit) for attachment to the Branch Officer dealing with 'Audit Report' and 'E.C.P.A.'.

(Authority : CAG's letter No.2388-GE.I/144-90 dated 8.4.1991 at Page 102/c of File No.Admn.II/1-H-4(1) K-4)

ANNEXURE-V

(Referred to in para 3.4.4)

Progress Report on the training of IA&AD Probationers for the period ending

Name of Probationers	Branches in which training imparted	Duration	Aptitude towards training (1 to 5)	Overall performance (1 to 5)
1	Outstanding			
2	Very Good			
3	Good			
4	Average			
5	Below average			

CHAPTER-4

VARIOUS DEPARTMENTAL EXAMINATIONS FOR CLERKS AND ACCOUNTANTS

The use of electronic equipments such as mobile phone, pagers or any other communication devices inside the premises where the examinations are conducted is banned.

(CAG's No.495-Exam/110-2004/V dated 2.6.2005 and No.1111/Exam./109-2006/V/Vol.I dated 20.11.2006 at page 444 & 484 of File No.Admn.I/A&E/10(a) G file/93-02-04 Vol.VII/K-50)

A- FOR CLERKS

4.1 General

4.1.1 Departmental Examination for Clerks is a pre-requisite for confirmation as Clerk and further promotion as Accountant against 33.1/3% seniority cum fitness promotion quota, as prescribed in the Indian Audit and Accounts Department (Clerk) Recruitment Rules. This examination is held in accordance with the provisions of Para 9.7 of CAG's MSO (Administration) Vol.I, as amended from time to time.

4.2 Prescription of relaxed standards for SC/STs candidates in the Departmental examination for Clerks in Accounts and Entitlement Offices

4.2.1 Instructions in this regard are contained in CAG's Confidential letter No.4083-N.3/13-85-III dated 16.12.85.

B- FOR ACCOUNTANTS

4.3 Directly recruited Accountants and Clerks promoted as Accountants are required to pass a departmental examination for confirmation and promotion to the higher scale of Sr. Accountants as per provisions of Para 9.4 of the CAG's MSO (Admn.) Vol.I as amended from time to time.

4.4 Condonation of deficiency in the prescribed service for eligibility

4.4.1 The Comptroller and Auditor General of India, from the next Departmental Examination for Accountant to be held in February, 1992 and onwards till the recruitment rules are amended, has allowed condonation of deficiency upto a maximum limit of sixty days in computing qualifying service for appearing in the Departmental Exam. for Accountants, to the directly recruited Accountants as well as Clerks promoted as Accountants on seniority basis. The Comptroller and Auditor General has authorized the Heads of Departments to condone the deficiency in qualifying service upto a limit of sixty days as on 1st day of the month in which the examination is held.

(Authority : CAG's letter No.527-Exam./20-84-IV dated 20.3.1991 at page No.336/c in file No.Admn.I/A&E/1-H-1 (6) 84)

4.5 Grant of qualification pay on passing the Departmental Examination for Accountants

4.5.1 Clerks appointed as Accountants on passing the Departmental Examination for Accountants or Part-I of the Section Officer's Grade Examination-Civil

Branch (Accounts) will be eligible to qualification pay at Rs.15/- (Subsequently raised to Rs.30/- per month) from the date of appointment as Accountants. If in a particular year the number of such qualified persons are more than the entitled quota, the remaining persons will be kept in the waiting list.

4.5.2 Graduate Group 'D' officials with three years continuous regular service, who pass this examination, will also be eligible to qualification pay at the prescribed rate from the date of appointment as Accountants vide para 3.8.1 of MIR.

(CAG's letter No.1052-N.2/12-88 dated 7.11.1988)

4.6 Grant of TA for appearing at the Departmental Examination for Accountants

4.6.1 A question had been raised as to whether graduate Group 'D' officials with three years continuous regular service and graduate Clerks with three years continuous service would be entitled to T.A. for to and fro journey for appearing in the Departmental Examination for Auditors at a place other than their place of duty. It has been decided by the Headquarters Office that T.A. may be granted for the to and fro journey to appear in the above examination under SR-132 in respect of 1st and 2nd attempts only without any D.A. for halt. The period spent in the journey and the days of

examination in connection with the 1st and 2nd attempts shall also be treated as duty under FR-2(6) (b).

The above instructions are applicable mutatis mutandis to candidates in A&E Offices appearing for the Departmental Examination for Accountants.

(CAG's letter No.998-N.1/19-89 dated 5.6.1989 and No.1535-N.1/19-89 dated 21.7.1989)

4.6.2 Grant of Honorarium for setting of question papers and valuation of answer papers

The payment for the above work will be made as per para 9.11.2 of MSO (Admn.) Vol.I as amended vide CAG's Circular No.37/NGE/2006, No.563/NGE(Entt.)/54-2002 dated 19.12.2006.

CHAPTER-5

SECTION OFFICER'S GRADE EXAMINATION AND APPOINTMENT AS SECTION OFFICER

5.1 General

5.1.1 The appointment to Section Officer's service is made and the Section Officer's Grade Examination is conducted in accordance with the provisions of para 5.4 and 9.2 of the CAG's MSO (Admn.) Vol.I, as amended from time to time respectively.

5.2 The Comptroller and Auditor General of India has permitted staff from A&E offices to appear in SOGE/Part-I/Part-II Commercial Audit from the next SOGE, likely to be held in December, 2006.

All fresh candidates intending to appear in SOGE Commercial Audit shall be required to clear all papers of SOGE Part-I & Part-II Commercial Audit as provided in para 9.2.23 of the C&AG's MSO (Admn.) Vol.I.

Further intending candidates from A&E offices who have already qualified Part-I or Part-II of SOGE Civil Accounts and are awaiting promotion (i.e. who are yet to be promoted as S.O. (Accounts), will be required to clear all papers of SOGE Part-II Commercial Audit as provided in Para 9.2.23 of the C&AG's MSO (Admn.) Vol.I, except common papers. In addition, they shall also be required to clear 'Commercial Law' paper of Part-I and one additional modified paper on 'Elementary Costing', CPWA and Business

Organization (SOE-29) which is already prescribed for candidates of other branches switching over to SOGE (Commercial) as laid in note below Para 9.2.16 of the C&AG's MSO (Admn.) Vol.I.

(CAG's letter No.397-Exam/3/2003/V/Vol.II dated 12.4.2006 at Page 470/c of file No.Admn.I/A&E/10(a)/G.file/93-02-04/Vol.VII/K-50)

5.3 Minimum Passing Marks and Exemption Marks

The number of marks, required to secure a pass in each of the examination is as follows: -

In each subject	:	40%
In the aggregate	:	45%

provided that 40% is also secured separately in practical paper answered with the aid of books (vide para 9.2.35 of C&AG's MSO (Admn.) Vol.I).

However, the CAG has allowed relaxation to candidates belonging to SC/ST categories for SOG Examination held in December, 2006 as under: -

- a) In paper other than the Theory and Practical papers of Computer Systems

Candidates who secured not less than 35% marks in each individual paper and at least 40% marks in the aggregate will be declared successful.

b) Papers of Computer System

Candidates are required to secure 17 marks in Theory and 18 marks in Practical paper.

(CAG's letter No.1090-Exam/108-2006/V dated 10.11.2006 at page 480 of file No.Admn.I/A&E/10(a) G. file/93-02-04 Vol.VII)

5.4 Scheme for grant of cash prizes to candidates securing highest marks in the Section Officer's Grade Examination

5.4.1 A scheme for the grant of incentive of cash awards to candidates who pass the Section Officer's Grade Examination with very high marks had been under consideration of the Central Office. It has now been decided to give cash prizes on All India Basis to the candidates securing the highest marks in respect of five branches of the Section Officer's Grade Examination, namely Ordinary, Commercial, Railways, Posts & Telegraphs and Defence. The salient features of the scheme are indicated below: -

- a) There will be four cash prizes of Rs.500/-, Rs.300/, Rs.200/- and Rs.100/- respectively for the first four candidates as per the merit list of successful candidates in each part of the Ordinary Branch.
- b) In respect of Commercial Branch, there will be two cash prizes of Rs.500/- and Rs.300/- respectively for each part.
- c) The number of cash prizes for each of the Railway, Defence and Posts & Telegraphs Branches will be one of Rs.500/- for each Part.

- d) The award of the cash prizes will be only to those candidates who pass all the papers in one attempt regardless of whether it is the first attempt or not. Those candidates who got exemptions in certain paper/papers in the previous attempts and those who stand exempted in certain papers will not be eligible for grant of cash awards.
- e) Ties among two or more candidates for prizes will be resolved by distributing the amounts of the corresponding prizes equally among them.
- f) The scheme for grant of cash award has been made effective from the Section Officer's Grade Examination conducted in November/December, 1982. The scheme has been introduced on experimental basis and is subject to review from time to time.
- g) On all matters relating to the scheme the decision of the Deputy Comptroller & Auditor General of India shall be final.

(CAG's letter No.233-Exam./10-82 dated 9.3.1982)

Revision of rates of cash prizes

The amount of cash prize was last revised in October, 2000 and the revised rates were Rs.2000/-, Rs.1200/-, Rs.800/- & Rs.400/- respectively. It was also decided that full amount of cash prize will be admissible to each candidate in the event of tie also among two or more candidate for a particular prize.

(CAG's letter No.20/Exam./11-97V dated 24.8.2000 – Page No.9 of File No.Admn.I/A&E/4-H-I(6) 16-56)

5.5 Blank Answer Book – Supply Custody and Account of

5.5.1 Alongwith the statement showing the number of intending candidates for the Section Officer’s Grade Examination, requirement of blank answer books including additional answer books for the next Section Officer Grade/Revenue Audit Examination for Section Officers should be intimated to the Office of the C.A.G. of India.

5.5.2 The number of blank answer books required for the Section Officer Grade Examination and Revenue Audit Examination for Section Officers is to be assessed on the basis of the number of candidates enrolled/expected to be enrolled in the said two examinations. In assessing the requirement for Section Officer’s Grade Examination the number of blank answer book may be calculated at the rate of 5 main answer books and two additional answer books per candidate. For the Revenue Audit Examination for Section Officers, the requirement may be worked out on the scale of three main answer books and 2 additional answer books for each candidate.

(CAG’s letter No.448-Exam/8-75 dated 7.7.1975)

5.5.3 Printed copies of these books when received from the Comptroller & Auditor General’s Office should be kept under lock and key. An account of the receipts issues and balances should be maintained. The answer books should be taken out for distribution to the candidates on each day of the examination as they are required.

5.5.4 Printed and bound answer books supplied by the Comptroller & Auditor General's Office may be made available to the IA&AS probationers taking the first and the second Departmental Examination.

(CAG's letter No.3931-GE/KW/460-50 dated 20.12.1950)

5.5.5 These answer books are also permitted to be used in the Entrance Examination for recruitment of Section Officers (Commercial on Probation) after super-scribing the Title Sheet as "Entrance Examination". For recruitment of Section Officers (Commercial on Probation) by means of rubber stamp.

(CAG's letter No.630-Exam./67-79 dated 25.7.1979 – page 38/c of file No.Admn.I/Entrance Examination (Comm./79-80)

5.5.6 A return regarding stock of blank answer books has to be sent to the Comptroller & Auditor General's Office in the prescribed form after the conclusion of each examination in which these answer books are used.

(CAG's letter No.829-Exam./1-80 dated 18.8.1980)

5.6 Despatch of bundles containing answer books etc.

5.6.1 The bundles/packets containing answer books should be despatched, by name of the Officer-in-charge of the Examination in the Central Office, immediately after the conclusion of each days examination by Registered Post and Insured for Rs.100/- only and marked by Air Mail. In other words, the packets should be despatched by post only and not through Indian

Airlines Cargo. However, in the case of nearby places, such packets may be sent by Registered Post, Insured for Rs.100/- only but need not to be marked by Air Mail. If for any reason, the answer books pertaining to a subject of the examination which is held in the afternoon session can not be despatched on the same day, these may be properly packed and sealed on the conclusion of the examination and kept in the safe custody of the Head of Office and transmitted by the next available post.

(CAG's letter No.77-Exam./115-82 dated 31.1.1984)

5.7 Treatment of the period of Examination and the period spent in the to and fro journey to appear in the Section Officer's Grade Examination

5.7.1 In the case of candidates for Section Officer's Grade Examination who have not already qualified in any branch of the Section Officer's Grade Examination, the period of examination and the period spent in the to and fro journey to appear in the examination will be treated as duty, but in the case of those who have already qualified in another branch of the Section Officer's Grade Examination, the period of examination and the period spent in the to and fro journey to appear in the examination will not be treated as duty since in the former case, passing the Section Officer's Grade Examination is a condition of preferment in Government Service and in the later case it is not a condition of further preferment in

Government Service under Government of India's order No.5 below F.R.9(VI).

5.7.2 Attending of office on the days of examination by staff appearing at departmental examination conducted by IA&AD

It has been decided that candidate appearing for a departmental examination (both for obligatory and preferment) conducted by IA&AD will be treated as on duty on the days of examination even though the examination is held only in the forenoon or afternoon. A candidates for such examination need not attend office on these days except on the last day of the examination. If the examination is only in the forenoon, then he/she should attend office in the afternoon.

(CAG's letter No.2558-N.I/21-82 dated 24.8.1982)

The period of examination will be treated as duty for all purposes only in case of those SOGE (Civil Accounts) candidates appearing for the first attempt only.

(CAG's letter No.30-NGE(Entt.)/48-2005 dated 8.7.2005 at Page 454/c of file No.Admn.I/A&E/10(a) G. file/93-02-04 Vol.VII)

5.8 Representations from unsuccessful candidates

5.8.1 It is the practice of the Comptroller & Auditor General of India never to alter the marks awarded once he has passed the Section Officer's Grade Examination results for publications. Any application for grace marks will

not be considered. Applications for grant of grace marks from failed candidates should not be forwarded to him.

(CAG's endorsement No.1279-NGE/128-56 dated 12.7.1946)

5.8.2 Representations from unsuccessful candidates for a revision of the declared results of an examination will not be considered by the Comptroller & Auditor General of India as all matter including the award of grace marks are carefully considered before they are published.

(CAG's DO letter No.1215-NGE.I/146-60 dated 18.5.1950)

The field offices can recommend only border line cases of failed candidates for re-checking at Headquarters in future.

(CAG's letter No.66-Exam/7-2005/V dated 31.1.2006 at Page 462/c of file No.Admn.I/A&E/10(a) G. file/93-02/04/Vol.VII)

CHAPTER-6

DEPARTMENTAL EXAMINATION AND SYLLABUS FOR EDP POSTS

6.1 Revised Syllabus of EDP

6.1.1 The Comptroller & Auditor General of India revised the existing syllabus of E.D.P. posts to make it more useful to the needs of the department as well as to rationalise the departmental examination of E.D.P. posts. The said revised syllabus was received with CAG's Circular No.43/NGE/2003 – No.1005-NGE(App)/27-2002 dated 2.12.2003. (Page 102/c of file No.Admn.I/4-E-8/EDP INST./K-22/2000).

6.1.2 The following decisions were also communicated by the C.A.G. through his letter dated 2.12.2003

a) Departmental Examinations and syllabus for E.D.P. posts

- i) Selection of departmental candidates fulfilling the eligibility criteria prescribed in the relevant Recruitment Rules for deputation to Gazetted E.D.P. posts shall now be made through a departmental examination conducted annually by the Examination Wing of the Headquarters on the lines of Section Officer Grade Examination as per the said syllabus.
- ii) The departmental examinations for non-Gazetted E.D.P. posts shall continue to be conducted locally by Heads of Offices as per the enclosed revised syllabus with prior approval of Headquarters about

the number of E.D.P. posts to be operated. However, there would be no change in the existing syllabus for Data Entry Operators.

- iii) After coming into effect of new/revised syllabus with the examinations to be held after issue of this order, the existing E.D.P. posts holders would be required to appear and pass in an examination based on the new/revised syllabus for their extension on deputation/confirmation.
- iv) The syllabus for E.D.P. posts shall be reviewed every three years to keep pace with the changes taking place in the areas of Information Technology and application software.

b) Qualifying Marks in Departmental Examinations

- i) The existing qualifying marks in the practical paper (Skill Test) of departmental examinations for non-Gazetted E.D.P. posts shall be reduced to 60%. However, the qualifying marks in the theory paper (Aptitude Test) shall continue to be 50%.
- ii) The qualifying marks in the theory and practical papers of newly introduced departmental examinations for Gazetted E.D.P. posts shall be as applicable to non-Gazetted E.D.P. posts.

c) Training

- i) Existing E.D.P. posts holders and officials who are likely to take the departmental examinations for E.D.P. posts would be provided

training in the areas covered by the new/revised syllabus as per the enclosed training estimation.

- ii) Training for Gazetted E.D.P. posts would be provided at the R.T.Is and for non-Gazetted E.D.P. posts, the training would be provided in-house by first arranging training for the trainers through R.T.Is.

d) Infrastructure development and migration of housekeeping software applications

- i) Existing infrastructure and training facilities at R.T.Is would be upgraded to meet the changed requirements.
- ii) Housekeeping software applications which are currently being used in various offices of the department shall migrate in a phased manner to MS Access/Oracle in a specified period.

(CAG's letter No.1005-NGE/App./27-2002 dated 2.12.2003 – Page 102 of file No.Admn.I/4-E-8/EDP/INST./K-22/2000)

6.1.3 The Headquarters' Office issued following clarification regarding the implementation of Circular dated 2.12.2003

a) CAG's letter dated 18.3.2004

Sl.No.	Doubts	Clarifications
1	2	3
1	Whether present incumbents holding Gazetted/Non-Gazetted EDP posts are to be reverted on the expiry of the current term of deputation and re-appointed on	Present incumbents holding EDP posts may be allowed to continue on deputation to EDP posts as per administrative exigencies with the approval of

- their having qualified the departmental examinations under revised syllabus? competent authorities till the results of departmental examinations conducted under revised syllabus and qualifying marks are declared. However, after declaration of results, their future continuance would depend on their having qualified under revised syllabus.
- 2 How the candidates are to be graded in the examination – whether on marks or seniority basis? Since the departmental examinations for EDP posts are qualifying in nature, the qualified candidates are to be empanelled for deputation to EDP posts on seniority basis.
- 3 Whether the present incumbents would get preference for extension of tenure in the event of more number of candidates qualifying the examination? Present incumbents, on their qualifying the examination under revised syllabus, may be allowed extension of tenure under extant rules/instructions subject to administrative convenience. Fresh candidates may be empanelled as per Sl.No.2 above.
- 4 As there is no change in syllabus of D.E.Os, it is presumed that the existing incumbents who have been appointed after conducting the examination, can be given extension as hitherto done locally beyond their current tenure Yes.
- 5 Whether Headquarters' permission in terms of para (a) (2) of the circular dated 2.12.2003 is required for conducting the examination locally. No. Headquarters' permission is not required for conducting the departmental examination locally for Non-Gazetted EDP posts.

b) CAG's letter dated 1.4.2004

- i) Applications for gazetted EDP posts would be invited whenever instructions for conducting departmental examination for these posts on the lines of S.O.G.E. are issued by Examination Wing of Headquarters. Training to the officials who are likely to take the departmental examinations for gazetted EDP posts would be provided as per para (c) (2) of Headquarters circular dated 2.12.2003.
- ii) Existing non-gazetted EDP posts holders (except D.E.Os) shall have to appear and pass an examination in revised syllabus in all the papers of Aptitude test/Skill test as there is no provision for exemption in any paper separately.
- iii)
 - a) Where qualified candidates in revised syllabus are more than the sanctioned EDP posts (cadre-wise), qualified candidates may be allowed to hold the EDP posts by replacing the present incumbents who do not qualify.
 - b) Where qualified candidates in revised syllabus are equal or less than the sanctioned EDP posts (cadre-wise), qualified candidates may be allowed preference to hold the EDP posts and the present incumbents who have not qualified the examination in revised

syllabus and holding EDP posts may be allowed to continue on deputation to remaining EDP posts as per administrative exigencies with the approval of competent authorities. In the above circumstances, present incumbents whose deputation period is more on EDP posts would be replaced first.

- iv) Present EDP posts holders (except D.E.Os whose syllabus for examination had not been revised), who are running in the first year of deputation period may also be allowed to qualify the departmental examination in revised syllabus to enable them to continue on deputation. Examination will have to be conducted in the revised syllabus for all the EDP ex-cadre posts holders/fresh candidates.

(CAG's letter No.222-NGE(App)/27-2002/Vol.II dated 18.3.2004 and No.266-NGE(App)/27-2002/Vol.II dated 1.4.2004 – Pages 124-126 & 148 of file No.Admn.I/4-E-8/EDP/INST./K-22/2000)

6.1.4 (A) Eligibility of staff who can be considered for deputation

- i) The Gazetted EDP posts of Data Processor and Sr. Data Processor have been proposed to be filled up primarily by deputation method failing which by direct recruitment. Same educational qualifications are prescribed both for deputation and direct recruitment methods.

- ii) As per the re-drafted RR's, following category of staff are to be considered for these posts on deputation basis: -

Data Processor

Sr. Data Processor

- | | |
|---|---|
| i) Section Officer/Supervisor | i) Accounts Officer/Audit Officer
Or |
| ii) Sr. Accountant/Sr. Auditor with three years regular service in the cadre in IA&AD | ii) Asstt. Accounts Officer/Asstt. Audit Officer with two years of regular service in the cadre in IA&AD
Or
iii) Section Officer/Supervisor with three years of regular service in the cadre in IA&AD |
- iii) Selection of departmental candidates fulfilling the eligibility criteria prescribed in the relevant RR's for deputation to Gazetted EDP posts shall now be made through a departmental examination to be conducted annually by the Examination Wing of the Headquarters on the lines of SOG. Examination.

(B) Training to departmental candidates

- i) The existing Data Processors and Sr. Data Processors and those persons who clear the new examination, will be imparted training to attain the minimum required educational qualification.
- ii) One of the minimum required qualification being 'DOEACC-A' level examination comprises of 10 papers which can be cleared over a period of 1-2 years. Accredited Institutes, which can provide

training on the 'DOEACC-A' level syllabus are present in almost all cities and training can be provided outside office hours at an estimated one time cost of not exceeding Rs.30,000/- per candidate.

- iii) The department will bear training cost only once, while examination fee will be reimbursed twice. Further attempts will be at candidate's own cost.

(C) Criteria for training

- i) Those Officers/Officials who are eligible for deputation as indicated at Para-A(ii), and are below 56 years of age, can appear in the departmental examination to be conducted by this office on the lines of S.O.G. Examination.
- ii) Those who qualify in the departmental examination would be sponsored for the above training

(CAG's letter No.570/GE.II/14-2004/Vol.2 dated 27.4.2004 – Page 156 of File No.Admn.I/4-E-8/EDP/INST./K-22/2000)

6.1.5 As per draft Recruitment Rules, Master's Degree in Computer Application is one of the basic qualification for the post of Data Processor and being a higher qualification, further acquiring of 'A' level certificate is not required by such candidates.

(CAG's letter No.951/GE.II/14-2004/Vol.2 dated 14.9.2004 – Page 170/c of File No.Admn.I/4-E-8/EDP/INST./K-22/2000)

6.1.6 International Centre for Information System & Audit of Headquarters office circulated course modules prepared on the basis of new/revised syllabus for the posts of Gazetted EDP posts of (i) Data Manager, (ii) Sr. Data Processors/Data Processors and the Non-Gazetted EDP posts of Sr. Console Operators/Console Operators with CAG's letter No.403/Trg. Div./36-2004 dated 21.10.2004 (Page 192 of File No.Admn.I/4-E-8/EDP/INST./K-22/2000). Pre-examination training to the candidates of EDP Posts is to be imparted in the R.T.Is and the in-house training set up of the field offices as per these modules.

6.1.7 The Headquarters' office recommended the following books for the departmental examination of Gazetted EDP posts: -

Books in Hindi			
Sl.No.	Name of the Book	Publisher	Price (Rs.)
1	Comdex Computer Course Kit	Comdex	199.00
2	Office 2000 in easy steps	Dreamtech	69.00
3	Office 97 in easy steps	-do-	69.00
4	Word in easy steps	-do-	69.00
5	Windows 98 in easy steps	-do-	69.00

Books in English			
Title	Author	Publishers	Price (Rs.)
All about Computers for Dummies	Dan Gookin	IDG Books of India	199.00
MS Access – Plain & Simple	Curtis Frye	Prentice Hall of India	225.00
SAMS Teach Yourself MS Office-Excel 2003	Trudi Reisner	Pearson Education	275.00
Word 2003 in Easy Steps	Scott Bashan	Dreamtech	89.00

Books in English			
Title	Author	Publishers	Price (Rs.)
IT Audit (IT Controls, IT Security and Systems Development Life Cycle)	IT Audit Guidelines issued by the 6 th ASOSAI Research Project (September 2003)		

Additional books, which might be considered, are listed below: -			
Title	Author	Publishers	Price (Rs.)
All about Computers in Easy Steps	Harshad Kotecha	Dreamtech	79.00
Access 2002 in Easy Steps	Stephen Copestake	Dreamtech	79.00
MS Excel 2002	Curtis Frye and the Epic Software Group Inc.	Prentice Hall	225.00

(CAG's letter No.08-Exam./15-2005/V dated 12.01.2005 and 505-Exam/15-2005/V dated 8.6.2005 – Page 238 & 258 of File No.Admn.I/4-E-8/EDP/INST./K-22/2000)

6.1.8 As per IA&AD (Group 'C' EDP posts) Recruitment Rules 1994, Auditors/Accountants or equivalent in respective offices, failing which from other offices within IA&AD, with three years regular service and possessing the qualification prescribed for direct recruits are eligible for appointment to the posts of Console Operator by transfer on deputation.

The time scales of pay of post of Console Operator and its feeder posts of Auditor/Accountant have become identical due to upgradation of pay scale of the posts of Auditor/Accountant vide Ministry of Finance & Company Affairs, Department of Expenditure OM No.6/82/E.III(B)/91 dated

28.2.2003. As no qualifying service is required for appointment to another post in the identical time scale of pay by deputation method, the Comptroller & Auditor General of India in exercise of the powers contained in Rule 6 of IA&AD (Group 'C' EDP posts) Recruitment Rules, 1994 has ordered in relaxation of provisions contained in column 12 of the Schedule to the aforesaid rules that the Auditors/Accountants or equivalent possessing qualification prescribed for direct recruits shall be considered for appointment to the posts of Console Operator on deputation till the amended rules for the above post are notified.

(CAG's letter No.704-NGE(App)/55-2005 dated 5.12.2005 – Page 266 of File No.Admn.I/4-E-8/EDP/INST./K-22/2000)

6.1.9 On the same lines, Sr. Accountants with four years regular service and possessing the educational qualification of degree of a recognized university or diploma/certificate in computer application/programming and systems application from a recognized Institute and having a speed of not less than 8000 key depressions per hour for data entry are eligible for appointment to the post of Sr. Console Operator by transfer on deputation.

(CAG's letter No. 705-NGE(App)/55-2005 dated 5.12.2005 – Page 268 of File No.Admn.I/4-E-8/EDP/INST./K-22/2000)

CHAPTER-7

DEPARTMENTAL EXAMINATION FOR PROMOTION TO HIGHER GRADES OTHER THAN SECTION OFFICERS GRADE AND INCENTIVE EXAMINATION FOR SENIOR ACCOUNTANTS AND INCENTIVE EXAMINATION FOR SOs/AAOs IN A&E OFFICE

7.1 Limited Departmental competitive examination for matriculates Group 'D' Staff for promotion as Clerks

7.1.1 The above examination will be conducted as per provisions of para 9.6 of CAG's MSO (Admn.) Vol.I.

7.1.2 General

a) As per provisions of the Brochure on Scheduled Castes/Scheduled Tribes, there is no reservation in case of this Limited Departmental Competitive Examination.

(Para 12.1 of the Brochure (6th Edition) and CAG's letter No.F.2/OSD(P)/73 dated 25.2.1974)

b) The used answer books of this examination may be preserved for 6 months from the date of publication of results of the examination after which they may be destroyed.

(CAG's letter No.445-NGE.III/25-74 dated 15.5.1974)

c) The rates of honorarium for setting the question papers and valuation of answer scripts will be as per para 22.7.2 of this manual.

d) The period spent in the examination and the period spent in to and fro journeys will be treated as duty and travelling allowance will be allowed under S.R.132 to candidates in respect of their first and second attempts only.

(Accountant General's order No. dated 10.10.1974 file No.Admn.I/TA/Misc./Limited Examination 1975-76. Please see para 5.7 of this Manual also)

7.1.3 All matriculate Record Keepers will also be permitted to take this examination subject to the terms and conditions prescribed for Group 'D'. Their names will be empanelled as if they are Group 'D' with reference to the marks obtained in the examination. When their turn comes for promotion as Clerk as per their position in the combined panel, they would seek reversion as Group 'D' if they desire promotion as Clerk. On reversion they will sever connection with the Record Keeper post. In other words, the promotion to Clerks grade will take place from the level of Group 'D' and for that purpose the concerned officials would have to be formally advised just before their turn comes for promotion as Clerks grade. Pay on promotion to Clerks will have to be fixed with reference to pay as Group 'D' at which level the official must work immediately before the promotion. They cannot also request for postponement of

reversion/promotion. Such requests, if made, will result in immediate removal of their names from the panel.

7.1.4 If any matriculate Group 'D' has already qualified or henceforth qualify in this examination and gets promotion as Record Keeper, his position in the Group 'D' panel for promotion as Clerk will remain intact. He should seek reversion as Group 'D' to get promotion to the Clerk's grade and will be subject to the condition as stated in para 7.1.3 above.

7.1.5 All orders issued from time to time on conduct of this examination and operation of the Group 'D' Examination panel for promotion as Clerks will apply to Record Keeper.

(CAG's letter No.230N.2/126-86 dated 10.3.1987)

7.1.6 Consequent to the above decision, there is no need in future to insist on option from matriculate Group 'D' who had qualified in the examination, before promotion as Record Keeper.

7.1.7 The provision contained in Central Office letter dated 10.3.1987 are also applicable to matriculate Selection Grade Record Keeper.

(CAG's letter No.704-N.2/35-90 dated 6.12.1990)

7.2 Limited Departmental Competitive Examination for Clerks to get promotion as Stenographers

7.2.1 The above examination is conducted as per provisions of Para 9.5 of CAG's MSO (Admn.) Vol.I.

7.3 Recruitment to Senior Personal Assistant (Group-‘B’ Gazetted)

7.3.1 The vacancies in the grade of Senior Personal Assistant (Group-‘B’ Gazetted) are filled by promotion. Their recruitment is done in accordance with the provisions of para 4.12 of CAG’s MSO (Admn.) Vol.I.

7.4 Incentive Examination for Sr. Accountants

7.4.1 General

This examination is conducted in accordance with the provisions of Para 9.8 of CAG’s MSO (Admn.) Vol.I.

7.5 Grant of Travelling Allowance

Travelling allowance may be granted for the to and fro journey to appear in the examination, at a place other than the place of duty, under SR.132 in respect of first and second attempts only without any DA for halt. The period spent in the journey and the day of examination in respect of first and second attempts of the examination shall be treated as duty under FR.9(6) (b).

(CAG’s letter No.538-N.I/19-89 dated 21.3.1989)

7.6 Incentive Examination for SOs/AAOs of A&E Offices

A scheme of Incentive Examination for Section Officers/Assistant Accounts Officers of A&E Offices has been evolved. The scheme, syllabus and the instructions for the conduct of the examination have been given in paras 9.9 & 9.10 of CAG’s MSO(Admn.) Vol.I.

CHAPTER-8

PROMOTIONS, SENIORITY AND CONFIRMATIONS

8.1 GENERAL

8.1.1 All proposals for the preparation of panels for promotion should be submitted to the Accountant General by Admn.CC in consultation with Admn.I. Such proposals in respect of Divisional Accountants will be submitted to the Accountant General by W.M Section.

The panels for promotions pertaining to all cadres will be approved by the Accountant General except the panel for promotion to the posts of Accounts Officers which is approved by the Headquarters Office.

8.1.2 Ordinarily no proposals should be made for the promotion of an employee whose pay has been attached, but if the indebtedness of such employee was beyond his control, it should be brought to the notice of the Accountant General, if such an employee is proposed to be promoted.

Note : Regarding confirmation, see Para 8.17.2.

8.1.3 Assured Career Progression Scheme for the Central Govt. civilian employees was introduced vide Govt. of India, Department of Personnel & Training OM No.35034/1/97-Estt.(D) dated 9.8.1999 on the recommendations of 5th Central Pay Commission to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of

adequate promotional avenues. This scheme in no case affect the normal promotional avenues available on the basis of vacancies.

8.2 Promotions to the posts of Accounts Officers

8.2.1 The posts of Accounts Officers are classified as Group 'B' Gazetted (non-ministerial). 33.1/3 % of the posts are selection posts and 66.2/3 % are non-selection posts. The posts are filled by promotion of Assistant Accounts Officers with five years of combined regular service as Assistant Accounts Officer and Section Officer, failing which by transfer on deputation in accordance with the provisions of the Indian Audit and Accounts Department (Accounts Officer/Audit Officer) Recruitment Rules, 1989 issued by G.S.R. 148 dated 2.2.89 and published in Part-II Section 3(i) of Gazette of India dated 31.12.88 (received vide C.A.G's endorsement No.1237-GE.II/83-87 dated 6.4.89).

8.2.2 The points to be observed in reserving posts for SC/ST candidates are contained in **Annexure-I** to this Chapter.

8.2.3 Appointments to the grade are made by the Accountant General in his capacity as appointing authority under CCS (CCA) Rules, 1965. The procedure of selection, appointment and confirmation is regulated in accordance with the orders of the Comptroller & Auditor General of India, issued from time to time.

8.2.4 The Accountant General should not operate upon temporary posts of Accounts Officers in lieu of the vacant IA&AS posts without prior approval of the C.A.G. of India except in unforeseen circumstances and if it is administratively unavoidable. No such post should, however, be operated upon if the vacancy is expected to be for less than 46 days.

(Para 4.6.1 of CAG's MSO (Admn.) Volume-I)

8.2.5 The Accountant General is authorized to issue notifications relating to appointments in the grade of Accounts Officers/Assistant Accounts Officers and send them direct to the Manager, Government of India Press, Faridabad for publication in the Gazette of India under the common heading "Indian Audit & Accounts Department" in Part-III Section-I of the Gazette of India. A copy of each of the Gazette notification should also be sent to the Comptroller & Auditor General of India for information.

(G.O.I., M.F. letter No.F.19(10) EGI(B)/63 dated 19.4.63, CAG's letter No.1033-GE.II/349/51 dated 3.5.63 and Manager, Government of India, Press, New Delhi's letter No.D-76/G.I./9205/63 dated 13.8.63)

The notification should be free from abbreviations. It should be prepared in Hindi language using English words in Hindi where Hindi equivalents of the English terms have not yet been standardized.

(G.O.I., M.F. No.F.7(4) E.IV/53 dated 21.10.53, CAG's endorsement No.216-Admn.I/639-62 dated 2.2.63, No.1033/GE.II/349-61 dated 3.5.63 and D.O. No.556-GE.II/349-61 dated 4.3.63 & CAG's letter No.24-TAI/415-64 dated 21.1.1965)

8.3 Higher functional grades in Accountants and Section Officers cadres in A&E Offices – Sr. Accountants and Assistant Accounts Officers

8.3.1 Non-functional selection grades in Accountants and Section Officer's cadres were abolished and functional higher grades have been introduced in these cadres with effect from 1.4.87 whereby 80% posts in these cadres have been upgraded.

The higher functional scales will be as under: -

Sr. Accountants	5500-175-9000
Assistant Accounts Officer	7450-225-11500

8.3.2 The higher functional grade in the scale of Rs.7450-225-11500 will be Group 'B' Gazetted after issue of notification. The practice followed in the Accountant General's office for issue of the notification in the case of Accounts Officer may be followed (See instructions contained in Central Office letter No.109/110-N.2/119-87 dated 5.2.88 in this regard). The designation of the post will be Assistant Accounts Officer.

8.3.3 The crucial date to determine the eligibility would be 1st October.

8.3.4 The eligibility criteria for appointment to those functional grades are: -

a) Assistant Accounts Officer

Section Officers who have passed the Section Officers Grade Examination (Accounts) and with three years regular service as Section Officers.

b) Sr. Accountants

Accountants with three years regular service in the grade and who have qualified in the Departmental Examination for Accountants.

c) The service rendered in non-functional selection grade will be included in the service in the ordinary grade.

d) The appointment will be on seniority basis subject to rejection if unfit on the recommendation of D.P.C., provided that in the case of those persons who have already been given higher revised scales of Pay Rs.7450-225-11500/Rs.5500-175-9000 as personal under the Revised Pay Rules, 1986, there is no need to adjudge their fitness and based on seniority they will be placed in their turn on these grades on a regular basis.

8.3.5 The D.P.C. to consider promotion to the functional grade of Rs.5500-175-9000 will be Group 'C' D.P.C. and the D.P.C. to consider promotion to the Assistant Accounts Officer's grade will be Group 'B' D.P.C.

8.3.6 The orders on reservation will apply to the promotions from the grades of Rs.5000-150-8000 to Rs. 5500-175-9000 and from Rs.6500-200-10500 to Rs.7450-225-11500. For those who are already holding the higher scales as personal under Revised Pay Rules and now placed in the same scales in their turn on regular basis, reservation orders are not attracted.

8.3.7 On promotion to these functional higher grades from Rs.5000-150-8000/5500-175-9000 to Rs.6500-200-10500/7450-225-11500, pay will be fixed under F.R. 22C. Proposals of stepping up of pay may be sent to Central Office in the event of any junior-senior anomaly.

8.3.8 The qualification pay on passing the Departmental Examination for Accountants, if drawn by any staff, will continue to be allowed at existing quantum even on appointment in the functional higher grade of Rs.5500-175-9000. This will be taken into account for fixation of pay on appointment to this higher grade.

Note : Please see para 9.8.3 of Chapter-9.

8.3.9 Persons who had quitted service but had become eligible to the higher grade because of retrospective application are also entitled to arrears of pay and allowances and retirement benefits.

8.3.10 If there are some Selection Grade Supervisors in the grade of Rs.6500-200-10500, they will continue to hold the scale as personal and are not eligible to functional promotion as Assistant Accounts Officer.

8.3.11 On appointment to these functional grades, including placement in the higher grades on regular basis of those holding the higher scales as personal, names of wait-listed staff will be deleted from the waiting list as clearly provided in the Manual of Instructions for Restructuring. If some staff, who become eligible for promotion, have already been transferred to

Audit Office from 1.4.87 up till now, there is no objection to grant them arrears of pay on this account but they are not to be taken back to A&E Office. If some Accounts Officers promoted from 1.4.87 onwards are also eligible to the promotion to the new higher grade of Rs.7450-225-11500, consequential benefits are admissible to them.

8.3.12 As the sphere of work varies considerably from one A&E Office to another, it is not possible for headquarters to identify the higher grade posts for deployment of Staff. The deployment is, therefore, left to the discretion of the Accountants General, but the Staff on higher grades may be given relatively more important charges depending on local conditions, state of work with particular reference to extent of arrears, receipt of complaints, etc.

8.3.13 The cadre in higher grades will be local, regional or all India as per the lower posts. Thus, if Section Officers posts are common cadre with another Accountant General, the Assistant Accounts Officer's cadre will also be on the common cadre like Section Officers.

8.3.14 Consequent on introduction of the intermediary cadre of Assistant Accounts Officer, promotion to the cadre of Accounts Officers will henceforth be only from the cadre of Assistant Accounts Officers.

(CAG's letter No.663-664 No.2/97-87 dated 25.6.87 (forwarding copy of Govt. of India, Ministry of Finance (Deptt. of Expenditure) OM

No.F.5(32)-E-III/86-Pt.II dated 12.6.87), CAG's letter No.935-N.2/97-87 dated 17.8.87 and CAG's letter No.1030-N.2/10-88 dated 1.11.88)

8.3.15 The recruitment rules for Assistant Accounts Officer/Assistant Audit Officer to regulate the method of recruitment to the post of Assistant Accounts Officers/Assistant Audit Officer in the field Offices of IA&AD issued vide G.S.R. 150 published in Part-II Section-3(1) of Gazette of India dated 11.3.89 and the recruitment rules for the post of Sr. Accountant in A&E Office in IA&AD issued vide G.S.R. 617 dated 14.7.88 were published in Part-II Section-3, sub-section (1) of Gazette of India dated 30.7.1988.

(CAG's letter No.1320-GE.II/37-89 dated 6.4.89 and No.729-734-N.2/120-87 dated 17.8.88)

8.3.16 The recruitment rules for the post of senior Accountant do not provide for the period of probation but the scheme circulated vide Central Office letter No.935-N.2/97-87 dated 17.8.87 prescribed a period of probation for 2 years from the date of promotion to this post. It has been clarified by Central Office that the Accountants promoted as Senior Accountants prior to 30.7.88 (date on which recruitment rules were published in the Official Gazette) are governed by the orders then in force and accordingly they would be on probation for two years.

(CAG's letter No.915-N.2/90-88 dated 13.10.88)

8.4 Promotion to Section Officers/Supervisors

8.4.1 The promotion to the Section Officers cadre is regulated with reference to the provisions of paragraph 3.1 of the CAG's MSO (Administration) Vol.I and relevant Recruitment Rules.

8.4.2 A person appointed to hold charge of a section under para 6.6.3 of CAG's MSO (Administration) Vol.I on passing the Section Officer Grade Examination may not, as a matter of course, be promoted retrospectively to officiate in the Section Officer's scale from the last day of the particular S.O.G. Examination (Part-II) in which he comes out successful. It is very desirable that no such fortuitous advantage should become perpetual at the expense of the others who are equally qualified and have better claim to seniority.

(CAG's Circular letter No.19-29-NOE.I/231-57 dated 18.11.97)

8.4.3 In Accounts and Entitlement Offices, upto twenty percent of the vacancies of Section Officers, will be filled by selection from Accountants and Senior Accountants who have passed either the Departmental Examination for Accountants or Section Officers Grade Examination Part-I and who show exceptional performances. They will be designated as Supervisor. In the 20 points roster for Section Officer, points 1, 6, 11 and 16 will be of Supervisors.

8.4.4 The recruitment rules for Supervisors in Accounts and Entitlement Offices in IA&AD issued vide G.S.R. 570 dated 4.7.86 published in Part-II Section-3 Sub-section (1) of the Gazette of India dated 2.8.86.

(CAG's endorsement No.928-932/N.2/96-84 dated 29.9.86 and para 3.10.1 of M.I.R.)

8.4.5 A doubt was raised whether the Accountants/Sr. Accountants working as Emergency Divisional Accountants/Officiating Divisional Accountants are to be considered for promotion as Supervisors in A&E Offices. It has been clarified that unless the Accountants/Sr. Accountants are confirmed as Divisional Accountants they (EDAs/Officiating DAs) should be considered alongwith others for promotion as Supervisors and empanelled if found fit. If they refuse promotions, they should be debarred for one year as per extant orders. They will not, however, be given any proforma promotion as Supervisor and they have to revert to the parent office to avail of the promotion.

(CAG's letter No.595-N.2/94-84 dated 16.6.87)

8.4.6 The Officers who are eligible to be considered in terms of main eligibility clause are required to be considered first. Persons who are eligible to be considered as an alternative method, may be considered only if neither general nor SC/ST Officers are available for being considered (subject to rejection of the unfit) in the main eligibility clause. Therefore, it follows

that even for filling a reserved vacancy, selection through alternative 'failing which' clause cannot be restored so long as general category candidates are available in the main eligibility clause.

(Govt. of India, Deptt. of Personnel & Training U.O. No.784/88-Estt.(SCT) dated 22.2.88 received vide CAG's letter No.984-N.III/78-86/II dated 22.3.88)

8.5 Promotion to the posts of Accountants

8.5.1 According to Indian Audit and Accounts Department (Accountant) Recruitment Rules, 1986 as amended from time to time, recruitment to the posts of Accountants is made as under: -

- a) 33.1/3% by promotion of clerks with five years regular service in the grade on seniority basis, subject to rejection of unfit, failing which by direct recruitment.
- b) 33.1/3% by promotion of: -
 - i) Graduate Group 'D' Officials with three years continuous service on passing the Departmental Examination of Accountants.
 - ii) Matriculate clerks with three years continuous service on passing the Departmental Examination for Accountants.
 - iii) Clerks on passing the Section Officers Grade Examination Part-I, failing which by direct recruitment.

c) 33.1/3% by direct recruitment.

8.5.2 Every promotion will be on probation. The promoted Clerks will have to pass the Departmental Examination for Accountants. Provisions of Para 4.3 will apply in these cases.

8.6 Promotion to higher grades of Stenographers, P.A./Manager Typing and Cyclostyling Pool/Senior P.A.

8.6.1 There are following scales of pay for Stenographers in the IA&AD: -

- 1) Ordinary Scale – Rs.4000-100-6000
- 2) P.A's Scale – Rs.5000-150-8000
- 3) Manager Typing and Cyclostyling Pool – Rs.5500-175-9000
- 4) Sr. Personal Assistant's Scale – Rs.6500-200-10500

8.6.2 The appointments to the Ordinary scale of Rs.4000-100-6000 are made in accordance with the instructions contained in Chapter-2 of this Manual.

8.6.3 P.A. Scale Rs.5000-150-8000

- a) The promotions to this scale are made in accordance with the instructions contained in CAG's confidential letter No.2566-NGE.I/112-67 dated 29.11.68 read with confidential letter No.4532-BGE,I/60-74.I dated 27.12.74 at page 8/c and 14/c of file No.Admn.I/1-B-2 (4.A)/82-83.
- b) Regarding preparation of panel and currency thereof for promotion to this scale, the instructions contained in CAG's confidential letter

No.6-NGE.III/159-75 dated 2.1.74 at page 10/c of file ibid may be referred to.

- c) A Stenographer has to possess, inter-alia, a minimum speed of 100 w.p.m. in shorthand to be eligible for promotion to the grade of Rs.5000-150-8000. The Stenographers who qualified in the test held under the Hindi Teaching Scheme at the speed of 100 w.p.m. are also deemed eligible to the grade of Rs.5000-150-8000.

(CAG's letter o.4164-N.2/3-N-3/79 dated 13.8.82)

Note: In future the qualification in speed tests conducted under the Hindi Teaching Scheme will not be considered for career advancement. The Stenographers will have to qualify in the speed test conducted by the Staff Selection Commission. However, the Stenographers who have appeared/appear and qualified/qualify in the test at 100 w.p.m. conducted under the Hindi Teaching Scheme upto 31st December, 1987, would be deemed to possess the qualification, in terms of the circular dated 13.8.82, for promotion as Personal Assistant.

(CAG's letter No.1436-N.2/71-87 dated 30.12.87)

- d) i) The posts of Personal Assistant in field offices will be 33.1/3% of total sanctioned posts of Stenographers and Personal

Assistants as on date. In other words, the ratio of Stenographers (4000-100-6000) and P.A's (5000-150-8000) will henceforth be 66.2/3 : 33.1/3. In future, the base should be worked out as if the senior time scale Officer/Junior Administrative Grade Officer is allowed only a Stenographer and thereafter the percentage of P.A's computed to arrive at the number of posts of P.A./Stenographer.

ii) Personal Assistants should as far as possible be posted with Group Officer, Welfare Officers and Accounts Officers holding important charges.

(CAG's letter No.543-N.2/88-89 dated 14.6.89)

- e) The recruitment rules for the post of Personal Assistant in the field offices of IA&AD as notified vide G.S.R. No.1075 in Part-II, Section-3, Sub-Section (i) of the Gazette of India dated 20.12.86, may be referred to for guidance.

Before filling up the post by transfer on deputation, prior approval should be obtained from Central Office in Principle.

(CAG's endorsement No.94-97-N.2/104-84 dated 30.4.87)

8.6.4 Manager, Typing Pool – Scale Rs.5500-175-9000

- a) The Manager, Typing Pool may be entrusted with following duties:
- i) Supervision, control and management of typing and cyclostyling Branch/work;

- ii) To ensure proper service and maintenance of typewriters/Roneo machines scammers, etc.
- iii) Taking down and transcription of the proceeding of two meetings with Association/Office councils;
- iv) To look after the work of Sr. Personal Assistant to Accountant General when he proceeds on leave;
- v) Giving guidance to Stenographers and Personal Assistants particularly to new entrants; and
- vi) Any other items of work as entrusted by the Head of Department/Head of Office in Public interest.

(CAG's letter No.1032-N.2/55-83 dated 11.9.85)

- b) The recruitment rules for Manager (Typing Pool) in A&E Offices in IA&AD issued vide G.S.R. 444 dated 27.5.87 published in Part-II, Section-III, Sub-Section (1) of Gazette of India dated 13.6.87 may be referred to for guidance. Before filling up the posts by transfer on deputation, approval in principle may be obtained from Central Office.

(CAG's letter No.851-N.2/84-83 dated 1.9.87)

- c) On appointment as Manager the pay of the appointee is to be fixed under F.R. 22-C on subsequent appointment as Sr. Personal

Assistant, the pay will be fixed as per instruction in force at that time.

(CAG's General Circular No.NGE/117/1982 circulated vide No.5411-N.2/45-82 dated 19.9.82)

8.6.5 Senior Personal Assistant – Scale Rs.6500-200-10500

- a) The designation of such Stenographers was first changed to 'Personal Assistant' with effect from 30.10.78 and then to 'Sr. Personal Assistant' with effect from 12.10.82. The post of Sr. Personal Assistant has been placed in Group 'B' (Gazetted) vide Government of India, Ministry of Finance (Department of Expenditure) Notification No.S.O. 1674 dated 25.6.87 (Published in the Gazette of India-Part-II Section-3 Sub-Section (ii) dated 4.7.87), with pay scale of Rs.6500-200-10500. With the approval of the Appointing Authority (i.e. Head of Department with Accountant General's rank). A simple order may be issued placing them in Group 'B' (Gazetted). In this office, the practice for issue of notification in the case of Accounts Officers and Assistant Accounts Officers is to be followed.

(CAG's endorsement No.792-N.2/128-86 dated 24.7.87)

- b) The post of Sr. Personal Assistant is to be filled up in accordance with the method of recruitment and from the cadres stated in the

Indian Audit & Accounts Department (Sr. Personal Assistant Recruitment Rules, 1988 published in Part-II Section 3(i) of Gazette of India dated 31.12.88 received vide CAG's endorsement No.1237-GE.II/83-87 dated 28.3.89.

(CAG's letter No.513-N.2/30-89 dated 31.5.89)

8.7 Promotions to the post of Junior/Senior Gestetnor Operator

8.7.1 The post of Sr. Gestetnor Operator is to be filled in by promotion of Jr. Gestetnor Operator or Daftry/Sr. Peon (Earlier) as under: -

- a) Jr. Gestetnor Operator with middle school pass qualification and three years regular service in the grade, failing which
- b) Junior Gestetnor Operator with middle school pass qualification having five years combined regular service in the grade and as Daftry/Sr. Peon and failing both
- c) Daftry/Sr. Peon with middle school pass qualification and six years regular service in the grade with proficiency in handling of Gestetnor Machine.

The recruitment rules for Sr. Gestetnor Operator in the A&E Office in IA&AD issued vide G.S.R. 236 dated 14.3.87 published in Part-II Section-3 Sub-Section (1) of the Gazette of India dated 4.4.87, may be referred to for guidance.

(CAG's letter No.856-859-N.2/84-85 dated 13.8.87)

8.7.2 An undertaking should be obtained from a Jr. Gestetnor Operator at the time of his promotion to the post of Sr. Gestetnor Operator to the effect that he will seek reversion from the Group 'C' post of Sr. Gestetnor Operator to the Group 'D' post of Jr. Gestetnor Operator from which he is being promoted. If the senior most Jr. Gestetnor Operator refuses to give such an undertaking, he should not be appointed to the post of Sr. Gestetnor Operator and the next person eligible for appointment to the post of Sr. Gestetnor Operator should be promoted after obtaining the said undertaking.

Daftries/Jamadars with a minimum service of six years in these grades, who are also eligible to the post of Sr. Gestetnor Operator, can also be considered for promotion to the post of Sr. Gestetnor Operator only subject to their furnishing an undertaking before promotion.

(CAG's endorsement No.913-Audit.I/85-86 KW/IV-88/135 dated 9.9.88 forwarding copy of Govt. of India, Department of Personnel and Training OM No.49019/2/87-Estt.(C) dated 6.7.88)

Note i) The post of Sr. Gestetnor Operator will be admissible for an office where average daily out turn exceeds 5000 units (hand operated machine) and 8000 units (electrically operated machine).

(G.O.I., M.H.A., Deptt. of P&AR OM No.28014/2/77-Estt.(C) dated 29.5.75)

Note ii) The post of Jr. Gestetnor Operator is to be filled in by promotion on seniority basis subject to rejection of unfit of Daftries/Jamadars with 3 years regular service in the grade who have proficiency in operating and maintaining duplicating machine and electric stencil cutter. In case the post cannot be filled by promotion as above, the same can be filled by direct recruitment, in accordance with the Recruitment Rules.

8.8 Promotion of Record Keeper to the Functional Selection Grade

8.8.1 Twenty Five percent of the regular posts of Record Keeper will be in the functional Selection Grade of 3050-75-3950-80-4590.

8.8.2 Record Keepers with a minimum of three years of regular service in the grade will be eligible for promotion to the functional selection grade on seniority cum fitness basis. The crucial date for determining the eligibility will be the crucial date for the relevant panel year. The Departmental Promotion committee will be the same as for Record Keepers.

(CAG's letter No.3945-N.2/74-83 dated 16.12.83, 105-N.2/1-88 dated 4.2.88 and 536-N.2/1-88 dated 12.6.89 and No.261-N.2/83-90 dated 27.6.91)

8.8.3 The Recruitment Rules for the post of Selection Grade Record Keeper in IA&AD issued vide G.S.R. No.616 dated 14.7.88 published in Part-II,

Section-3, Sub-Section (i) of the Gazette of India may be referred to for guidance.

(CAG's endorsement No.744-N.2/19-88 dated 23.8.88)

8.8.4 The following items of work may be assigned to Selection Grade Record Keeper: -

- i) One each in the main library with relatively important functions.
- ii) The Accountant General is free to identify other relevant functions for Record Keepers/Selection Grade Record Keepers.

(CAG's letter No.108-O&M/15-84 dated 10.2.84)

8.9 Promotion to the post of Record Keeper

The existing scheme of promotion of Group 'D' with 12 years service as Clerks on qualifying in a departmental examination has been found to be unworkable and has benefited very limited number of Group 'D' staff. Accordingly, it has been decided that a cadre of Record Keepers (Group 'C' non-gazetted) will be created from 1.3.1984 as per details given below:-

- i) 15% of the posts of Group 'D' in each office will be upgraded in the scale of Rs.2750-70-3800-75-4400 by the Accountants General as Record Keeper.

- ii) Any Group 'D' employee with the minimum educational qualification of middle pass and 7 years of service as regular Group 'D' employee will be eligible for appointment as Record Keeper. The crucial date for determining the eligibility will be the crucial date for relevant panel.
- iii) The appointment will be on seniority-cum-fitness basis and the fitness will be decided by the D.P.C.
- iv) For the limited purpose of promotion as Record Keeper, a combined seniority list based on the length of service of the eligible Group 'D' employee will be kept.
- v) There is no examination for appointment of Record Keeper.
- vi) Consequent on the introduction of the cadre of Record Keeper, the scheme of promotion through the existing departmental qualifying examination for non-matriculate Group 'D' as Clerks is being discontinued from 1984 and there will not be any examination.

(CAG's letter No.2945-N.2/74-83 dated 16.12.83)

Note: Clarifications on certain points raised by field offices have been given by Central Office vide letter No.121-N.2/74-83 dated 17.2.84, No.178-N.2/74-83 dated 3.3.84 and No.22-N.3/1-84 dated 12.1.84 which may be referred to in cases of doubts.

8.9.2 The following items of work may be assigned to Record Keeper: -

- i) Dak receiving/despaching and sorting of marked letters section-wise in Receipts and Issues Section in main office and branches in different buildings.
- ii) Tracing of old files/record requisitioned by various sections and orderly placing of records/files back in the relevant racks.
- iii) Receipt and issue of articles of stationery in Stationary Section.
- iv) Pasting correction slips in the books and assisting in physical verification of library books.
- v) Upkeep of records/vouchers etc. in Treasury Account Section and other sections in the Office.
- vi) Any other item of work deemed fit by the Heads of Department.

(CAG's letter No.108-O&M/15-84 dated 10.2.84)

8.9.3 In view of the placement of Record Keepers in Group 'C' non-Gazetted Category, they will not be eligible for issue of various livery items.

(CAG's letter No.1396-N.3/19-85 dated 24.4.85)

8.9.4 The Recruitment Rules for record Keepers in IA&AD issued vide G.S.R. No.405 dated 15.4.85 and corrigendum published vide G.S.R. No.1061 dated 29.10.85 (which appeared in Part-II, Section-3, Sub-Section (i) of the

Gazette of India dated 27.4.85 and 16.11.85 respectively) may be referred to for guidance.

(CAG's endorsement No.123-N.2/132/35 dated 27.2.86)

8.10 Promotion to the posts of Clerks

8.10.1 According to Recruitment Rules for Clerks, 10% vacancies in the clerks grade are filled by promotion of matriculate Group 'D' qualifying in the limited Department Competitive Examination prescribed by the Comptroller and Auditor General of India. The Recruitment rules also provide for five percent vacancies in Clerks grade to be filled by promotion from among Group 'D' officials with 5 years regular service in the grade and who possess matriculation or equivalent qualification, on seniority basis, subject to rejection of unfit, the recruitment rules may be referred to for guidance.

8.10.2 The eligibility criteria (in respect of five percent promotion on seniority-cum-fitness basis) should be satisfied on the relevant crucial date viz. 1st October (1st October 1986 for the panel year 1987). The eligibility list for the promotion will be prepared with reference to the length of service as Group 'D' staff (not keeping intact the inter-se-seniority within a particular Group 'D' cadre).

(CAG's letter No.890-N.2/11-88 dated 14.10.88)

8.10.3 The promotion against seniority quota will be against Point No.1 of the 20 point roster.

8.10.4 The matriculate Group 'D' will have to appear in type test and if they do not qualify in the same before promotion, they will have to pass the test at least after promotion. If they fail to do so there, will be adverse consequences as per orders issued by Central Office vide letter No.301-N.2/46-87 dated 1.4.87 i.e. unless exempted from passing type test by orders issued by Central Office. A Clerk who has not qualified in the prescribed type test will not be entitled to any increment, confirmation or promotion by seniority or through any departmental examination.

(CAG's letter No.290-N.2/46-87 dated 27.3.87)

8.10.5 The matriculate Record Keepers will also be eligible for promotion as clerks under seniority quota and the names of those found fit will be empanelled as if they were Group 'D' employees. Whenever their turn comes for promotion as Clerks as per their position in the panel, they would be required to seek reversion as Group 'D'. On reversion they will sever connection with the Record Keepers stream. In other words, the promotion to the Clerks grade will take place from the level of group 'D' and for this purpose the concerned officials would have to be formally advised just before their turn comes for promotion to Clerk's grade. Pay on

promotion as Clerks will have to be fixed with reference to pay as Group 'D' at which level the official must work immediately before the promotion. They cannot also request for postponement of reversion/promotion. Such requests, if made, will result in immediate removal of their names from the panel.

(CAG's letter No.523-N.2/35-90 dated 3.8.90)

8.10.6 The provisions contained in Central Office letter No.523-N./35-90 dated 31.8.90 are also applicable to matriculate Selection Grade Record Keepers.

(CAG's letter No.704-N.2/35-90 dated 6.12.90)

8.11 Promotion to the post of Daftries/Senior Peon

8.11.1 The posts of Daftries will be filled in by promotion, failing which by direct recruitment.

8.11.2 Peons with three years regular service in the grade will be eligible on seniority-cum-fitness basis. Minimum qualification of middle school pass need not be insisted upon for promotion of a peon to the post of daftry. It has been decided by the Central Office that for promotion within Group 'D' cadres where the promotion is on the basis of seniority-cum-fitness, it is not necessary to insist on minimum qualification of middle school pass. There will be no qualifying test for this promotion.

8.11.3 The posts of Sr. Peon will be filled in by promotion of person with 3 years regular service in the grade on seniority basis subject to rejection of unfit. Minimum qualification of middle school pass will not be insisted on in this case also as in the case of promotion to daftry's post.

(CAG's letter No.297-N.23/49-87 dated 27.2.87, 1452-N.2/39-85 dated 18.12.85)

8.11.4 The Recruitment Rules for Group 'D' posts in field offices issued vide G.S.R. 662 dated 5.8.1988 published in Part-II Section-3(i) of the Gazette of India dated 20.8.88 may be referred to for guidance.

(CAG's letter No.820-N.2/51-88 dated 14.9.88)
(Jamadar were redesignated as Senior Peon-CAG letter No.528-N.2/73-90 dated 6.1.92)

8.12 Officiating promotions in short-term vacancies

8.12.1 Short term vacancies arising henceforth may be filled in the normal manner in cases where the duration of the vacancy exceeds 30 days. This limit will apply irrespective of whether it is a single vacancy or part of a chain of vacancies (the post in a chain of vacancies should itself be for more than 30 days).

8.12.2 Officiating promotions in vacancies of 30 days duration or less may be made only in very exceptional circumstances with the prior approval of the Head of the Department concerned.

(G.O.I., M.F., Deptt. of Expenditure OM No.10(22) F.(Coord.)/74 dated 18.6.75 received with CAG's No.393-GE.I/72-72 dated 14.7.75)

8.12.3 Relief of official on promotion

Govt. servants ordered for promotion should be relieved immediately on receipt of the relevant orders of promotion. In exceptional circumstances where the retention of the official in the lower post is felt absolutely necessary in exigencies of services, the fact may be brought to the notice of the controlling officers and orders sought for retention for a specific period ranging from 1-3 months depending on the merits of each case. While doing so, it should specifically be brought to the notice of the controlling officer that the delay in relieving the officer will cause him pecuniary loss so that the retention may be avoided as far as possible.

(G.O.I., Deptt. of Personnel & Training OM No.16/7/90-Estt.(Pay-I) dated 9.9.92 and 20.3.1995)

8.13 Determination of Seniority

8.13.1 a) i) The seniority of the various categories of the staff of the IA&AD is regulated in accordance with the provisions in the Comptroller & Auditor General's Manual of Standing Orders (Admn.) Vol.I and the orders issued by the Comptroller & Auditor General of India from time to time.

ii) Paras 8.14 and 8.15 contain orders issued before restructuring of cadres in IA&AD and Paras No.8.16 & 8.17 contain orders issued

thereafter. Due to restructuring separate A&E and Audit Offices came into existence with effect from 1.3.84 and in A&E offices an Accountants cadre was created in place of Auditor's cadre. Auditors who opted for A&E offices were redesignated as Accountant. This whole contest may also be kept in mind while going through all the orders issued before restructuring i.e. before 1.3.84. Manual of Instructions for restructuring of cadres in IA&AD contains full scheme of reorganization.

- b) Permanent officers of each grade shall be ranked senior to persons who are officiating in that grade.

(CAG's No.691-NGE.III/52-60 dated 17.3.60 and No.437-NGE.III/33-64 dated 20.2.64)

- c) The seniority of the direct recruits to the Accountant, Clerks, Stenographers and Group 'D' cadres will be determined according to their position in the panel subject to the selected candidates joining duties within a maximum period of 30 days from the date of issue of offer of appointment. In case a candidate does not join within the stipulated period, his seniority may be fixed with reference to his date of appointment.

(CAG's No.2864.III/150-59 dated 11.8.59, No.2163-NGE.III/149-66 dated 20.10.66, No.2533-NGE.III/149-66 dated 12.12.66, No.1730-

NGE.III/149-66 dated 24.8.67, No.3731-NGE.III/150-69 dated 29.11.69, No.842-NGE.III/58-70 dated 18.4.72 and CAG's No.3453-N.2/29-82 dated 28.10.83)

Note: Please see para 8.16 for rules regarding relative seniority of direct recruits and promotions in non-Gazetted cadres.

d) The seniority of employees appointed against sports quota will be determined in accordance with the instructions contained in para 2.10.4 of this Manual (Vol.I).

8.13.2 In the case of unilateral transfers within the IA&AD the persons transferred will be assigned the lowest position in the seniority list of the relevant cadre. In the case of mutual transfers within the IA&AD seniority of lower of the two lengths of Accountants/Clerks/Group 'D' service (as the case may be) should be given to both the men in the new offices to which they are transferred. Past cases decided otherwise need not be reopened.

(CAG's 2200-NGE.III/41-65.II dated 13.9.1965)

8.13.3 Permanent and quasi-permanent employees who are entitled to retain lien for two years extendable by one more year in exceptional cases during their appointment to posts in Public Sector undertakings/Autonomous bodies on or after 22.1.66 or to other post in the Government on or after 14.7.67, shall

be entitled in the event of reversion to the parent department within the specified period of 2 years, to the original seniority in the grade post from which they proceeded on foreign service to the Public Sector undertakings and Autonomous bodies or on deputation to other posts under Government. (Govt. of India OM No.1/6/67-Estt.(D) dated 4.9.67 and CAG's No.2405-GE.III/5-67 dated 15.11.67)

8.13.4 Seniority of Govt. Servant promoted while on long leave

- 1) If on the basis of empanelment for promotion against vacancies arising in a vacancy year, a promotion order contains name of a person who is on a sanctioned leave, a copy of the same is to be endorsed to the officer at his leave address by registered/speed post, etc., alongwith necessary advice about the authority to whom he is to report for assuming charge of the higher post. If the Officer assumes charge of the higher promotional post by curtailing leave, if necessary, within the currency of the vacancy year for which the panel is prepared, or within six months from the date of the promotion order, or before the last person borne on the panel is offered promotion without being required to be reassessed by a fresh DPC, whichever is later, the officer will not be required to be considered afresh by the next DPC and he will retain his seniority as per the position in the panel on the basis of which he has been promoted. If, however, he does not join to assume charge of the higher post within the period as specified

above and continues to remain on long leave or seeks further extension of leave, the order of promotion, insofar as the said officer is concerned, will become invalid and the officer will be required to be considered afresh by the next DPC held in the normal course after he joins his duty on expiry of the leave. His seniority on subsequent promotion will be as per the position in the fresh panel. This will equally apply to cases of promotion by mode of selection as well as non-selection. While referring the order of promotion to the officer on leave, it would be necessary to bring to his/her notice the above position.

- 2) Cases of persons on long leave due to proven physical disability will, however, continue to be governed by the provisions of this Department's O.M., dated 28.9.1981 *ibid*. Similarly, cases of persons on study leave/training will continue to be regulated as per the provisions of DPC guidelines viz., Para 17.4.1 of DoP & T, OM No.22011/5/86-Estt.(D), dated 10.4.1989.

(G.O.I., Deptt. of Per. & Trg. OM No.20034/5/2002-Estt.(D) dated 4.8.2004)

8.14 Determination of seniority of SC/ST candidates promoted against reserved vacancies

- 8.14.1 The qualified SC/ST candidates will have a right of promotion against reserved posts in preference to general candidates senior to them in the

waiting list. The seniority in the grade of Section Officer will be determined with reference to one's position in the panel from which one is promoted. If one is promoted, he will be senior to those promoted from 1989 or subsequent panel irrespective of the year in which he passes the S.O.G. Examination.

(CAG's confidential letter No.368-N.2/64-90 dated 7.6.90 available in Admn.CC)

8.15 Relative seniority of direct recruits and promotion in non-gazetted cadres

8.15.1 Some field offices have raised doubt on seniority of direct recruits vis-à-vis promotions as the 20 point promotion rosters are to be closed at the end of the Recruitment year. The following clarification have been issued by the Central Office: -

- i) The principle of relation of quotas will continue to be followed for determining the inter-se-seniority of direct recruits and promotion i.e. according to the roster points.
- ii) No vacant slots meant for direct recruits should be carried forward for being filled in later years. If adequate number of direct recruits do not become available in any particular year, rotation of quotas for the purpose of determining the seniority would take place only to the

extent of available direct recruits and promotions. Thus, to the extent direct recruits are not available, the promotees will be bunched together at the bottom of the seniority list below the last position upto which it is possible to determine seniority in rotation.

- iii) The unfilled vacancies including those vacancies intended for direct recruitment for which selection could not be made due to non-availability of candidates should be posted with the new vacancies in the next year and the total vacancies so arrived at should be apportioned between direct recruits and promotees in accordance with the roster commencing on January 1 of the next year. In other words, if there is a shortfall in direct recruitment or promotions , the post is to be carried over to the next year as such in the same channel but merged in the overall vacancies. An illustration is given below: -

Recruitment year 1987

Method of Recruitment	i) Promotion : 25% of the vacancies (Point 1, 2, 6, 11 and 16 of the 20-point roster). ii) Direct Recruitment : 75% of the vacancies (Remaining points of the 20-point roster).
Vacancies 20	Promotion 5 Direct Recruitment 15 Against which only 9 were available.

Roster Point No.

- 1) P.1
- 2) P.2
- 3) D.R.1

- 4) D.R.2
- 5) D.R.3
- 6) P.3
- 7) D.R.4
- 8) D.R.5
- 9) D.R.6
- 10) D.R.7
- 11) P.4
- 12) D.R.8
- 13) D.R.9
- 14) None
- 15) None
- 16) P.S.
- 17) None
- 18) None
- 19) None
- 20) None

Note: Probation P.S. will rank immediately below direct recruit D.R.9 as no recruitment against roster points 14 and 15 could be made.

Recruitment year 1988

(To start with Roster Point 1)

Vacancies at end of the year 1987

For which none was selected 6

Fresh vacancies for 1988 $\frac{1}{7}$

Roster Point No.

- 1) P.1
- 2) P.2
- 3) D.R.1
- 4) D.R.2
- 5) D.R.3
- 6) P.3
- 7) D.R.4

iv) If the seniority of a direct recruit is to be counted only from the date of his joining vide C.S.103 dated 10.11.83 to MSO (Admn.) Vol.I, he will be assigned seniority accordingly and not as per roster point.

- v) If a different practice was followed, past cases need not be reopened but correct procedure may be followed from the Recruitment year commencing from 1.1.87.

(CAG's letter No.1336-N.2/45-86 dated 8th/12th December, 1986)

8.15.2 At present where persons are confirmed in an order different from the order of merit indicated at the time of their recruitment of promotion, seniority follows the order of confirmation and not the assigned order of merit. Under the simplified procedure for confirmation introduced from 1.4.88 since there is confirmation only in the entry grade, seniority will continue to be determined on the basis of confirmation in that grade.

In the case of promotion vis-a-vis direct recruits, the seniority is as per roster points vide Central Office Circular No.1336-N.2/45-81 dated 8/12.12.86. But if the order of confirmation of direct recruits differs from their original merit position on recruitment their inter-se-seniority will be as per confirmation as illustrated below: -

The inter-se-position of promotion and direct recruits to a post having 50% direct recruitment and 50% promotion is indicated below: -

- | | | |
|----|----------------|----------|
| 1) | Promotee | Shri 'A' |
| 2) | Direct Recruit | Shri 'B' |
| 3) | Promotee | Shri 'C' |
| 4) | Direct Recruit | Shri 'D' |

If the confirmation of S/Shri 'B' and 'D' (Direct Recruits) are in the same order, the seniority will be in the above order. If however, Shri 'B' direct recruit gets confirmation later than Shri 'D' another direct recruit, the eventual seniority list will be: -

Shri 'A'	(Promotee)
Shri 'C'	(Promotee)
Shri 'D'	(Direct Recruit confirmed earlier to 'B')
Shri 'B'	(Direct Recruit confirmed after 'D')

(CAG's letter No.428-N.2/48-88 dated 26.4.89)

8.16 Delay in sponsoring candidates by the Staff Selection Commission

8.16.1 The relative seniority among direct recruits is determined by the order of merit in which they are selected for appointment on the recommendation of the Staff Selection Commission and persons appointed as a result of earlier selection would be senior to those appointed as a result of subsequent selection. Thus, considerable difficulties arise, if sponsoring of candidates is delayed by the Staff Selection Commission.

In future the dossiers from Staff Selection Commission of candidates of earlier selection, if sponsored after sponsoring the candidates of later selection, should not be accepted, for instance, if Staff Selection Commission had sponsored candidate of 1988 selection and later sponsors candidates of 1987 or 1986 selection, the candidates of 1986 and 1987

selection should not be accepted and the dossiers should be returned to the Staff Selection Commission without delay explaining the position.

(CAG's letter No.606-N.E./99-88 dated 7.7.89)

8.16.2 Seniority to be determined by the order of merit indicated at the time of initial appointment

Seniority of person regularly appointed to a post according to rule would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation.

(G.O.I., Deptt. of Per. & Trg. OM No.20011/5/90-Estt.(D) dated 4.11.1992)

8.16.3 Seniority of a Govt. Servant undergoing penalty

Seniority would be fixed according to the position of the Govt. Servant in the panel on the basis of which he is promoted on expiry of the period of currency of the penalty.

(G.O.I. OM No.22011/2/92-Estt.(D) dated 30.11.95)

8.17 Confirmation procedure simplified

8.17.1 Introduction

- a) Under the existing system, the requisite for confirmation is the availability of permanent post on which no other Government servant holds a lien. With a view to finding a permanent post to

confirm a Government employee, a periodic exercise is undertaken to identify vacant permanent posts alongwith exact date from which these are available. The availability of a permanent post depends upon various factors such as retirement/resignation of a permanent Government servant in a higher post, conversion of temporary posts into permanent ones. Further, according to the present procedure, confirmation is not a one time event in the career of a Government employee, but he has to be successfully confirmed in each and every post or grade to which he is promoted subject to availability of a permanent post in each grade.

- b) This procedure not only delayed the confirmation of Government servants but also involved avoidable labour in the processing of cases. In order to overcome the delay and also reduce labour in processing the cases a revised procedure for confirmation, retention of lien, etc. has been introduced with effect from 1.4.88 and may be followed in future.

8.17.2 Confirmation

A) General

- i) Confirmation will be made only once in the service of an official which will be in the entry grade.

- ii) Confirmation is determined from availability of permanent vacancy in that grade. In other words, an officer who has successfully completed the probation or passed departmental examination necessary for confirmation may be considered for confirmation. In cases where probation or passing of a departmental examination for confirmation is not prescribed, the official should have put in a minimum of 2 years service in the entry grade before he is considered for confirmation by the D.P.C.

B) Confirmation in the grade to which initially recruited

The case will be placed before D.P.C. (for confirmation). A specific order of confirmation will be issued when the case is cleared from all angles.

- Exception - 1)** Where, however, a Govt. Servant who has not already been confirmed in his old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. Within this period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these ACRs.
- 2) If a Govt. Servant is appointed to another post by direct recruitment either in the same Department or a different

department, it will be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post, the job requirements of which may be quite different from those of the old post.

(G.O.I., Deptt. of Per. & Trg. OM No.20011/5/90-Estt.(D) dated 4.11.1992)

C) On promotion

- i) If the recruitment rules do not prescribe any probation, an officer promoted on regular basis (after following the prescribed D.P.C. etc. procedure) will have all the benefits that a person confirmed in that grade would have.
- ii) Where probation is prescribed, the appointing authority will, on completion of the prescribed period of probation assess the work and

conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or need to be watched for some time he may revert him to the post or grade from which he was promoted, or extend the period of probation as the case may be.

Since there will be no confirmation on promotion, before an official is declared to have completed the probation satisfactorily, a vigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

8.17.3 Quasi-permanent

- i) As no officer otherwise eligible will have to wait for confirmation pending availability of a permanent vacancy, the need for following the existing procedure for declaring a person quasi-permanent ceases to exist. Accordingly, the provisions relating to the quasi-permanency in C.C.S. (Temporary Service) Rules will be deleted.

- ii) As there will still be situations where appointments are made against posts which are created for definite and purely temporary periods, the provisions of temporary periods in the Temporary Service Rules will continue to be in force.

8.17.4 Lien

The concept of lien as the title of a Government servant to hold substantively a permanent post will undergo a change. Lien will now represent only the right/title of a Government servant to hold a regular post, whether permanent or temporary either immediately or on the termination of a period or periods of absence. The benefit of having a lien in a grade will, thus, be enjoyed by all officers who are confirmed in the grade of entry or who have been promoted to a higher post declared as having completed the probation where it is prescribed or those who have been promoted on regular basis to a higher post where no probation is prescribed under rules, as the case may be.

The above right/title will, however, be subject to the condition that the junior most persons in the grade will be liable to be reverted to the lower grade if at any time, the number of persons so entitled is more than the posts available in that grade. For example, if a person who is confirmed or where probation in a higher post for which there is no probation on a

regular basis, reverts from deputation or foreign service and if there is no vacancy in that grade to accommodate him, the junior most person will be reverted. If, however, this officer himself is the junior most, he will be reverted to the next lower grade from which he was earlier promoted.

8.17.5 Pension

Since all the persons who complete probation in the first appointment will be declared permanent, the present distinctions between permanent and temporary employees for grant of pension and other pensionary benefits will cease to exist.

8.17.6 a) Reservation for SC/ST

As a result of introduction of confirmation only at the entry stage and the delinking of confirmation from the availability of permanent posts, the need for reservation at the time of confirmation in posts and services filled by direct recruitment as per the existing inspections will cease to exist as everyone who is eligible for confirmation will be confirmed.

b) Seniority

It has been decided that seniority of a person regularly appointed to a post according to rule would be determined by the order of merit

indicated at the time of initial appointment and not according to the date of confirmation.

(G.O.I., Deptt. of Per. & Trg. OM No.20011/5/90-Estt.(D) dated 4.11.1992)

8.17.7 The existing instructions/rules in respect of aspects mentioned above stand modified to the extent indicated in the preceding paragraphs.

8.17.8 The revised procedure relating to confirmation outlined above will not apply to the cases of appointments made on adhoc basis or against casual temporary posts i.e. it is only the appointments made on regular basis against regular posts which will come within the purview of these instructions.

8.17.9 The half yearly confirmation report in respect of Group 'C' and 'D' staff prescribed in Central Office Circular No.1224-N.III/64-82/IV dated 28.4.83 is discontinued and need not be sent to that office henceforth.

(CAG's letter No.2536-NGE.III/43-88 dated 20.7.88)

8.17.10 Conversion of temporary posts into permanent posts is done not merely for making a man permanent but for various other factors also. Therefore, existing system of conversion of temporary posts into permanent one may continue to be followed till instructions to the contrary are issued from the Central Office. An official can, however, be confirmed even against regular temporary post without linking to the availability of a

permanent post in accordance with the instructions contained in Central Office Circular No.2536-N.III/43-88 dated 20.7.88.

(CAG's letter No.1303-N.III/4-88 dated 19.5.89)

8.17.11 Confirmation in a particular cadre may be restricted to the number of permanent posts, regular temporary posts and supernumerary posts, if any.

(CAG's letter No.2090-N.III/4388 dated 10.7.89 read with Central Office U.O. No.392-Audit.I/31-88 dated 17.5.89 and Govt. of India, Ministry of Personnel and Training U.O. No.1862/89-Estt.(D) dated 23.5.89.

8.17.12 A certificate under FR-26 (b) (ii) to the effect that a Government servant would have continued to officiate but for his proceeding on leave is required to be given to count the period for increment purposes. There are no grounds which stipulate any change in the existing rule consequent upon the revision in the confirmation procedure with effect from 1.4.88

(CAG's endorsement No.95-Audit-I/31-88/III-89 (10) dated 16.2.89 read with Central Office U.O. No.1165-Audit.I/31-88 dated 28.12.88 and clarification given by Govt. of India, Ministry of Personnel and Training vide their U.O. No.ID/36-89-Estt.(L) dated 18.1.89)

8.17.13 Every officer in the entry grade could be considered for confirmation if he is found to be eligible and suitable. There is no restriction on the number of permanent posts. It is not necessary to verify the total number of permanent persons in the grade as it will not exceed the sanctioned strength

because anyone who gets promoted would be treated as a permanent official of the higher grade. Necessary action in regard to confirmation may, therefore, be taken accordingly.

(CAG's letter No.1431-N.III/43-88/III dated 9.8.91 (NGE Group Circular No.N/37/1991 in file No.Admn.I/1-E-1/82-88 at page 8)

8.18 Filling of a permanent post vacated by the Dismissal, Removal, Compulsory Retirement or Reduction of the Govt. Servant

8.18.1 A permanent post vacated by the dismissal, removal, compulsory retirement or by the reduction of a Government servant should not be filled substantively until the expiry of the period of one year from the date of such dismissal, removal, compulsory retirement or reduction, as the case may be. When on the expiry of the period of one year the permanent post is filled and the original incumbent happens to be reinstated thereafter he should be accommodated against any post which may be substantively vacant in the grade to which his previous substantive post belonged. If there is no such vacant post he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.

(G.O.I., M.F. OM No.5(15) E.IV A.60(II) dated 4.1.61 & No.F.9 (a) E.IV/A/60 dated 2.8.62)

8.19 Cancellation of orders relating to erroneous confirmation of Government servants

8.19.1 In the following cases, Officer does not acquire any right to hold the post in which the order purported to confirm him, was issued erroneously. Provisions of Article 311(2) of the Constitution of India are not, therefore, attracted and the procedure of “show cause notice” is not required to be followed before cancelling the orders of confirmation.

- i) If the order of confirmation was clearly contrary to the statutory Rules and there is no power or discretion to relax the rules.
- ii) If the order of confirmation was made when there was no substantive vacancy and the confirming authority has no power to create the post in which the Officer was confirmed.
- iii) If the order of confirmation was made in error e.g. naming wrong person mistake in identity.

8.19.2 If the order of confirmation was made in contravention of executive of administrative instructions, it cannot be set aside. Cancellation of confirmation in such case would amount to reduction in rank without any fault on the part of the Officer confirmed.

Note : 1) These instructions take effect from 21.3.1963

- 2) In cases where juniors are confirmed erroneously in contravention of executive or administrative instructions and where confirmations cannot be set aside, the administrative department may create with retrospective effect i.e. from the date the junior was erroneously

confirmed, a permanent post in accordance with the orders contained in Government of India, decision No.7 below Rule 9 of the Delegation of Financial Powers, Rules 1978. The senior Officer may after creation of such a permanent post be confirmed against the post so created from the date of its creation, if he is otherwise considered fit for confirmation.

If a junior Officer is erroneously confirmed from a date earlier than the date of confirmation of his senior, a permanent post may be created in the manner indicated above for the purpose of antedating the confirmation of the Senior Officer.

(G.O.I., M.H.A. OM No.12/2/67-Estt.(D) dated 21.3.68 received with CAG's No.942-NGE.III/125-67 dated 27.4.68 and G.O.I., M.H.A. OM No.12/3/69-Estt.(D) dated 18.7.70 read with CAG's No.1386-NGE.III/125-67 dated 24.7.70)

8.20 Procedure to be followed by Departmental Promotion Committee in the case of Officers under suspension against whom enquiries are pending

8.20.1 In cases where the Officer is under suspension or where the departmental proceedings are pending against the Officer, the following procedure will be observed by the D.P.C. in regard to his promotion or confirmation: -

- a) In such cases the Officer's suitability for promotion should be assessed at the relevant time by the Departmental promotion committee or other authority, as the case may be, and a finding reached whether, if the Officer has not been suspended or his

conduct had not been under investigation, he would have been recommended/selected for promotion. Where a select list is prepared, the competent authority should also take a view as to what the Officer's position in that list would have been but for his suspension.

The findings as to the suitability and the place in the select list of the Officer should be recorded separately and attached to the proceedings, in a sealed envelope superscribed "Findings regarding merit and suitability for promotion/confirmation in (service/grade/post) in respect of Shri (name of the Officer) and "Not to be opened till after the termination of the suspension or disciplinary proceedings against Shri "Name of the Officer". The proceedings of the Departmental Promotion Committee, etc., need only contain the note "The findings are contained in the attached sealed envelope". The authority competent to fill the vacancy should be separately advised (i) to fill the vacancy only in an officiating capacity, where the findings as to the suitability of the Officer are for his promotion; and (ii) to reserve a permanent vacancy, where such findings are for his confirmation.

- b) The vacancy that could have gone to the Officer but for his suspension or the departmental proceedings against him should be filled only on an officiating basis by the next person in the approved

list. If the Officer concerned is completely exonerated and it is held that the suspension was wholly un-justified, he should be promoted thereafter to the post filled on an officiating basis, the arrangement made previously being reversed. Where, however, the post which could have gone to the Officer but for his suspension on the departmental proceedings against him, ceases to exist before the conclusion of the departmental proceedings, he can only be promoted to the first vacancy that may be available in future and if the Officer concerned is found fit for promotion at that time.

- c) A permanent vacancy should be reserved for such an Officer under suspension, an Officer whose conduct is under investigation, or an Officer against whom departmental proceedings are about to be initiated, till a final decision is reached on the proceedings against him or where such an Officer is reduced in rank for a specified period, till he is actually restored to his original rank. His seniority in the higher grade, will be fixed as if he had been promoted in accordance with his position in the select list. The seniority so fixed will, however, not affect the pay of the Officer which will be fixed under the normal rules as from the date of actual promotion.

(G.O.I., M.H.A. No.39/4/56-Estt.(A) dated 3.11.58 and O.M. No.39/3/59-Estt.(A) dated the 31st August 60 received under CAG's No.716-AI/147-60 dated 21st September, 1960)

Note 1) The sealed cover procedure prescribed in O.M. of 31.8.60 should be followed in these cases where after investigation, the evidence collected indicates prima-facie case against the Officer concerned. The mere fact that a P.E. or a R.C. has been registered by the C.B.I. against an Officer or complaints are being looked into at preliminary departmental enquiry or otherwise but no conclusion has been reached about the prima-facie guilt of the Officer, should not be a ground for treating the said Official as one whose conduct is under investigation.

Note 2) No promotion can be withheld merely on the basis of suspicion or doubt or where the matter is under preliminary investigation and has not reached the stage of issue of charge-sheet, etc. If in the matter of corruption/dereliction of duty, etc., there is a serious complaint and the matter is still under investigation of CBI or otherwise, the Government is within its right to suspend the official. In that case, the officer's case for promotion would automatically be required to be placed in the sealed cover.

(G.O.I., Deptt. of Per. & Trg. OM No.22012/1/99-Estt.(D) dated 25.10.2004)

Note 3) In respect of the Officers whose conduct is under investigation, the sealed cover procedure as prescribed in O.M. of

31.8.60, should be followed only after the conclusion of the investigations and when the competent authority, on considering the results of the investigations, either by C.B.I. or any other agency, departmental or otherwise, has formed the opinion that a charge sheet may be issued to him on specific imputations where departmental action is contemplated, or that sanction for prosecution may be accorded where prosecution is proposed. Until the competent authority arrives at such a conclusion, the Officer may be treated at par with others in the matter of promotion, confirmation etc.

Note 4) If a Government servant is facing prosecution in a Court of Law on any matter involving moral turpitude or lack of integrity, his case for promotion should also be dealt with in accordance with the procedure laid down in O.M. dated 31.8.60.

(G.O.I., M.H.A. O.M. No.22011/3/77-Estt.(A) dated 14.7.77, CAG's letter No.4096-GE.I/123-75/Part.III dated 17.9.77)

Note 5) Where the departmental proceedings have ended with the imposition of a minor penalty, viz. censure, recovery of pecuniary loss to the Government, withholding of increments of pay and withholding of promotion, the recommendations of D.P.C. in favour of the employee, kept in the sealed cover will not be given effect to.

But the case of the employee concerned for promotion/confirmation may be considered by the next D.P.C. when it meets the conclusion of the departmental proceedings. If the findings of the D.P.C. are in favour of the employee, he may be promoted in his turn if the penalty is that of “Censure” or “Recovery of pecuniary loss caused to Government by negligence or breach of orders”. In the case of employees who have been awarded the minor penalty of “withholdings of increments” or “withholding of promotion”, promotion can be made only after the expiry of the penalty.

Note 6) In the case of an officer undergoing penalty, the eligibility of service in the promotional grade for further promotion shall commence only from the date of actual promotion and in no case, it may be related, even notionally, to the date of promotion of the junior in the penal.

(G.O.I., Deptt. of Per. & Trg. OM No.22034/5/2004-Estt.(D) dated 15.12.2004)

Note 7) If a recordable warning has been issued to an officer as a result of disciplinary proceedings before the issue of this O.M. and the case of the officer concerned for promotion is still under consideration he should be treated as having been censured. The

Officer will also have the right of representation against such warning and such representation shall be dealt with by the competent authority as if it were an appeal under the relevant disciplinary rules.

(G.O.I., M.H.A. OM No.22011/2/78-Estt.(A) dated 16.2.79 read with CAG's letter No.162-A/F.40-78/1/79(15) dated 8.3.79)

- d) i) Where a minimum period of service is prescribed for promotion to the next higher grade but which the Government servant concerned could not put on account of his suspension, which was ultimately found to be wholly unjustified, the period during which any officer junior to the suspended officer concerned was promoted to the higher grade should be reckoned towards the minimum period of service referred to above for the purpose of determining his eligibility for promotion to the higher grade.
- ii) The pay of such category of Government servants should, on promotion, be fixed by allowing the intervening period, during which the suspended officer could not be promoted due to his suspension, to be counted for increments in the higher grade but no arrears would be admissible. These concessions will also be admissible to those government servants who, though not under suspension, could not be promoted to the higher grade on account of

their conduct being under investigation and who were subsequently completely exonerated.

(G.O.I., M.H.A. OM No.7/28/63-Estt.(A) dated 22.12.1964)

8.21 Policy to be followed in cases where persons refuse promotion to higher grade

8.21.1 Where a Government servant does not want to accept a promotion which is offered to him he may make a written request that he may not be promoted and the request may be considered by the appointing authority, taking relevant aspects into consideration. Where the reasons adduced by the person concerned for such refusal are acceptable to the appointing authority, it should ordinarily meet the requirements of the case if the next persons in the select list were promoted. In cases where the reasons adduced by the Officer for his refusal of his promotion are not acceptable to the appointing authority, then he should enforce the promotion on the Officer and in case the Officer still refuses to be promoted, then even disciplinary action can be taken against him for refusing to obey his orders.

8.21.2 However, since it may not be administratively possible or desirable to offer appointments, to the persons who initially refused promotion, on every occasion on which a vacancy arises during the period of validity of the panel, no fresh offer of appointment or promotion would be made in such cases for a period of one year from the date of refusal of first

promotion. Government servants refusing promotions for reasons acceptable to the appointing authority will on eventual promotion to the higher grade, lose seniority vis-a-vis their erstwhile junior promoted to the higher grade earlier than they, irrespective of whether the posts in question are filled by selection or otherwise.

8.21.3 The above mentioned policy will not apply where adhoc promotions against short term vacancies are refused.

(G.O.I. Cabinet Sectt. D.O. P.&.A.R. OM No.1/3/69-Estt.(D) dated 22.11.75 and No.22034/3/81-Estt.(D) dated 1.10.81 received vide CAG's letter No.6608-GE.I/194-74 dated 24.12.75 and No.765-Audit/80-81(90) dated 29.10.81 respectively at page 6/c & 20/c of file No.Admn.I/Refusal of promotion/1981)

8.21.4 No limit has been laid down as to the number of times a person can refuse promotion. In view of this, after expiry of one year and subject to availability of vacancies another promotion has to be offered to the individual irrespective of the number of times he has refused such promotion.

8.21.5 The one year period can extend beyond one panel to another if, within the one years period, a fresh panel is prepared.

(CAG's letter No.11083-NGE.III/80-76 dated 19.4.80 at page 12/c file No.Admn.I/Refusal of promotion/1981)

ANNEXURE-I

(Referred to in para 8.2.2)

Reservation for Scheduled Castes and Schedules Tribes in Services instructions/Guidelines regarding

In paragraph 2.5 of this Manual, it is mentioned that: -

- 1 There is a separate Brochure on reservation for Scheduled and Scheduled Tribes in services published by the Government of India. It contains detailed instructions regarding percentage of reservation for Scheduled Castes/Scheduled Tribes, Rosters to be maintained for the purpose, Annual Statement, Relaxations and concessions for SC/STs, Reservation, carrying forward of reservation, SC's/ST's verification of claims etc.

Consolidation of orders issued after the publication of the 7th Edition of Brochure on Reservation for SC's and ST's in services have been received vide CAG's letter No.1370-N.III/81-91/II dated 25.7.91 in file No.Admn.I/1-A-3/90 at page No.332.

These instructions, as amended from time to time, are to be followed both in Direct recruitment, and promotions. Reservation in confirmations has been discontinued w.e.f. 1.4.88.

(Please see para 8.17.6(a))

- II The following rosters are required to be maintained in this office in accordance with the instructions contained in the Brochure, on Reservation

for Scheduled Castes and Scheduled Tribes in services (Seventh edition and as modified/revised from time to time)

A) Direct Recruitment

- | | | |
|----|--------------------|---|
| I) | Accountants | A common 100 points roster (Appendix-3 of the Brochure) is to be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely. The roster will be maintained in a register in the form given in Appendix-4 of the Brochure. detailed instructions for their maintenance are given in Appendices-5 & 6. |
| 2) | Stenographers | Instructions contained in Para 5.1 of the Brochure may be followed. |
| 3) | Clerks | As against Accountants |
| 4) | Group 'D' employee | As against Accountants |

B) Promotions

- | | | |
|-----|--|--|
| 1) | Accounts Officer from
Asstt. Accounts Officer | |
| i) | By selection | 40 points roster (Appendix-I of Brochure) is to be maintained vide instructions in para 2.1 (iii) (b) and para 4.1 (iii) of the Brochure. Detailed Instructions are contained in para 9.2 (b) of the Brochure. |
| ii) | By seniority subject to
fitness | 40 points roster (Appendix-I of Brochure) is to be maintained vide para 2.1 (iii) (c) and para 4.1 (iii). Detailed Instructions are available in para 9.3 of Brochure for giving effect to the reservation. |
| 2) | Section Officers from
Accountants | 40 points roster (Appendix-I of Brochure) maintained vide para 2.1 (iii) (c) and para 4.1 (iii). Detailed Instructions are available in para 9.3 of Brochure. |
| 3) | Stenographers : | |
| i) | Stenos in the grade of
Rs.5000-150-8000 | As against Section Officer |

- | | | |
|------|--|--|
| ii) | Manager Typing & Cyclostyling Pool in the grade of Rs.5500-175-9000 | As against Section Officer |
| iii) | Sr.PA to A.G. in the scale of Rs.6500-200-10500 | As against Section Officer |
| 4) | Accountants from Clerks
i) Under Seniority quota
ii) Under Exam. quota | As against Section Officer |
| 5) | Clerks from Group 'D' | Since the element of Direct Recruitment to Clerks cadres is more than 66.2/3%, the orders regarding special. Representation of SC/ST do not apply. |
| i) | 10% for Matriculate Group 'D' employees Examination quota | |
| ii) | 5% for Matriculate Group 'D' employees Seniority quota | |
| 6 | Promotions to the post of Daftries | 40 points roster (Appendix-I para 2.1 (iii) (c) and para 4.1 (iii). Detailed Instructions in para 9.3 of the Brochure. |
| 7 | Promotion to the post of Junior/Senior Gestetnor Operator | 40 points roster (Appendix-I para 2.1 (iii) (c) and para 4.1 (iii). Detailed Instructions in para 9.3 of the Brochure. |

III some of the relevant instructions issued by the Government of India/D.P.A.R. are reproduced below for guidance: -

- 1) The important points in connection with the reservation for SC/ST's in services as laid down in CAG's confidential letter No.1110-NGE.II/142-72-II dated 30.11.73 (page 212/c of file No.OE/CC/SPL/Rep./Inst./59-74 Vol.II) may be borne in mind.

2) Fixing of seniority in direct recruitment cadre-clarification regarding

- i) In the combined seniority list of cadres where courses of recruitment are both by direct recruitment and by promotions, the promotes have to be assigned seniority against the points reserved in the 20 point roster for promotion, and the direct recruits are to be shown against their points in order of the rank assigned to them in the panel of direct recruitment, unless they lose seniority on their not joining within the prescribed time in which case their seniority is fixed according to the date of their appointment.
- ii) The SC/ST direct recruit, though appointed against the reserved points in the 100-point/40-point Roster, as the case may be, and are correspondingly adjusted against the points of direct recruits according to their date of appointment in the 20 point roster to ensure filling up promotion quota vacancies, they lost seniority vis-a-vis other direct recruits appointed from the same panel, irrespective of the date of appointment, according to the rank assigned in the combined direct recruitment panel for general as well as reserved categories. The position thus vacated by the SC/ST because of their lower rank in the recruitment panel are to be taken by the next available direct recruits in the order of their seniority but not by promotees. In other words if SC/ST already shown at point 2 of the

20 points roster is brought down to point 7 according to his rank in the combined panel of direct recruitment persons shown against point 3, 4, 5 and 7 will gain position to points 2, 3, 4, and 5 in the order of their rank etc., the point 6 which was filled by promotees will remain undisturbed.

- iii) The SC/ST promotees and also SC/ST unilateral transferees will not be eligible for confirmation against the reserved points in the combined roster for direct recruitment and confirmation. They will be confirmed according to their gradation list seniority. The SC/ST direct recruits will be eligible for confirmation against reserved points and their seniority will then be regulated according to the dates of their confirmations as per normal rules (Note reservation in confirmation has been discontinued w.e.f. 1.4.88. Please see para 8.17.6(a).

(CAG's letter No.2314-NGE.II/142-72 Part.II dated 20th October, 1978 file No.OE/CC/Spl./Rep./Inst./59-74/Vol.II)

3) Applicability of reservation orders at the time of confirmation when the mode of direct recruitment has been resorted due to failure of the main mode-classification regarding

It has been decided that if the recruitment rules do not provide for a specific quota for promotion and direct recruitment respectively and direct

recruitment is resorted to only when the main mode of promotion fails, reservation for SC/ST at the time of confirmation will not apply. The direct recruits who are appointed due to the 'failing which' clause in the recruitment rules will be confirmed according to their seniority in relation to promotes. It is further clarified that though for direct recruitment in such cases, a separate roster has to be maintained, the direct recruits of this variety will get the benefit of reservation at the time of appointment only and not at the time of confirmation. In other case of direct recruitment, the reservation for SC/ST have to be provided both at the time of appointment as well as confirmation.

Note: Reservation in confirmation has been discontinued w.e.f. 1.4.88. Please see para 8.17.6(a).

4) Verification of claims of Scheduled Castes and Scheduled Tribes

a) Please see paragraph No.2.5 of this Manual.

b) Effect of migration on Status as a Scheduled Caste and Scheduled Tribe

Under Article 341 & 342 of the Constitution of India the President has issued orders notifying various Castes and Tribes as Scheduled Castes and Scheduled Tribes in relation to a State or Union Territory.

The inter-state restriction has been deliberately imposed so that

people belonging to the specific community residing in a specific area, which has been assessed to qualify for Scheduled Castes or Scheduled Tribes status, only benefit from the facilities provided for them. Since the people belonging to the same caste, but living in different states/Union Territories may not both be treated to belong to scheduled caste/tribe or vice versa.

Thus the residence of a particular person in a particular locality assumes special significance. This residence has not to be understood in literal or ordinary sense of words. On the other hand it connotes the permanent residence of a person on the date of notification of the Presidential order scheduling his caste/tribe in relation to that locality. In the case of persons born after the date of notification of the relevant Presidential order, the permanent place of abode of their parents at the time of notification of the relevant Presidential order would be taken into account. Thus a person who is temporarily away from his permanent place of abode at the time of notification of the Presidential order applicable in his case, say for example, to earn a living or seek education etc. can also be regarded as Scheduled Caste or a Scheduled Tribe as the case may be, if his caste/tribe has been specified in that order in relation to the place of his temporary

residence notwithstanding the fact that the name of his caste/tribe has been scheduled in respect of that area in any Presidential order.

c) Effect of marriage on status as a Scheduled Caste/Tribe

According to para 3 of the Constitution (Scheduled Caste) order 1950, as amended by the Scheduled Castes and Scheduled Tribes orders amendment Act, 1956, no person who professes a religion different from Hindu or Sikh religion can be deemed to be a member of Scheduled Caste. The rights of a person belonging to Scheduled Tribe are, however, independent of his/her religious faith. Cases of conversions and reconversions are to be examined in the light of following principles.

- A) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism, he will be deemed to have reverted to his original Scheduled Caste, if he is accepted by the members of that particular caste as one among them..
- B) In the case of descendent of a Scheduled Caste, the mere fact of conversion to Hinduism or Sikhism will not be sufficient to entitle him to be regarded as member of the Scheduled Caste to which his forefather belonged. It will have to be established that such a convert has been accepted by the members of the

caste claimed as one among themselves and has, thus, become member of that caste.

Please refer the Note (i) given below sub-para (d)

d) Intimation about change of religion by Scheduled Caste

As no person, professing a religion other than Hindu or Sikh religion, can be deemed to be a member of Scheduled Caste (a Scheduled Tribe can, however, belong to any religion) the appointing authority should stipulate in the letter of appointment issued to Scheduled Caste candidates that they should inform about the change of their religion to their appointing/administrative authority immediately after such a change. The serving Scheduled Caste employees should be instructed to intimate the change, if any in their religion immediately to their appointing/administrative authorities.

The certificate from the Scheduled Caste employees to the effect that they have not changed their religion which they professed at the time when Caste certificates were issued to them by the prescribed authorities, may be obtained from them at every important upturn of employees career involving benefits of reservation and other schemes etc. so that such benefit meant for S.C. employees go only

to rightful claimants and not those who become disintitiled to these as a result of change of religion.

(CAG's letter No.2163-N.III/13-85-I dated 2.7.86 file No.Admn.I/1-A-3/90 Page No.228)

Note i) Ban on the Scheduled Caste converted to Buddhism from being deemed to be members of the Scheduled Castes has been removed by the Constitution Scheduled Castes orders (Amendment) Act, 1990 which received the assent of the President on 3.6.90 and published in the Gazette of India on 4.6.1990.

(Authority : Constitution (Scheduled Castes) orders (Amendment) Act, 1990 and Govt. of India, Ministry of Welfare, New Delhi OM No.12016/28/90-SCDCR Cell dated 31.7.90 received vide CAG's letter No.2340-N.III/23-90/II dated 4.10.90 (NGE Group Circular No.N/49)

(File No.Admn.I/1-A-3/90-Page No.318/c to 314/c)

CHAPTER-9

SCALES OF PAY, SPECIAL PAYS AND OTHER INCENTIVES ETC.

9.1 Central Civil Services (Revised Pay) Rules

9.1.1 The scales of pay, as revised with effect from 1.1.1996 for the various categories of offices and staff are as follows: -

Posts	Revised Scale	Upgraded on notional basis w.e.f. 1.1.1996
Sr. Accounts Officer	Rs.8000-275-13500	
Accounts Officer	Rs.7500-250-12000	
Assistant Accounts Officer	Rs.6500-200-10500	Rs.7450-225-11500
Section Officer/Supervisor	Rs.5500-175-9000	Rs.6500-200-10500
Divisional Accountant	Rs.5000-150-8000	Rs.5500-175-9000
Divisional Accounts Officer Gr.II	Rs.5500-175-9000	Rs.6500-200-10500
Divisional Accounts Officer Gr.I	Rs.6500-200-10500	Rs.7450-225-11500
Sr. Divisional Accounts Officer	Rs.7500-250-12000	
Senior Accountant	Rs.5000-150-8000	Rs.5500-175-9000
Accountant	Rs.4000-100-6000	Rs.4500-125-7000
Clerk	Rs.3050-75-3950-80-4590	
Selection Grade Record Keeper	Rs.3050-75-3950-80-4590	
Record Keeper	Rs.2750-70-3800-75-4400	
Senior Personal Assistant	Rs.6500-200-10500	
Manager, Typing Pool	Rs.5500-175-9000	
Stenographer Gr.II	Rs.5000-150-8000	
Stenographer Gr.III	Rs.4000-100-6000	
Senior Gestetnor Operator	Rs.3050-75-3950-80-4590	
Junior Gestetnor Operator	Rs.2650-65-3300-70-4000	
Staff Car Driver/Despatch Rider	Rs.3050-75-3950-80-4590	
Welfare Assistant	Rs.5500-175-9000	
Caretaker	Rs.4000-100-6000	
Assistant Caretaker	Rs.3050-75-3950-80-4590	
Daftari/Senior Peon	Rs.2610-60-3150-65-3540	
Safaiwala/Farrash/Waterman/Mali /Chowkidar/Peon	Rs.2550-55-2660-60-3200	

The pay scales of Accountant, Sr. Accountant, Section Officer, Asstt. Accounts Officer upgraded on notional basis w.e.f. 1.1.1996 with actual payments being made from 19.2.2003 while in case of Divisional Accountant, Divisional Accounts Officer Gr.II and Divisional Accounts Officer Gr.I upgraded on notional basis w.e.f. 1.1.1996 with actual payment made from 28.4.2004.

(G.O.I., Ministry of Finance & Company Affairs, Deptt. of Expenditure OM No.F.No.6/82/E.III(B)/91 dated 28.2.2003 forwarded by CAG vide letter No.166-NGE(App.)/36-2003 dated 4.3.2003 & No.341-NGE(App.)/36-2003 dated 28.4.2004)

9.2 Cash handling allowance to Cashiers

9.2.1 In supersession of all previous orders on the subject, the grant of special pay to cashiers will be regulated as follows: -

- i) Heads of Department at their discretion may appoint Clerks/Accountants to perform the duties of Cashiers.
- ii) The amount of special pay to be granted will depend on the average amount of monthly cash disbursed, excluding payments by cheques. The amount of receipts is not to be taken into account.
- iii) The special pay will be reviewed at the beginning of every financial year and the rate of special pay will be worked out on the basis of the

previous financial year's average amount of monthly cash disbursements. The average amount of Cash disbursed will be arrived at by taking the total amount shown as disbursed in the Cash Book reduced by the items disbursed in the form of Cheques/R.T.R.S./Drafts etc.

- iv) The official appointed to work as Cashier, unless he is exempted by a competent authority, will furnish security in accordance with the provisions contained in the G.F.Rs and the orders issued thereunder from time to time.
- v) The special pay will be granted from the date of issue of orders of appointment as Cashier or from the date from which risk is covered through one of the accepted forms of security, whichever is later. However, the special pay will be released only after the cashier has furnished security fidelity bond to the Head of Department.

(Govt. of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Personnel and Training OM No.4/30/88-Pay (II) dated 24.4.89 received vide CAG's endorsement No.382-Audit-I/32-89/IV-89(57) dated 3.6.89)

- vi) Not more than one official should be allowed the special pay.

vii) Sanction in each case will invariably be issued in the name of the person who is appointed to do the Cash work and for whom the special pay is sanctioned.

viii) The following will be the rates of special pay to be adopted: -

Amount of average monthly Cash Disbursement	Rates of Special Pay
Upto Rs.50,000/-	Rs.75/- p.m.
Over Rs.50,000 & Upto Rs.2,00,000	Rs.150/- p.m.
Over Rs.2,00,000 & Upto Rs.5,00,000	Rs.200/- p.m.
Over Rs.5,00,000 & Upto Rs.10,00,000	Rs.250/- p.m.
Over Rs.10,00,000	Rs.300 p.m.

(Govt. of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Personnel and Training, New Delhi letter No.4/5/97-Estt.(Pay-II) dated 5.5.98)

ix) Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel and Training.

(Govt. of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Personnel and Training O.M. No.6/31/86-Estt.(Pay-II) dated 29.9.86 received vide CAG's endorsement No.731-Audit-I/88-86/IV-86(123) dated 15.10.86 and O.M. No.4/30/88-Pay(ii) dated 24.4.89 received vide CAG's endorsement No.382-Audit-I/32-89/IV-89(57) dated 3.6.89)

9.3 Special allowance to Assistant Cashiers

9.3.1 Revised rate of special allowance will be Rs.80/- w.e.f. 1.8.1997.

(CAG's letter No.413-NGE(Estt.)/3839 dated 24.7.98)

9.4 Special Pay to Telephone Operators

9.4.1 Telephone Operators are to be appointed on tenure basis from the general clerical cadre and special pay of Rs.80/- p.m. is admissible to them at a uniform rate.

(CAG's letter No.418/NGE(Estt.)/38-39 dated 24.7.98)

9.5 Special Pay to Clerks/Accountants/Stenographers/Divisional Accountants on passing the S.O. Grade Examination

9.5.1 a) On passing the S.O.'s Grade Examination, Clerks/Accountants/Stenographers are entitled to special pay of Rs.80/- p.m. from the date following the last date of the S.O.'s Grade Examination to the date of their promotion as Section officers. The special pay of Rs.80/- will be enhanced to Rs.140 p.m. from the second year onwards of the date of passing the S.O.'s Grade Examination w.e.f. 1.8.1997.

(CAG's letter No. 413/NGE(Estt.)/38-39 dated 24.7.98)

b) the special pay will continue to be paid even in cases where S.O. Grade Examination passed Auditors/Accountants etc. refuse

promotion as Section Officer for some reason or the other, till the date of their actual promotion. Such persons will, however, lose their seniority in Section Officer's cadre and will rank junior to those who are promoted before them.

(CAG's No.3643-NGE.I/4-PCC/73-KW.II dated 4.11.75)

- c) The special pay admissible on passing the S.O.'s Grade Examination will be taken into account for fixation of pay on promotion as Section Officer.
- d) These provisions will also apply to Divisional Accountants and Selection Grade Divisional Accountants who are eligible to take the S.O. Grade Examination.
- e) The orders are effective from 1.1.73.

(CAG's No.411-NGE.I/4-PCC/73-KW.I dated 13.2.76)

9.6 Incentive for acquiring higher or additional professional qualifications

- 9.6.1 i) CAG vide letter No.45-NGE (Entt.)/45-93-IIV dated 24.1.1996 introduced granting of lump sum incentive on acquiring certain higher qualifications. In modification of above orders, CAG vide letter o.897-NGE(Entt.)/28-76 dated 26.12.2000, decided that lump sum incentive may be granted on acquiring following qualifications

as per the amount mentioned against each qualification on passing final examination of: -

- | | | |
|----|--|---------|
| a) | I.C.A. | Rs.8000 |
| b) | I.C.W.A. | Rs.8000 |
| c) | Institute of Chartered Financial Analysts of India | Rs.8000 |
| d) | Institute of Company Secretaries | Rs.4000 |
- ii) On passing Intermediate/Part-I Examination of: -
- | | | |
|----|--|---------|
| a) | I.C.A. | Rs.4000 |
| b) | I.C.W.A. | Rs.4000 |
| c) | Institute of Chartered Financial Analysts of India | Rs.4000 |
| d) | Institute of Company Secretaries | Rs.2000 |
- iii) Post Graduate in Computer Science/Computer Application/Information Technology Rs.10,000
- iv) Degree in Computer Science/Computer Application/Information Technology Rs.8000
- v) P.G. Diploma in in Computer Science/Computer Application/Information Technology Rs.6000
- vi) Diploma or equivalent in Computer Science/Computer Application/Information Technology Rs.4000

The grant of lump sum incentive in respect of above qualifications will be subject to fulfillment of following conditions: -

- i) The quantum of incentive will be uniform for all posts irrespective of their classification or grade.

- ii) The incentive will not be admissible whether the Government servant is sponsored by the Government or he avails study leave for acquiring the qualification.
- iii) No incentive would be admissible if an appointment is made in relaxation of educational qualification.
- iv) No incentive would be admissible if the employee acquires the requisite qualification for such appointment at a later date.

9.7 Incentive for Hindi

For incentives for passing Hindi examinations w.e.f. 1.1.1995, for doing work in Hindi etc. provisions embodied in Chapter 84 Swamy's Manual of Establishment & Administration may be referred to.

9.8 Grant of qualification pay to the Accountants in the Accounts and Entitlement Offices

9.8.1 A new scheme of grant of qualification pay of Rs.15/- per month in lieu of the old system of grant of advance increments to the Accountants in the IA&AD who pass the prescribed Departmental Examination for Accountants, was introduced with effect from 1.6.81 vide Government of India, Ministry of Finance (Department of Expenditure) OM No.F.7(56)-E.III(A)/78 dated 25.9.81, received vide CAG's endorsement No.2115-N.4/62-78 dated 28.9.81. This was enhanced to Rs.30/- p.m. later on vide

G.O.I., M.F. OM No.7(8)-E.III/87 dated 4.10.88. Please also see Chapter 3 & 4 and Preface of MIR and Rs.60/- per month vide Para 3.8.4 of MIR w.e.f. 1.1.1996.

9.8.2 a) The qualification pay will be treated as pay under FR.9 (21) (a) (iii) and will be shown under the Column Pay distinctly in the Service Book, Pay bill register and Pay bills. No DA, ADA, HRA or CCA is payable thereon. It will, however, be treated as part of emoluments to determine eligibility and quantum of bonus.

b) The orders issued by the Government of India in their OM dated 25.9.81 are applicable to the Clerks appointed as Accountants on passing Part-I of Section Officers Grade Examination.

c) The heads of offices are competent to authorize drawal of qualification pay under these orders by issue of a suitable office order.

(CAG's letter No.4052-NGR.I/73-81-I dated 28.11.81/3.12.81 & No.258-N.I./21-86-II dated 8.2.89)

9.8.3 The qualification pay is to be taken into account for the purpose of fixation of pay in the event of the Promotion/Appointment of Accountants to the posts of Sr. Accountants in terms of Government of India's OM dated 4.10.88.

(Government of India, Ministry of Finance (Deptt. of Expenditure) OM No.7(8)-E.III/87 dated 22.3.90 received vide CAG's endorsement No.369-Audit.I/84-86/KW-II/IV-90(69) dated 6.6.90)

9.8.4 For removal of anomalies arising as a result of grant of enhanced rate of qualification pay of Rs.30/-, instructions contained in Ministry of Finance, Department of Expenditure OM No.E.III/87 dated 6.7.90 received vide CAG's endorsement No.464-Audit-I/58-99-IV-90(89) dated 10.8.90 may be referred to for guidance.

9.8.5 The Clerks appointed as Accountants on passing the Departmental Examination for Accountants or Part-I of the Section Officers Grade Examination and Graduate Group 'D' officials with three years continuous regular service, who pass the Departmental Examination for Accountants, will be eligible to the qualification pay at the prescribed rate, from the date of their appointment as Accountants.

(Para 3.8.1 of M.I.R. and CAG's letter No.1052-N.2/12-88 dated 7.11.88)

9.9 Incentive to Stenographers for acquiring Higher Speed in Shorthand

9.9.1 The instructions regarding the grant of incentive to Stenographers for acquiring higher speed in shorthand are as follows: -

- a) The proficiency tests for the grant of advance increments to the Stenographers (ordinary grade) hitherto conducted by this office as per the procedure laid down by the CAG's Office will now be held by the Staff Selection Commission as per scheme circulated vide

G.O.I., M.H.A., Deptt. of Personnel & A.R.'s letter No.14020/1/77-Estt.(D) dated 31.5.78 as amended from time to time.

- b) The serving Stenographers acquiring a higher speed of 100/120 w.p.m. in shorthand will be granted one advance increment/two advance increments in the revised scale 4000-100-6000 instead of a maximum of 4 advance increments in all.
- c) The serving Stenographers, who were granted two advance increments in the Revised Scale of pay on passing speed test of 100 w.p.m. under the previous orders would also be entitled to one more advance increment on passing the speed test of 120 w.p.m.
- d) After his entry into Government service, every Stenographer will have 3 chances to appear in the test to qualify for a higher speed of 100/120 w.p.m., as the case may be, for purpose of earning advance increments.

(CAG's letter No.4096-NGE.I/15-73.II dated 16.12.75 and No.22-26-NGE.I/15-73.II dated 23.7.1976)

- e) The serving Stenographers who may be granted advance increments in terms of these orders will draw their normal annual increment from the due dates on which these would accrue but for grant of advance increments..

(CAG's letter No.1843-NGE.I/275-61 dated 10.12.63)

- f) The crucial date for granting the benefit of advance increments will be the 1st of the month in which the results of the proficiency test are announced or the date of annual increment which falls due after the announcement of the results of such test (as per the option of the candidate). The instructions will be applicable to the cases where the results of the proficiency test are announced on or after 30.5.89, i.e. the dates of issue of these instructions. Cases decided in the past will not be re-opened.

(Government of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Personnel & Training OM No.14020/1/89-Estt.(D) dated 30.5.89 received vide CAG's endorsement No.91-Audit-I/87-88/IV-90(23) dated 12.2.90)

- g) In accordance with the provisions contained in the Ministry of Finance (Department of Expenditure) OM No.7(31)-E.III(A)75 dated 4.10.75, Stenographers (ordinary Grade) in subordinate offices in the pay scale of Rs.4000-100-6000 were granted one or two advance increments respectively on their qualifying at 100 or 120 w.p.m. in shorthand both at the recruitment stage and while in service, which were not to be absorbed in future increments and the date of next increment after the grant of advance increment, remained the same.

The rate of increment(s) in respect of those Central Government employees who were already in receipt of advance increment(s) prior to 1.1.86 in terms of the provisions contained in the Office Memorandum referred to above will be an equivalent to the lowest rate of increment in the revised scale corresponding to the pre-revised pay scale or Rs.4000-100-6000.

Where increments have been allowed as part of the pre revised scale instead of as an addition to the scale of the post, the advantage of the increments given would have been duly taken into account at the time of revision of the pay scales of the officials concerned, and hence in these cases, there should be no question of granting any advance increments in the revised scales as well.

While past cases decided otherwise will not be re-opened, the increments granted on or after 1.1.86 in the revised scales will be treated as a separate element and will be only additional increments and above the pay in the prescribed scale and not part of the scale. If the additional increments granted prior to 1.1.86 were taken into account as part of 'existing emoluments' for fixation in the revised scales, any further increments granted in the revised scales should be discontinued and payments, if any, already made recovered.

These additional increments will not count as pay for allowance and as emoluments for pension/gratuity.

(Government of India, Ministry of Personnel, P.G. and Pensions, Deptt of Personnel and Training OM No.18/44/88-Estt.(Pay-I) dated 14.8.89 received vide CAG's endorsement No.884-Audit-I/87-88/III-89 (53) dated 21.12.89)

Note: The A.G. has been delegated full powers to grant advance increment to Stenographers on passing higher speed of 100/120 w.p.m. subject to sanction of the Central Office, Quarterly statement of such cases will be sent to the Central office on 15th January, April, July and October each year.

(CAG's letter No.3229-NGE.I/81-79 dated 30.10.79)

h) Though the examination will be a qualifying one for serving Stenographers, this qualification will not be a condition precedent to the making of substantive appointment in the scale of Stenographers.

(CAG's No.188-NGE.I/275-61 dated 3.2.64)

i) In the case where the examinee appears for the proficiency test conducted by the Staff Selection Commission at a place other than the place of duty, travelling allowance may be granted to appear in the above examination under SR-132 in respect of first and second

attempt only. The period spent in the journey and the days of examination should be treated as duty vide Government of India's order 4 below FR.9 (6) (Swamy's compilation of FRs&SRs).

(CAG's No.862-NGE.I/87-80-II dated 20.3.82)

- j) Advance increments under the scheme should be allowed only so long as the person continues to work as Stenographer in the IA&AD. While issuing sanctions for the grant of advance increments, it must be made clear therein that the benefit of advance increments would continue to be admissible so long as the person concerned continues to serve in the Stenographer's post in the Indian Audit & Accounts Department.

(CAG's No.730-NGE.I/275-61 dated 9.4.65)

9.10 Incentive of reduction in rate of interest for H.B.A. admissible to Central Govt. employees adopting small family norm

9.10.1 In order to provide incentive to promote the small family norm among the Government servants, it has been decided that the rate of interest on house building advance to such Government servants who volunteer for sterilization will be half percent less than the normal rate of interest. This concession will be subject to the following conditions: -

- i) These Central Govt. employees must be within the reproductive age group. In the case of a male Central Govt. employees, this would

mean that he should not be over 50 years and his wife should be between 20 to 45 years of age. In the case of a female Government employee, she must not be above 45 years and her husband must not be over 50 years of age.

- ii) The Central Govt. employees should have two or three living children.

Note: It has been decided to allow the incentive rebate of half percent in interest on H.B.A. to the loanee Central Govt. employees even if they or their spouses undergo sterilization operation after having only one surviving child.

- iii) The sterilization operation should be conducted and the sterilization certificate issued by a Central Govt. Hospital/C.G.H.S./State Government Hospital/Clinics. Where this may not be possible, certificate from a voluntary institution getting grants from the Government of India/State Government for conducting sterilization operations or an other Institution approved/recognized by the Central Government for the purpose will also be acceptable. A list of such voluntary organizations/institutions receiving grants from the Government of India/State Government for conduction sterilization operation is being compiled by the Ministry of Health and Family

Welfare (O.S. Division) and will be circulated to all Ministries/Departments, etc. Until the list is circulated certificate issued by the voluntary organizations/institutions duly countersigned by a Civil Surgeon/District Medical Officer would be acceptable for availing the benefit in question.

Note: Sterilization certificate issued by a private doctor or clinic but only countersigned by a Civil Surgeon, District Medical Officer/Medical Officer of CGHS/Central Government Hospital will also be acceptable. The countersigned medical Officer before signing the certificate will satisfy himself that the Central Government Employee or his/her spouse has actually undergone the sterilization on the date mentioned in the certificate.

(Govt. of India, Ministry of Urban Development OM No.1/17015/13/79-H-III dated 17.10.86 and CAG's endorsement No.826-Audit-I/20-85/86 (139) dated 27.11.86)

- iv) The sterilization operation can be undergone either by the Central Government employee or his/her spouse provided the conditions of S.No.(i) to (iii) above are fulfilled.

9.10.2 The incentive of half percent in the rate of interest is admissible to the Govt. servants.

- i) Who have undergone the sterilization operation on or after 1.9.79 and

- ii) In respect of whom the House Building Advance is released in full after 1.9.79 though the formal sanction may have been issued earlier.

9.11 Grant of Special increment in the form of personal pay to officials undergoing sterilization

9.11.1 The officials who undergo sterilization after having 1 to 3 surviving children may be granted a special increment in the form of personal pay not to be absorbed in future increases in pay either in the same post or on promotion to higher posts. The rate of personal pay would be equal to the amount of the next increment due at the time of grant of the concessions and will remain fixed during the entire service. In the case of persons drawing pay at the maximum, the rate of personal pay would be equal to the amount of the increment last drawn. The grant of concession will be subject to the conditions as enumerated in Govt. of India, Ministry of Finance OM dated 4.12.79.

(G.O.I., M.F. OM No.7(39) E.II/79 dated 4.12.1979 & Govt. of India, Ministry of Health and Family Welfare OM No.23011/71/88-PLY dated 15.3.89)

Note: The incentive increment may be allowed in respect of sterilization operations undergone in the Hospitals/Institutions recognized by the State Government for the purpose even though they may not be in receipt of any grant-in-aid from the Central and State Govt. provided the Certificate

issued by the Hospital/Institutions is countersigned by the Civil Surgeon or the District Medical Officer and subject to other conditions laid down under the scheme.

9.11.2 As the Comptroller & Auditor General of India is the Controlling authority in respect of IA&AD Cadre, the cases relating to grant of special increments to IA&AS Officers in terms of the provisions contained in preceding para may be referred to the Central Office for according necessary sanction.

9.12 For the orders regarding grant of Special Casual Leave to Government employees under the Family Welfare Programme, Swamy's Compilation of FR SR Part-III-Leave Rules latest edition may be referred to.

9.13 Grant of Transport Allowance

The scheme of grant of Conveyance Allowance to blind and Orthopaedically handicapped employees was abolished w.e.f. 1.8.1997. Instead they will get Transport Allowance at double the normal rates prescribed as per provisions embodied in Chapter-29 of Swamy's Manual of Establishment and Administration (Tenth edition).

9.14 Compensatory (City) allowance and House Rent Allowance

9.14.1 The Compensatory (City) Allowance and House Rent Allowance to the employees of this office will be regulated as per instructions issued by the Government of India from time to time and incorporated in S.R.'s

9.15 Grant of children education allowance, Reimbursement of Tuition Fee, etc. to Central Government employees

9.15.1 The grant of children education allowance, reimbursement of tuition fee and grant of hostel subsidy to Central Government employees will be regulated in accordance with the consolidated orders viz. Central Civil Services (Educational Assistance) Orders, 1988 issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training OM No.21011/21/88-Estt.(Allowance) dated 17.10.88 received vide Headquarters Office endorsement No.1022-Audit-I/50-84/I-88(157) dated 5.12.88.

9.15.2 For allowing the reimbursement of tuition fee to a Government servant, a certificate from the Principal of the school, where the child is studying need not be insisted upon. However, at the time of accepting the initial claim, production of the cash receipt given by the school or the counterfoil of the Bank credit voucher, if the tuition fee is paid through banks, by the Government servants as a proof of having actually paid the tuition fee will be sufficient. For the subsequent occasion, a declaration from the Government servant to the effect that he continues to incur the expenditure on tuition fee, etc. should be accepted. The Government servant may also be asked to certify that his child/children is/are actually studying in a recognized school and that he is actually incurring expenditure on the

tuition fee. The reimbursement of tuition fee will, however, be restricted to the actual amount paid by the Government servant to the school authorities subject to the revised ceiling. Whenever there is any change in regard to the School/Institution/Child etc., the first claim will be treated as a 'fresh claim' and procedure as indicated above will be followed.

(Govt. of India, Ministry of Personnel, P.G. and Pensions, Deptt. of Personnel and Training OM No.12011/3/88-Estt. dated 17.10.88)

9.15.3 A register of claims towards reimbursement of tuition fee of children is to be maintained by O.E. Section.

9.16 Controlling Officers for TA/Medical Bills

9.16.1 In exercise of the powers conferred by S.R. 191 (FRs and SRs Vol.I read with S.R. No.54 of Appendix-13 (FRs and SRs) Vol.II), the Accountant General has declared Sr. Dy. Accountant General (Admn.) and Accounts Officer (OE) as Controlling Officers for passing/countersigning T.A. and Medical Reimbursement Bills in respect of Gazetted Staff (Excluding Class-I, Now Group 'A' Officers) and Non-gazetted staff respectively.

(O.O. NO.OE.I/186 dated 30.6.1965)

CHAPTER-10

INCREMENT

10.1 Sanction of Increments

10.1.1 The annual increments in case of Group 'B' Officers will be passed by Sr. Dy. Accountant General (Admn.) and in case of Group 'C' and Group 'D' staff will be passed by the Branch Officer (Admn.) and Branch Officer (G.D.) respectively after satisfying that no special stoppage orders exist and that there are no default entries requiring stoppage of increments.

The Increment Register maintained in Form Sy.299 will also be signed by the Sr. Dy. Accountant General (Admn)/Branch Officer (Admn.) /G.D. in such cases.

10.2 Increment Register

10.2.1 An increment register in Form Sy.299 should be maintained separate pages being allotted for different months. All increments which are due to be sanctioned in a month should be recorded in the proper pages. If for any reason the dates of increments of any of the staff are changed to another month, the names of the persons concerned should be scored through on the pages where they are originally written and notes made against them showing the folios (months) to which the names have been transferred. In order to facilitate the work, the names may be written according to

categories of staff i.e. Assistant Accounts Officer, Section Officers, Accountants, Clerks etc. Sufficient space should be left after each category to accommodate the addition of more names.

10.2.2 Names of persons newly appointed or promoted to the higher grades should be entered immediately on appointment or promotion in the relevant folios.

10.2.3 The increment register should be consulted not later than the end of the first week of the month in order to ensure that proper action is taken for the release of increments that are due in that month. After obtaining sanction to release the increments, the increment certificate should be prepared for drawing increments in the monthly bills.

10.3 Report of Stoppages of Increments

10.3.1 To enable the Branch Officer (Admn.) to discharge his responsibility in the matter, all the Branch Officers and Section officers/Assistant Accounts Officers will see that all orders regarding stoppages of increments are promptly sent to the Admn./concerned G.D. Section for note and necessary action.

10.3.2 A suitable note of such orders should also be recorded in the remarks column of the increment register against the name of the person concerned.

10.4 Conditions on which service counts for increment

10.4.1 The various conditions under which duty in a post on time scale, service in another post, leave, officiating service in a post, service in a temporary post, foreign service, deputation, joining time etc. count for increments are contained in F.R.26 as amended from time to time.

10.5 Increments admitted from the 1st of the month

10.5.1 With effect from 1.11.73 increments of all Group 'B', 'C' and 'D' staff shall be admitted from the 1st of the month in which it would fall due.

(G.O.I., M.R., Deptt. of Expenditure No.F.1(22)/E.III(A)/73 dated 7.1.74)

10.6 Counting of periods of leave for increments in officiating appointment

10.6.1 In cases in which leave is sanctioned to persons officiating in a post, a certificate that the Government servant concerned would have actually continued to officiate in the post but for his proceeding on leave as prescribed under F.R.26(b) (ii) should always be embodied if admissible, in the orders sanctioning the leave, if such period of leave is to count for increment. The fact whether such leave would count for increment should also be noted in the service book.

(G.O.I., M.H.A. No.F.2(2) Ests.(Spl.)/52 dated 19.4.52)

10.7 Regulation of pay and increments of a Government servant whose promotion/appointment to a post is decided to be erroneous

10.7.1 The following provisions shall govern the pay and increments of a Government servant whose promotion or appointment in a substantive or officiating capacity to a post is later found to be erroneous on the basis of facts: -

- a) The orders or notifications of promotion or appointment of a Government servant should be cancelled as soon as it is brought to the notice of the appointing authority that such a promotion or appointment has resulted from a factual error and the Government servant concerned should immediately on such cancellation, be brought to the position which he would have held but for the incorrect order of promotion or appointment.
- b) In the case, however, of a Government servant who has been erroneously promoted and appointed to a post in a substantive capacity, the procedure laid down in para 8.19 of this Manual may be followed, and only thereafter the Government servant concerned should be brought down to the position which he would have held but for the erroneous promotion/appointment by the issue of orders as mentioned above. Service rendered by the Government servant concerned in the post to which he was wrongly promoted/appointed

as a result of the error should not be reckoned for the purpose of increments or for any other purpose in that grade/post to which he would not normally be entitled, but for the erroneous promotion/appointment.

- c) Any consequential promotion or appointments of other Government Servants made on the basis of the incorrect promotion or appointment of particular Government Servant will also be regarded as erroneous and all such cases will also be regulated on the lines indicated in the preceding paragraphs.
- d) Except where the appointing authority is the President, the question whether promotion/appointment of a particular Government servant to a post was erroneous or not should be decided by an authority next higher than the appointing authority in accordance with the established principles governing promotion/appointment. Where the appointing authority is the President, the decision should rest with the President and should be final. In case of doubt the Ministry of Home Affairs may be consulted through the Comptroller & Auditor General of India.
- e) The cases of erroneous promotion/appointment in a substantive or officiating capacity should be reviewed with serious concern and suitable disciplinary action should be taken against the officers and

staff responsible for such erroneous promotion. The orders fixing the pay should be issued expressly under F.R.31-A and a copy thereof should be endorsed to the Ministry of Finance (Department of Expenditure) through the Comptroller & Auditor General of India.

(G.O.I., M.F. OM No.F.1(3) Estt.III/59 dated 14.3.1963)

FOR USE IN IA&AD ONLY

**OFFICE OF THE ACCOUNTANT GENERAL (A&E),
RAJASTHAN, JAIPUR-302005**



**MANUAL OF ADMINISTRATION & ESTABLISHMENT BRANCH
VOLUME-II**

INDIAN AUDIT AND ACCOUNTS DEPARTMENT

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CHAPTER-11

SERVICE RECORD AND CONFIDENTIAL REPORTS

11.1 Personal Files and Service Books

11.1.1 The personal files, service books and leave accounts in the prescribed form of all Group 'B' Officers, Section Officers, Supervisor, Welfare Assistant, Manager Typing Pool and of all other staff except Group 'A' and Group 'D' are maintained and kept in Admn.II Section. Personal files, Service books and Leave Accounts of Group 'A' are maintained and kept in Admn.I Section. Personal files, service books and leave accounts of Group 'D' staff are maintained and kept in G.D. Section.

The Clerks/Accountants in these sections, responsible for the maintenance of the service books, should record therein all orders regarding service matters appointment, leave, transfer, suspension, etc. issued by the competent authority etc. when occasion arises and get the entries attested by the competent authority.

Note: i) Service books and leave accounts of Group 'A' Officers working in this office would be sent to the new office where he is transferred.

Note: ii) Service records of IA&AS Officers on foreign service and deputation in Rajasthan will be maintained and kept in Admn.I

Section. G.P.F. Accounts of such Officer may be kept by P.A.O.,
I.A.D., Jaipur.

(CAG's letter No.52-AC.II/1985 dated 29.8.85 –Admn.II section's file)

11.1.2 The common defects in the maintenance of the service books, leave accounts and personal files of the staff which are generally pointed out by the I.T.A. Section/D.I. have been listed in **Annexure-I** to this Chapter. The sections responsible for the maintenance of these records should ensure that such defects do not remain.

11.1.3 The Section Officer/Assistant Accounts Officer, Admn.II and G.D. have been delegated powers to attest all entries recorded in the Service Books of non-gazetted staff except entries on first page of Service Book and those relating to annual verification of services which are required to be attested by the Branch Officer concerned.

11.1.4 The entries regarding increments, pay fixation etc. should be attested by the Section Officer/Assistant Accounts Officer on the basis of increment certificate, pay fixation statements etc., which are duly approved by the Branch Officer. He should, however, not attest entries in his own service book and leave accounts.

11.1.5 The Branch Officer should continue to inspect 10% of the Service Books and put his initials therein in token of his having done so.

(G.O.I., M.F., Deptt. of Expr. No.3(3) N.G.I./67 dated 20.4.67 & G.O.I.
Order (2) below S.R.199)

Note: The detailed instructions, regarding maintenance of Service Books contained in Rule 257 of the G.F.R. 22nd Edition & S.R. 196 to 203 may also be referred to in this connection.

11.2 Record of Date of Birth

11.2.1. At the time of opening the Service Books, the date of birth of the individual concerned should be verified from their school leaving certificates or from attested copies of the entries in the College Admission Register/Matriculation Certificate/Municipal Certificate regarding birth and such other documentary evidence and entered in the Service Books. The entries should be attested by the concerned Branch Officer. The entries in the opening page of every Service Book should be renewed or reattested at least once in every five years.

The provision of Rule 256 of G.F.R. 22nd Edition should also be kept in view while recording the date of birth.

Note: Date of Birth should be noted in the order of appointment to remove all ambiguity.

11.3 Alteration in Date of Birth

11.3.1 Requests from Govt. servants for alteration of date of birth can be entertained within five years of their entering into Govt. service. The alteration can be made with the sanction of the C.A.G. in regard to person

serving in Indian Audit and Accounts Department if it is established that a genuine benefit mistake has occurred. Further due to this alteration, it should be seen that the Govt. Servant should not become ineligible to appear in any School/University/UPSC Examination in which he had appeared. He should also not become ineligible for entry into Govt. Service on the date on which he first appeared at such examination or on the date of his entry into Government service.

Note 5 below F.R.56 and Rule 79(2) of G.F.R. and Revised Rule 256 of G.F.R. 22nd Edition may also be referred to in this connection.

11.4 Procedure for change of name/surname by Government servant

11.4.1 A Government servant wishing to adopt a new name, or to effect any modification in his existing name should adopt the change formally by a deed (for specimen form of deed for changing surname refer **Annexure-II** to this Chapter) which should be attested by two witnesses known to the office. The execution of the deed should be followed by publication of the change in a prominent local newspaper as well as the Gazette of India. The publication should in both cases, be undertaken by the Government servant himself at his own expense. For the publication of the advertisement in the Gazette of India a Government servant should approach the Manager of Publication, Government of India, Publication Branch, Civil Lines, New

Delhi. The adoption of the new name or change in the existing name will be recognized officially and necessary amendments of the entries in the office records will be made only after the formalities described above have been completed. True copies of the relevant documents should be kept with the personal file of the Government servant concerned.

Note: If the person concerned does not possess a seal it is not necessary to insist on having the personal seal affixed on the prescribed 'deed'. In such cases, it would be sufficient if the signature of the person concerned on the deed is attested by the two witnesses, preferably, Gazetted Officers.

(G.O.I., M.H.A. letter No.163/51-Ests dated 19th August, 1951 quoted in para 796 of the Manual of A.G. U.P. 1974 Edition)

11.4.2 In the case of a married woman, who while in service, gets a divorce and desires to resume her maiden name and also in the case of a widow, who remarries, the usual formalities for the change of name viz. execution of a deed, gazette notification etc., should be observed.

(CAG's letter No.924-NGE.III/149-65 dated 3.6.65 and G.O.I., M.H.A. U.O. No.5056-Ests.(A) dated 25.5.1965)

11.5 Noting of Educational Qualifications in Service Book

11.5.1 The educational qualifications attained by a Government servant should be entered on the first page of the Service Book against the appropriate

column. A note of educational qualifications attained by the Government servant subsequent to his entry in service may also be made.

(G.O.I., M.F. OM No.F.12(17) E.IV/54 dated 2.11.1954)

11.5.2 The fact of passing the recognized examinations in Hindi should be entered in the Service book of the individuals concerned alongwith entries relating to their other educational qualifications.

(G.O.I., M.F. OM No.12/25/59-O.L., dated 19.2.60 received with CAG's letter No.828-NGE.II/660 dated 24.3.60)

11.5.3 An entry regarding the fact of Central Government employees having passed Hindi Examination conducted by the Government of India under the Hindi Teaching Scheme, Hindi Typewriting Examination and the Hindi Stenography Examination be made in Service Book.

(CAG's letter No.1743-NGE.II/6-60, Part-III dated 20.6.1960)

11.6 Annual Attestation of entries in Service Book

11.6.1 As regards Group 'A', 'B' and 'C' employees of this office it shall be the duty of Admn.II Section to initiate action to show the service books to the concerned employees every year (as soon as the work of annual verification of services is completed, which is to be done latest by end of July every year) and to obtain their signature in token of their having

inspected the service books. As regards Group 'D' employees, similar action should be taken by G.D. Section.

11.6.2 A certificate to the effect that it has been so done in respect of the preceding financial year should be submitted to the Accountant General latest by 30th September each year by Admn.II and G.D. Section.

(CAG's Circular letter No.2873-NI/68-81 dated 20.9.1982)

11.7 Allotment of unique ID number to each employee

Each and every Group 'B', 'C' & 'D' employee may be allowed a unique ID Number by cadre controlling office. This number will remain unchanged throughout the service of the employee. The unique ID numbers consisting of total twelve characters (05 alpha characters and 07 numeric characters) may be allotted to these employees in the following manner: -

- i) First two characters (alpha) from the left will indicate the code for the name of state where the employee is currently posted (The codes of States are as given in Annexure-'A' of CAG's letter dated 11.5.2005).
- ii) Third and fourth characters (alpha) from the left will indicate the code for the name of the station where the employee is posted (The codes for the various stations where the IA&AD offices are located are as given in Annexure-'B' of CAG's letter dated 11.5.2005).

- iii) Fifth character (alpha) from the left will indicate the code for the type of the office i.e. Civil Audit/A&E/P&T/Railway etc. (The codes allotted to various types of offices are as given in the Annexure-‘C’ of CAG’s letter dated 11.5.2005).
- iv) Next three characters (Numeric) will indicate the code of the cadre controlling office (The codes assigned to various cadre controlling offices are as given in Annexure-‘D’ of CAG’s letter dated 11.5.2005).
- v) Last four characters (Numeric) will indicate the serial number of the employee of each individual office. This number will be given by the cadre controlling office by selecting a certain range for each cadre/category of the employee.
- vi) First five characters (alpha) from the left will be dynamic and may keep on changing with respect to the transfer of the employees from one office to another office.
- vii) Last seven characters (numeric), once allotted by the cadre controlling office will remain unchanged throughout the service of the employee.

Certain points were clarified by the CAG as under: -

- i) In case of employees working on deputation/foreign service outside IA&AD, the first four alpha characters should be left blank and for

the fifth character (type of office) the codes should be given as 'I' for deputation within the country and 'O' for outside country assignment.

- ii) Since the five alpha characters are changeable according to the present posting of the employees, therefore, in the case of employees working on deputation within IA&AD, the first five alpha characters should be allotted according to the present posting of the employees.
- iii) On account of change of the cadre controlling office, new ID number will be allotted to the employee concerned by the new cadre controlling authority.
- iv) In case of posting of the employees in small offices/RAOs/RAPs for which station codes have not been earmarked in the circular, the State/Station codes relating to the Head Office may be allotted.
- v) The ID numbers allotted to the employees are to be invariably shown in the Gradation list and the last seven numeric characters may be entered in the Service Book of the employee concerned. A compliance report in this regard is to be sent to this office.

Unique ID number need not be allotted to Divisional Accounts Officers/Divisional Accountants.

(CAG's letter No.315-NGE(App.)/11-2004 dated 11.5.2005, No.524-NGE(App.)/11-2004 & No.197-NGE(App.)/11-2004 dated 26.10.2005

(Page 264/c, 266/c & 297/c of file No.Admn.I/Re-organization/2001-2002/2004-2005/ID No.)

11.8 Noting of Permanent Index Nos.

11.8.1 Permanent Index Numbers have been allotted to all the Group 'B', 'C' & 'D' employees. These Permanent Index Numbers shall also be noted in the service books, confidential reports and personal files of the officials concerned.

11.9 Annual verification of services

11.9.1 The service books should be taken up for verification of services at a fixed time every year. The Branch Officer after satisfying himself that the services of the employees are correctly recorded in his service book should certify in the following form over his signatures.

'Services verified upto ----- from _____
(the record from which the verification is made)

A certificate of verification of services for the financial year should be submitted to the Accountant General by 31st July each year.

(CAG's letter No.2873-NI/68-81 dated 20.9.82)

11.9.2 Verification of services of officials who have completed 25 years of service or are due to retire within 5 years

According to Rule 32 of the C.C.S. (Pension) Rules, a Government servant completing 25 years of service or on his being left with 5 years of service

before the date of retirement, whichever is earlier, the Head of Office in consultation with the Accounts Officer shall, in accordance with the rules for the time being in force, verify the service rendered by such a Government servant, determine the qualifying service and communicate to him in Form-24, the period of qualifying service so determined.

In order to ensure compliance with the above mentioned provisions the concerned sections viz. Admn.II and G.D. shall submit a half yearly report to A.G. on 15th January and 15th July each year in the following format: -

Half yearly Statement showing the position regarding verification of services of employees who have completed 25 years service (Refer Rule 32 of C.C.S. (Pension) Rules, 1972) for the period ending 31st December/30th June

A	Statistical Position	-
	i) No. of Government employees whose service remained to be verified at the close of the previous half year	-
	ii) No. of fresh cases of Government employees whose services became due for verification during this half year	-
	iii) Total number of Government employees whose services were to be verified during the half year under reports (i)+(ii)	-
	iv) No. of cases in which services were verified during the half year under report	-
	v) No. of cases in which verification of services remained to be done at the end of (iii)-(iv)	-

B Particulars of cases in which services remained unverified at the end of:-

S.No.	Name/Designation of employee	Date of completion of 25 years service/Date of retirement	Reasons for non-verification
-------	------------------------------	---	------------------------------

The submission of these reports will be watched through the Calendar of Returns of the concerned sections.

The compliance of the above provisions will also be looked into by the Director of Inspection's Parties whenever they happen to visit this office.

(CAG's letter No.924-N.I/7-83 dated 10.5.83 and A.G.'s orders in Para 16/n of File No.Admn.III/3-E.I/(1-3)/83-84 Vol.III)

11.10 Supply of copy of service book

11.10.1 A certified copy of the Service Book, may be supplied to the Government servants, who ask for it on quitting Government service, retirement, resignation or discharge from service without fault on payment of copying fee of Rs.5.00.

(G.O.I., M.F. OM No.12 (16)E.IV (A)/61 dated 9.5.61 received under CAG's No.885-Admn.II/148-61 dated 30.5.61)

11.11 Register of Good and Bad work done

11.11.1 All the Section Officers/Assistant Accounts Officers/Branch Officers should maintain a register in the following form for keeping a continuous record of instances of bad work as well as good work done by the staff under their charge. The material contained in the Register should be made use of by them while writing the annual confidential reports: -

1. Name of the employee
2. Designation

3. Date of appointment to the present grade
4. Name of the Section
5. Date of posting in the Section

Sl.No.	Period of Report	Brief particulars of Work commented upon	Signatures of	
1	2	3	S.O./A.A.O. 4	B.O. 5

11.11.2 The register is to be submitted to the Branch Officer on 5th of every month and to the Group Officer half yearly on 10th of April and October as required vide Circular No.F.166/A.O.(Admn.)/78-79/308 dated 23.1.79. The register will be utilized for issue of Merit Certificate, would be sent by the concerned Group Officer/Branch Officer in case of those sections which are directly under the charge of the A.G. to Sr.DAG(Admn.) by 31st March each year, and these would be consolidated by the Confidential Cell and submitted to the Accountant General for consideration and orders.

11.12 Confidential Reports

11.12.1 Most of the instructions regarding writing and maintenance of the C.Rs are of confidential nature and are meant only for Reporting/ Reviewing/Next Higher authorities to whom these have been circulated from time to time. These instructions are available in the confidential file bearing No.F.166/A.O./Adm./Inst.CRs/62-82 in Confidential Cell and can be consulted by authorized persons if necessity arises.

However, the instructions which are not of confidential nature have been incorporated in the following para.

11.12.2 The CRs in the form prescribed by the Comptroller & Auditor General of India from time to time should be recorded annually preferably for the period covered by the Financial year. There is no objection to two or more independent reports being written for the same year by different Reporting Officers in the event of change in the Reporting Officer during the course of a year provided that the official has worked at least for 3 months under the Reporting Officer. In such cases, each report should indicate precisely the period to which it relates. The reports for the earlier part or parts of the year should be written at the time of the transfer or immediately thereafter and not deferred till the end of the year. The responsibility for obtaining C.R. in such cases should be that of the head of the office.

Where for a period of report, there is no Reporting Officer with the requisite experience to initiate the report, the Reviewing Officer himself may initiate the report as a Reporting Officer, provided the Reviewing Officer has been the same for the entire period of report and he is in position to fill in the columns to be filled in by the Reporting Officer.

Where a report is, thus, initiated by the Reviewing Officer, it will have to be reviewed by the Officer superior to the Reviewing Officer.

(Govt. of India, Ministry of Personnel, Public grievances and Pension, Department of Personnel and Training OM No.21011/8/85-Estt.(A) dated 23.9.85 received vide CAG's endorsement No.8-N.2/16-85 dated 8.1.86)

Note: 1) Where no report has been got written due to any particular reason, a note to this effect may be added to C.R. file of the official concerned with a view to maintaining continuity.

Note: 2) The CRs of such of the Divisional Accountants as are Section Officers shall be written in the form prescribed for Section Officers.

11.12.3 The CRs in respect of the Assistant Accounts Officers/Section Officers working in the inspection parties should be written up by the Officers under whom they have worked for the maximum period beyond 3 months during the year under report. In cases where the period falls short of 3 months even under one officer, the Branch Officer at the Headquarter should write up the reports, after forming an opinion of the Assistant Accounts Officers/Section Officers in the course of scrutiny of their Inspection Reports and, if necessary, after calling for the reports from the Inspection Officers.

11.12.4 The Confidential Reports of Accounts Officers appointed to work as Dy.A.G.'s, Welfare Officer and Accounts Officers are kept in the custody

of the Accountant General and those of Assistant Accounts Officers/Section Officers/Supervisors, Manager Typing Pool, Welfare Assistant and Sr.PA to the Accountant General in the custody of Sr. Dy. Accountant General (Admn.). The Confidential Reports of other Group 'C' staff and Group 'D' staff are kept in the custody of Accounts Officer/Admn. The Confidential Reports of IA&AS Officers are kept in the Central Office. The reports should not in any case be kept by an authority higher than the appointing authority. The entries in the C.Rs should be treated as strictly confidential and the greatest care should be taken in this regard by all concerned.

Note: 1) i) Writing of Confidential Reports of Group 'D' employees is no longer necessary except in respect of those who are engaged in sensitive work;

ii) If there is any shortcoming in the performance of the allotted work or any act of indiscipline or violation of conduct rules, the administration would take recourse to disciplinary action; and

iii) Punishment including the recordable warnings, condemnation, etc., conveyed to the employee should be entered in the Service Book and the relevant information furnished to the Departmental Promotion Committees when their cases are considered for promotion, etc. in the

absence of confidential reports are maintained. These will be made use of by the Departmental Promotion Committees.

(CAG's letter No.1455-N.2/78-85 dated 24.12.86)

Note 2) Chowkidars and Jamadars are engaged on sensitive work. Care and vigilance has to be ensured in maintenance of personal files and service books in proper custody. While sending the names of Group 'D' employees for premature retirement etc. the personal files etc. of the respective Group 'D' employees may also be sent to the Confidential Cell invariably.

(Admn.CC/1-8/82-86/Vol.II/TR-33-34 dated 22.1.87)

11.12.5 In the case of Central Government Officers who are deputed to other Departments/State Governments or are on foreign service, the confidential report should be maintained by their parent Department and the period of such C.Rs should be the same as in the parent Department. It will be the responsibility of the parent Department to obtain the reports of the Officers on deputation and maintain them.

11.12.6 Since Government has accepted the principle that confirmation, promotion, grant of pensionary benefits etc. should be based on assessment of the confidential reports, this matter is of the greatest importance for the efficiency and the morals of the services. It is in the interest of Government

as well as that of the employees that the importance of a proper system of confidential report is recognized by all concerned.

11.12.7 In order to minimize the operation of the objective human element and of conscious or unconscious bias, the C.R. of every employee should contain the assessment of more than one officer except in cases where there is only one supervisory level above the officer reported upon. The C.R. should be written by the immediate superior and should be submitted by the reporting officer to his own superior.

While it might be difficult for the higher officers to get to know a large number of employees two grades below him, this overall assessment of the character, performance and ability of the reported officer is vitally necessary as a built-in corrective. The judgement of the immediate superior, even though completely fair in its intent might some times be too narrow and subjective to do justice to the officer reported upon. The officer superior to the reporting officer should, therefore, consider it his duty to personally know and form his own judgement of the work and conduct of the officer reported upon. He should accordingly exercise positive and independent judgement on the remarks of the reporting officer under the various detailed headings in the form of the reports as well as on the general assessment and express clearly his agreement or disagreement with those remarks. This is particularly necessary in regard to adverse remarks

(if any) where the opinion of the higher officer shall be construed as the correct assessment.

The reviewing officer is free to make his remarks on points not even mentioned by the reporting officer. Such additional remarks would, in fact, be necessary where the report is too brief, vague or cryptic.

The Comptroller & Auditor General of India has desired that the instructions regarding objectivity in writing confidential reports should be observed scrupulously. He has further ordered that the confidential reports should besides containing a proper assessment of the persons with a clear indication of the work done, initiative shown, arrears cleared etc. have also brief summing up of the individual's performance, capabilities at the end of the report.

(O.O. No.Sr.DAG/Admn./CRs/80-81/440 dated 18.3.1981)

Note: The reports now end with the Reviewing Officer.

(CAG's letter No.1327-N.2/149-87 dated 16.12.87 and confidential letter No.1328-N.2/149-87 dated 16.12.87)

11.12.8 Officers writing the C.R. should have carefully observed the work and conduct of those under their control and have provided the required training and guidance where necessary. The annual C.R. should be based upon the results of such observations as well as the periodical inspection.

11.12.9 From the reporting year ending 31st March, 1987 onwards, a result oriented performance appraisal system for writing the Confidential Reports of the employees of our department has been introduced.

11.12.10 It has been decided to include a column in ACR format of Group 'A' and Group 'B' officers which shall be placed as Column 4 in Part-II (Self-appraisal) of ACR as under: -

“Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given”.

(G.O.I., Deptt. of Per. & Trg. OM No.21011/28/93-Estt.(A) dated 20.10.1993)

11.12.11 The Confidential Reports should be written expeditiously. After filling in Part-I of the C.R. form by the Confidential Cell, the blank C.R. forms may be given to the officers reported upon under intimation to the Reporting Officer or through the Reporting Officer with clear indication that the Officer reported upon should submit the self-appraisal in Part-II of the C.R. within 15 days of receipt of blank C.R. form. Normally the self-appraisal of the Officer reported upon should be submitted by 15th April as blank forms would have been distributed by 31st March. Some officers while preparing the self-appraisal, are in the habit of attaching additional

sheets and exceeding the space allotted instead of confining their self-appraisal to the space allotted. The Ministry of Personnel and Training have taken strong objection to the enclosing of additional pages vide their letter No.33-12/91-Vig. dated 31.10.91. As such no additional sheet should be attached to the ACR. A reporting officer should not wait till the expiry of the time limit for the self-appraisal if not received by the stipulated time. The reporting officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self-appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank C.R. form and proceed to write the report on the basis of his experience of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

The due dates for submission of report by the Reporting Officer and completion by the Reviewing Officer are as under: -

Submission of reports by the Reporting Officer

- Where self-appraisal by officer reported upon is prescribed

7th May

- Where self-appraisal by officer reported upon is not prescribed 21st April
- Where officer reported upon is himself a Reporting Officer for subordinates under him 22nd May

Completion of Report by the Reviewing Officer 23rd May where the due date for the Reporting Officer is 7th May.
7th May where the due date for the Reporting Officer is 21st April.
5th June where the due date for Reporting Officer is 22nd May

The Reporting Officer must write and the Reviewing Officer must complete the ACR in time.

(G.O.I., Deptt. of Per. & Trg.. OM No. No.21011/02/98-Estt.(A) dated 20.4.98)

11.12.12 The following instructions should be kept in mind while writing the Confidential Reports: -

- a) The Confidential Report is an important document. It provides the basis and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting and Reviewing Officers should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
- b) Performance appraisal through C.Rs should be used as a tool for human resource development. Reporting Officers should realize that

the object is to develop an officer so that he/she realizes his/her true potential. It is not meant to be faulting process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcoming in performance, attitudes or overall personality of the officer reported upon.

- c) The column should be filled in with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to higher authorities.
- d) If the Reviewing Officer is satisfied that the Reporting Officer has made the report without due care and attention, he/she shall record a remark to that effect in Part-V Column 2. The remarks shall be entered in the Confidential Report of the Reporting Officer.
- e) Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language should be used. Omnibus experiences like 'outstanding', 'very good', 'good', 'average', 'below average' should not be used while giving comments against any of the attributes.
- f) The Reporting Officer shall, in the beginning of the year, assign targets to each of the Officer with respect to whom he is required to

report upon. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge.

- g) The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and special features that may be specific to the nature or the area of the work of the officer to be reported upon.
- h) Although performance appraisal is a year end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
- i) It should be endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
- j) Assessment should be confined to the appraiser's performance during the period of report only.
- k) Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

- 1) Aspects on which an appraisal is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

Note: 1) The following procedure should be followed in filling up the column relating to integrity: -

- i) If the Officer's integrity is beyond doubt, it may be so stated.
- ii) If there is any doubt or suspicion, the column should be left blank and action taken as under: -
 - a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the C.R. to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the Officer, as the case may be.
 - b) If, as a result of the follow up action, the doubts or suspicious are cleared, the officer's integrity should be certified and an entry made accordingly in the C.R.

- c) If the doubts or suspicious are confirmed, this fact should also be recorded and duly communicated to the Officer concerned.
- d) If, as a result of the follow up action, the doubts or suspicious are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter taken as indicated in (b) & (c) above.

(CAG's letter No.193-N.2/23-87 dated 27.2.87 and No.296-N.2/23-87-II dated 31.3.87)

Note: 2) The column meant to indicate whether the officer belongs to SC/ST community stands deleted from the format of C.R.

(G.O.I., Deptt of Per. & Trg. OM No.21011/6/97-Estt.(A) dated 17.2.1999)

11.12.13 When a Reporting Officer who had held charge of a Unit for more than three months, is transferred or departs on long leave, the character rolls of the personnel working under him are to be written up by him and sent to the concerned authority for review/record.

11.12.14 No officer under suspension should be allowed to write/review the ACRs of his subordinates if during major part of writing/reviewing he is under suspension as he might not have full opportunity to supervise the work of his subordinates.

(G.O.I., Deptt. of Per. & Trg. OM No.21011/8/2000-Estt.(A) dated 25.10.2000)

11.13 Communication of adverse entries

11.13.1 It is necessary that every employee should know what his defects are and how he could remove them. Past experience suggests that it would make for better efficiency and contentment of the Public Service if every Reporting Officer, realizes that it is his duty not only to make an objective assessment of his subordinate's work and qualities, but also to give him at all times the necessary advice, guidance and assistance to correct his faults and deficiencies. If this part of the Reporting Officer's duty is properly performed, there should be no difficulty about recording adverse entries which would only refer to defects which had persisted despite the Reporting Officer's efforts to have them corrected.

11.13.2 All adverse entries in the C.R. of the Officer, should be communicated by the Reviewing Officer. This should be done as far as possible within one month of the completion of the report. The communication should be in writing and a record to that effect should be kept in the Confidential Report of the Officer. The adverse entry will be communicated by the Reporting Officer likewise.

11.13.3 Where an adverse entry is made, whether it relates to a remediable or to an irremediable defects (including a reference to the communication of a warning or displeasure of the Government, or a reprimand), it should be

communicated under the orders of, and wherever possible, by an Officer superior to the one to whom the remarks are communicated. In all these cases the substances of the entire report, including what may have been said in praise of the Officer, should also be communicated.

11.13.4 Where the report on an Officer shows that he had made efforts to remedy or overcome defects mentioned in the preceding report, the fact should be communicated to the Officer in a suitable form and a copy of such communication added to the Confidential Report. The object is to let an Officer know that his good qualities as well as his defects have been recognized and that notice has also been taken of the improvements, if any, made by him.

11.13.5 While communicating the adverse remarks to the Government servant concerned, the identity of the superior officer making such remarks should not normally be disclosed. If, however, in a particular case, it is considered necessary to disclose the identity of the superior officer, the authority dealing with the representation may at his discretion allow the identity to be communicated.

Note: It may be ensured that extracts of adverse remarks are not communicated to the employee while on leave on account of sickness until he becomes fit and rejoins duty.

11.14 Representation against adverse entries

11.14.1 The representation against adverse entries should be made within one month of the date of communication of such remarks. While communicating the adverse remarks to the Government servant concerned, the time limit as stated above, should be brought to notice.

Note: The time limit has been modified from six weeks to one month vide D.P.A.R. OM No.21011/1/77-Estt.-A dated 30.1.78 received vide CAG's letter No.332-N.2/16-85 dated 8.3.85.

(CAG's confidential letter No.100-N-2/15-86 dated 3.3.87)

11.14.2 The competent authority may, at its discretion, entertain a representation made beyond the time specified above, if there is satisfactory explanation for the delay.

11.14.3 All representation against adverse entries should be decided expeditiously by the competent authority as per instructions of M.O.H./D.P.A.R. OM No.51/5/72-Ests.(A) dated 20th May, 1972 received vide CAG's letter No.3316/4.E.II/174-80 dated 29.12.90, read with D.P.A.R. OM No.21011/1/77-Estt.(A) dated 30.1.78 received vide CAG's letter No.332-N.2/16-85 dated 8.3.85.

11.14.4 The following procedure may be adopted in dealing with the representations from Government servants against adverse remarks communicated to them: -

- a) All representation against adverse remarks should be examined by an authority superior to the Reviewing Officer in consultation, if necessary with the Reporting and Reviewing Officers. The said superior authority shall be regarded as the competent authority to deal with such representations.
- b) If the competent authority finds that: -
 - i) The remarks are justified and the representation is frivolous, a note will be made in the Confidential Report of the Government servant that he did not take the corrections in good spirit;
 - ii) There is not sufficient ground for interference, the representations should be rejected and the Officer informed accordingly;
 - iii) The remark should be toned down, he will make the necessary entry separately, with proper attestation, at the appropriate place of the report (on no account will correction be made in the earlier entries themselves); and

- iv) The adverse remarks was inspired by malice or is entirely incorrect or unfounded, and, therefore, deserves expunction, he should score through the remarks, paste it over, or otherwise obliterate it, and also make a dated entry, under his signature, stating that he had done so, under intimation to the concerned head of the office if he himself does not occupy that position.
- c) Representation (including explanation) submitted in respect of adverse entries should not be appended to the respective Confidential Reports. The representation against adverse remarks in the Confidential Report should be dealt in a separate file and in the Confidential dossier.
- d) Representation against a warning or communication of the displeasure of the Government or reprimand recorded in the Confidential Report of the Government servant, should be dealt with in accordance with the above procedure unless:
 - i) an opportunity had already been given to the Officer concerned to make a representation in the matter relating to the relevant incident of faults and such representation had been duly considered and a decision taken before the warning

of 'reprimand' was administered or the displeasure of the Government communicated to him or

- ii) where the 'warning' 'reprimand' etc. had been administered as a result of disciplinary proceedings.

11.14.5 When his first representation is rejected, the employee has a right to represent against the rejection within 6 (six) months of the rejection of the representation and this will be to the authority above the authority which has rejected the representation.

(CAG's confidential letter No.100-N.2/15-86 dated 3.3.87)

11.15 Giving copies of Confidential Reports to Retired Government Servants

11.15.1 Confidential Reports or copies thereof should not be given to a retired officer or any body who has otherwise relinquished Government service. However, on request from such an Officer there should be no objection to the issue of an objective testimonial based on his work and conduct.

11.16(a) Destruction of Confidential Reports of Deceased/Retired Officers

11.16.1 Confidential Reports relating to a deceased officer, may be destroyed after a period of two years from the date of his death and those of a retired Government servant, five years after his date of retirement.

11.16(b) Retention/Custody of Confidential Reports of retired employees whose cases are pending in Courts and with UPSC

The Annual Confidential Reports of the officers who have retired will be preserved/kept in safe custody till the time for filing of an appeal, has lapsed or till a final decision in the appeal filed by an officer in the Court has been taken or the promotion case of the officer is pending with the UPSC.

(G.O.I., Deptt. of Per. & Trg. OM No.21011/6/2001-Estt.(A) dated 14.5.2001)

11.17 Giving copies of Confidential Reports to Private/Public Bodies

11.17.1 Copies of Confidential Reports on Government servant or even the substances of such reports should not be sent to private bodies in connection with appointment to posts advertised by them or for other purposes.

11.17.2 If a request is received from a public or semi-autonomous body controlled by Government only a gist of the relevant reports may normally be supplied. There may, however, be cases in which it is in Government's own interest that the management of a corporate public enterprise should see the Confidential Reports in full. In such cases the reports may be shown

under the orders of the Head of the Department concerned, if the reports relate to a Group 'A' or Group 'B' Officers.

11.18 Scrutiny of Confidential Reports

11.18.1 The Confidential Cell should scrutinize the Annual Confidential Reports relating to the staff whose Confidential Reports are kept in the Confidential Cell, to see whether these have been written in accordance with these instructions and whether adverse remarks, if any, have been communicated to the officers concerned. If there is any defect in a report, it should be returned to the Reviewing Officer concerned for rectification.

(G.O.I., Cabinet Sectt., Deptt. of Personnel OM No.51/5/72-Ests.(A) dated 20.5.72)

11.19 Review of Confidential Reports

11.19.1 A register and systematic review of Confidential Reports of all the clerical staff working in a particular group is to be conducted annually by the Sr. Dy. Accountant General concerned. He should bring to the notice of the Accountant General any specially good or bad reports. If, as a result of the review, any disciplinary action needs to be taken, the case should be put up to the Accountant General for following the procedure as laid down in the Central Civil Services (Classification, Control and Appeal) Rules, 1965. Ordinarily, in cases where disciplinary action has to be taken, it

should be done immediately after the note of commission or omission comes to notice.

At the time of reviewing the Confidential Reports of the Section Officers/Assistant Accounts Officer's working in inspection parties under different Inspecting Officers in the course of a year, an assessment of their work and conduct has to be done carefully by the concerned Sr. Dy. Accountant General/Dy. Accountant General. While doing this the Sr. Dy. Accountant General/Dy. Accountant General should take into account the reports from the different officers as well as his own estimates in assessing their work and conduct.

The Confidential Reports of Assistant Accounts Officers/Section Officers and Section Officer's Grade Examination passed officials should be reviewed by the Accountant General annually.

11.20 Mention of Warnings

11.20.1 There may be occasions when a superior officer may find it necessary to criticize adversely the work of an officer working under him or he may call for an explanation for some act of omission or commission and taking all circumstances into consideration. It may be felt that while the matter is not serious enough to justify the imposition of the formal punishment of censure, it calls for formal action such as the communication

of a written warning, admonition or reprimand. Where such a warning/displeasure/reprimand is issued, it should be placed in the Personal File of the Officer concerned. At the end of the year (or period of report), the reporting authority, while writing the Confidential Reports of the Officer, may decide not to make a reference in the Confidential Reports to the warning/displeasure/reprimand, if, in the opinion of that authority, the performance of the officer reported on, after the issue of the warning of displeasure or reprimand, as the case may be, has improved and has been found satisfactory. If, however, the reporting authority comes to the conclusion that despite the warning/displeasure/reprimand, as the case may be, in the relevant column in Part.III of the form of Confidential Reports relating to assessment of the Reporting Officer, and, in that case, a copy of the warning/displeasure/reprimand referred to in the Confidential Reports should be placed in the Confidential Reports dossier as an annexure to the Confidential Reports for the relevant period.

(G.O.I., M.H.A. OM No.21011/1/81-Estt.(A) dated 5.6.81, endorsement vide CAG's letter No.2977-NGE.11/53-80 dated 3.7.81)

11.21 Making entries regarding letter of appreciation given under cash award scheme for encouraging use of Hindi

11.21.1 There is no objection if copies of letters of appreciation issued to the employee/officials who have written not less than 50,000 words in Hindi in

one year while dealing with official work under the scheme circulated vide M.H.A. OM No.11015/8/74-O.2(A-2) dated 5.10.74 for cash awards to encouraging use of Hindi in noting and drafting, is placed in Confidential Report Dossier.

(G.O.I., M.H.A. OM No.11/12013/3/78-O.2(A-2) dated 3.11.78 endorsed vide CAG's letter No.466/Hindi Anubhag/8-78-III dated 13.12.78)

11.22 Entry of approved course of Training

11.22.1 Whenever an Officer attends an approved course of study or training, the fact of his having done so should be entered in his character Roll.

The certificates of participation will be issued by the Institution imparting the training to the participants in the various Refresher Courses. A copy of the certificate may be placed in the Confidential Reports.

(CAG's letter No.1341-Note-III-5-74 dated 19.7.1979)

11.22.2 Suitable entry regarding training imparted in Hindi workshops organized in various Ministries/Departments/Offices should also be made in the Confidential Reports.

(CAG's letter No.278-NGE.III/5-74 dated 28.2.75)

11.23 Orders of punishment and keeping their copies in the Confidential Rolls

11.23.1 If, as a result of disciplinary proceeding, any of the prescribed punishment (e.g. censure, reduction to a lower post, etc.) is imposed on a

Government Servant, a record of the same should invariably be kept in this confidential roll. Further, if on the conclusion of the disciplinary proceedings, it is decided not to impose any of the prescribed punishments, but to administer only a warning or reprimand etc., mention of such warning etc. should also be made in the Confidential Reports.

(CAG's letter No.1271-NGE-II/202-58 dated 9.5.1960)

11.24 History Sheet

11.24.1 A History Sheet in the prescribed form (**Annexure-III** to this Chapter) may be placed at the beginning of the Confidential Dossier of the Government servant and any subsequent additional qualification or experience acquired by him should be entered in this sheet.

(G.O.I., Cabinet Sectt., Deptt. of Personnel and A.R. OM No.21011/2/76-Estt.(A) dated 31.5.76)

ANNEXURE-I

(Referred to in para 11.1.2)

Common defects noticed in the maintenance of Service Books/Leave Accounts

- 1) Certificate regarding verification/attestation of the date of birth shown on page 1 of the Service Book wanting.
- 2) Re-attestation/Renewal of the entries shown on page 1 of the Service Book after every five year wanting.
- 3) Nominations for pension and D.C.R.G. wanting.
- 4) Certificates for leave availed under Fundamental Rules 26(b) wanting against the entries of Earned Leave.
- 5) Signature of the Government Servant in token of having seen the Service Book wanting.
- 6) Certificate regarding passing of Hindi Examination wanting.
- 7) All spell of leave availed by the official have not been recorded in the Service Book.
- 8) Entries in the Service Book not attested.
- 9) Attestation of the entries in leave account wanting.
- 10) Date of retirement has not been recorded in the leave account.

- 11) Documents like Character Certificate, copy of matriculation certificate, etc. are not available in the personal file.
- 12) Increment has been allowed during Earned Leave, etc.
- 13) Certificate of verification of services from pay bills wanting.
- 14) Calculations have not been correctly made in the leave account.
- 15) Receipt of leave salary/pension contributions for the period of foreign service etc. wanting.
- 16) Declaration of Home Town and details of Leave Travel Concession availed of not noted in the Service Book.
- 17) Declaration regarding details of family members wanting.
- 18) Nomination in respect of G.P.F. not recorded.
- 19) G.P.F. Account No. not recorded on the relevant page of the Service Book.
- 20) Certificate of passing Typing Test not recorded.
- 21) Personal mark for identification on page 1 of the Service not indicated.
- 22) Joining Report on return from leave not available in the leave account.
- 23) Source of verification of the date of birth on page 1 of the Service Book not indicated.
- 24) File/Leave Account not page numbered.

- 25) Date of compulsory retirement has not been counted.
- 26) It was not specifically recorded against the spell of E.O.L. that the period of E.O.L. will count for pension or not. Such a certificate may be recorded in red ink against each E.O.L. period in Service Book & Leave Account.
- 27) The fact of receipt of nomination for CGEGIS was not found recorded in Service Book.
- 28) Balance of half pay leave not brought forward in revised leave account.
- 29) Half yearly physical verification of Service Books is not conducted regularly.
- 30) Nominations are pasted in the Service Books instead of keeping them in Vol.II of the Service Book.
- 31) Leave Account is not maintained alongwith the Service Book.
- 32) Form No.13 in relation to Central Government Employees Group Insurance Scheme and Certificate for recoveries of subscription not attached/recorded in Service Books.

(Authority : G.O.I., M.F., Deptt. of Exp. OM No.7(17)-EV/89 dated 26.2.90)

ANNEXURE-II

(Referred to in para 11.4.1)

Specimen form of Deed for changing surname

By this deed I the undersigned A.B.C. (New name) of etc., now lately called A.C. (Old name) employed as(designation of the post held at the time by the Government servant concerned at a place where employed in the Ministry/Department of the Government of India).

- 1) For and on behalf of myself and my wife and children and remoter issue wholly renounce, relinquish and abandon the use of my former surname of (C only) and in place thereof do from the date hereof the surname of B.C. and so that I and my wife and children and remoter issue may hereafter be called known and distinguished not by my former surname of (C only) but by assumed surname of B.C.
- 2) For the purpose of evidence of my determination declare that I shall at all time hereafter in all records, deeds and writings and in all proceedings, dealings and whatsoever use and sign the name of B.C. as my surname in place of and in substitution for further surname of (C only).
- 3) Expressly authorized and request all persons at all time hereafter to designate and address me and my wife and children and remoter issue by such assumed of B.C. accordingly.

In witness where I have hereunto subscribed my former and adopted names of A.C. and A.B.C. and affixed my seal this Day of
(signed sealed and delivered by the above names A.B.C.)
.....A.C. (former)
A.C. in the presentee A.B.C. of (b)
.....).

ANNEXURE-III
(Referred to in para 11.24.1)
HISTORY SHEET

A. To be filled by an Officer

1. Name (in full)
2. Father's name
3. Date of Birth
4. Place of Birth
5. Home Village/Town

(In accordance with M.H.A. OM No.43/1/55-Estt.(A) Gr.II dated 11.10.56)

6. Educational qualifications

(a)	(b)	(c)	(d)
Degree of Exam passed	University	Year	Division or distinction obtained, if any

7. Details of qualifications in Hindi or other special qualification (e.g. in Science, Commerce, Accounts, if any etc.)

(a)	(b)	(c)	(d)
Exam. passed	University or other recognized Institution	Year	Division or distinction obtained, if any

B. To be filled by the Office

- I- Brief record of Service

Appointment held and scale of pay	Deptt./Office	Period From To
1.	2.	3.

II- Details of approved courses of training/study including refresher courses undergone or departmental exam. passed, if any.

Particulars of the courses of study/training or Deptt. Exam.	whether completed successfully or passed	Details of distinction obtained or special commendation received, if any
1	2	3

III- Details of qualification in Hindi or other special qualification (e.g. in Science, Commerce, Accounts, etc.) acquired, if any

Exam passed	Name of authority conducting the exam.	Year of Exam.	Class or distinction obtained, if any
1	2	3	4

CHAPTER-12

LEAVE

12.1 Regular Leave General conditions for grant of

12.1.1 The Central Civil Services (Leave) Rules, 1972 the grant of Earned Leave and various other kinds of leave to the Central Government employees. Some of the important provisions/instructions on the subject are given in the following paragraphs.

12.1.2 Leave cannot be claimed as of right, in sanctioning leave, Branch Officers/Group Officers, Senior Deputy Accountant General/ Deputy Accountant General are required to exercise their discretion with due regard both to the requirement of the office and to the reasonable interest of the members of the establishment.

12.1.3 Any member of the establishment, who absents himself from duty without the specific approval of the Branch Officer dies so at his own risk. He cannot assume that, leave will be sanctioned to cover his absence as a matter of course.

12.1.4 Absence from duty in anticipation of formal permission or of formal grant of leave may be necessitated by serious illness or accident which renders it unsafe or impracticable for the employee to attend duty until sanction is accorded, in such cases, the authority who has power to sanction

the leave will grant such leave as is admissible on production of proper evidence of its necessity including, where necessary, as certificate from the medical attendant regarding the seriousness of the illness which did not enable the official to attend office even for the purpose of handing over charge. The official concerned should, however, attend office as soon as he is in a fit condition to do so and hand over charge.

12.1.5 In other cases the nature of the indisposition etc. may be such that an employee can reasonably be expected to continue to attend to his duty for the short time necessary to enable his application for leave to be considered and sanctioned and for his relief to be arranged. If he does not do this; but absents himself unnecessarily from duty in anticipation of sanction, he must clearly understand that is liable to be treated as absent without leave and dealt with accordingly.

12.1.6 Members of the staff should before availing of leave, hand over the work of their seat to the successor or to the Section Officer/Assistant Accounts Officer in urgent cases, i.e., give in writing the state of work in seat in regard to correspondence, compilation, filing etc. Failure to do so will entail delay in the grant of leave apart from any disciplinary action as may be found necessary in each case.

12.1.7 Section Officers/ Assistant Accounts Officers concerned should furnish on the applications for leave a certificate regarding the state of

work of that seat of which the official was in charge, indicating clearly the extent of arrears, if any, whether the official has handed over charge of his seat (if he has stayed away in anticipation) and whether he is responsible for the arrears, so as to enable the Senior Deputy Accountant General(Admn.)/ Senior Deputy Accountant General/Deputy Accountant General/Branch Officer to deal with the case suitable.

12.1.8 Branch Officer should ensure that the responsibility of the staff in this behalf is brought home to them and that cases of non-observance are promptly reported for disciplinary action.

NOTE : Whenever a Branch Officer wants to grant leave to any member of the staff under him he should so arrange that no arrears crop up on that account. The official who takes leave should be required to complete the item left over by him, on his return from leave by sitting late (O.O. No.TM/64-C/165 dated 2.7.64).

12.2 Leave Account

12.2.1 A leave account in the prescribed form should be opened along with each service book at the time of appointment of a Government servant and entries of leave earned and taken from time to time made therein promptly.

Leave Accounts in the prescribed form of all Group 'A' are maintained in Admn.I Section & Group 'B' Officers, Section Officers, Supervisors, Welfare Assistant and Manager Typing Pool, are maintained and kept in

Admn.II section and all of other staff except Group 'D' in Admn.III section. Leave Accounts of Group 'D' staff are maintained and kept in G.D.I section.

12.3 Procedure for taking leave: -

12.3.1 An application for leave or for extension of leave should be submitted in the prescribed form I of (C.C.S. Leave) Rules, 1972 to the Branch Officer concerned. The address of the applicant during leave should invariably be recorded against Col. No.11 of the form. Any change in the address while on leave should also be communicated immediately.

12.3.2 The grounds on which leave is applied for should be clearly stated in the leave application, given dates, if necessary. Vague terms like domestic work etc. should as far as possible, be avoided.

12.3.3 Except for special reasons no extension of leave will be allowed. Application for extension of leave should ordinarily be sent so as to reach the office at least a week before the expiry of the leave already granted.

12.3.4 Leave of any kind will not be sanctioned by the sanctioning authority unless the title to leave is verified by Admn.II/Admn.III Section in advance.

12.3.5 Leave application after sanction/recommendation of leave (as the case may be) will be entered in the Register of regular leave to staff to be maintained in each section in the proforma as in Annexure 'I' to this

Chapter and then sent to Admn.II/Admn.III sections. The No. and date of T.R. through which the application has been sent to Admn.II/Admn.III section will also be entered in the register. The Section Officer/Assistant Accounts Officer of the Section is, however, required to verify, wherever possible with reference to sectional records, the correctness of the date of return from last leave, mentioned by the applicant in his application form before sending the leave application to Admn.II/Admn.III section.

12.3.6 On receipt of the leave applications, Admn.II/Admn.III section will take necessary action and will send an intimation to the concerned section about sanction of leave/debit of leave to the leave account of the Government servant concerned (as the case may be). This work will, however, be completed by Admn.II/Admn.III section before the end of the month to enable the Drawing Officer to record the certificate No.3 prescribed on pay bill form (T.R. outer).

12.3.7 The section concerned will make an entry in the column No.7 of the Register of regular leave (Annexure-I) on receipt of intimation from Admn.II/Admn.III section and get it attested by Branch Officer of the section. The register will also be submitted to the Accounts Officer for review on the last working day of each month.

12.3.8 An intimation about relieving the official proceeding on leave will also be sent by the concerned section to Admn.II/Admn.III section.

12.3.9 On return from leave of any kind and of any duration, the official concerned will give the joining report to Admn.II section. The official working inspection parties, on return from leave of any kind of any duration will, however, report back in the field party unless he is otherwise directed. The joining report will be forwarded by the Section Officer/Assistant Accounts Officer incharge of the party to the respective controlling section for onward transmission to Admn.II section.

(O.O. No.Admn.II/leave/76-77/440 dated 3.8.76)

12.3.10 Admn.II section will ensure after taking proper note in their record that the official is reported to same group without loss of time. Where posting outside a group is involved, orders of the Senior Deputy Accountant General (Admn.) will have to be obtained instantly.

12.3.11 Every section will send a statement to O.E. (2) Section alongwith Acquaintance Rolls each month showing the name of official working in the section with additional information for one month ending on 25th of the month to which A. rolls relate indicating the period of duty, sanctioned leave (quoting reference to T.R. No. & date through which application was sent to Admn.II/Admn.III section). Unauthorized absence etc. while sending this statement the section concerned will consult the Attendance Register and see that the entries made therein tally with the attendance. Similar statement will be sent to O.E. Section by 25th of each month by the

respective Controlling Section in respect of the staff in inspection parties. Any event happening after sending the statement which has a bearing on pay & allowance, will be promptly reported to O.E. Section by the concerned section.

12.3.12 An absentee statement for the staff to be attached with pay bills will be prepared by O.E. Section on the basis of the information so received from various sections. Payment of leave salary for the period of unauthorized absence or cases where leave period has not been regularized will be withheld by O.E. Section.

(O.O. No.Admn.II/77/415 dated 24.7.76 and O.O. No.Admn.II/76-77/400 dated 3.8.76)

12.4 Combination of holidays with leave

12.4.1 Subject to the provisions mentioned in sub-para I(i) of Rule 22(1) of C.C.S.(Leave) Rules, 1972, when the day immediately preceding the day on which a Government servant's leave (other than leave on Medical Certificate) begins or immediately following the day on which his leave expires, is a holiday or one of a series of holidays the Government servant shall be deemed to have been permitted (except in case where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays.

12.4.2 When a Government servant is certified medically unwell to attend office holidays, if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s), if any immediately succeeding the day he is so certified (including that day) shall be treated as part of leave.

12.4.3 When a Government servant is certified medically fit for joining duty, holiday(s), if any succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to leave, and holiday(s), if any, preceding the day he is so certified (including that day) shall be treated as part of the leave, vide Rule 22 of C.C.S. (Leave) Rule as substituted vide Government of India, Department of Personnel and A.R. Notification No.P.11012/1/77-E.IV(A) dated 21.11.79 and No.P.11012/2/80-Estt.(L) dated 24.8.81.

12.5 Treatment of Restricted Holidays

12.5.1 Restricted holiday is not exactly covered under S.R. 2(12) (b) as it stands at present, because on a restricted holiday, the office is not closed for transaction or Government business without reserve or qualification. However, as the restricted holidays are akin to other closed holidays, it has been decided that the restricted holiday can be prefixed or suffixed to regular leave or casual leave.

(G.I.M.H.A. O.M. No.20/37/60-Part-I dated 7.10.60)

12.6 Special Casual Leave

As a general rule it is open to the competent authority to grant casual leave in combination with special casual leave, but in cases where it is permissible to grant regular leave in combination with special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.

(G.I.M.H.A. O.M. No.46/8157/Estt-(A) dated 22.7.1967 Rule-II)

12.7 Combining half-a-days casual leave

12.7.1 A question has been raised as to how, half-a-day's casual leave availed of by an officer in the afternoon is to be treated, if the officer has no further casual leave to his credit, but is unable to resume duty on the next working day due to sickness or other compelling grounds and has to avail of regular leave to cover his absence for that working day.

The position is that, since casual leave cannot be combined with regular leave, an officer who has only half-a-day's casual leave to his credit should satisfy himself that he would be in a position to attend office on the next working day, before he avails of half-a-day's casual leave in the afternoon. Nevertheless, it is possible that in some cases, an officer who avails of half-a-day's casual leave in the afternoon may be unable to resume duty on the next working day, because of unexpected illness or some other compelling grounds and in thus constrained to take leave for

that day. In such a case, as an exception to general rule, a Government servant may be permitted to combine half-a-day's casual leave with regular leave if his absence on the next working day was due to sickness or other compelling grounds. Those who have only half-a-day's casual leave at their credit and who will not attend office on the next working day (having already applied for leave of the kind due and admissible to cover their absence for that working day and for subsequent days, if any) should not be allowed the last half-a-day's casual leave for the afternoon.

(G.I.M.H.A. O.M. No.60/45/65-Estt.(A) dated 4.2.1966 endorsement vide CAG's circular endorsement No.1940-NGE.I/194-65 dated 11/8/65)

12.7.2 Further doubts were raised (I) whether concession of combining of half-a-day's casual leave to regular leave can be allowed in a case where the officials has casual leave at his credit but not sufficient enough to cover the period of leave applied for and if so, whether the official in such cases should be deemed to have been relieved in the afternoon of the previous day by half-a-day's debit to his casual leave account.

The Ministry of Home Affairs have, in consultation with the Ministry of Finance, advised in the matter as under: -

“Regarding the first point, it may be stated that there should be no objection to grant half-a-day's casual leave in combination of regular leave

in the cases mentioned above, if the other conditions mentioned in the last sentence of para 12.7.1 *ibid* are satisfied.

Regarding the second point, it may be pointed out that the casual leave is not treated as absence from duty and the pay is not intermitted as during casual leave the official is drawing only duty pay. In view of this we feel that in a case where half-a-day's casual leave is combined with regular leave, the Government servant should hand over charge in the afternoon of the date of commencement of casual leave. In case of the non-gazetted officer, it would be taken that the officer concerned has been deemed to have been relieved from the afternoon of the date of commencement of casual leave”.

(CAG's letter No.1911-NGE.I/194-65 dated 6.8. etc. file No.G.D.I Manual/59-60 Vol.I)

12.8 Grant of leave on Medical Certificate to non-gazetted Government servants

12.8.1 An application for leave on Medical certificate, made by a non-gazetted Govt. servant shall be accompanied by a medical certificate in form 4 (CCS Leave) Rules, 1972 given by an authorized medical attendant or registered medical practitioner, defining as clearly as possible the nature and probable duration of the illness.

NOTE 1: A certificate given by a registered Ayurvedic, Unani or Homoeopathic medical practitioner or by a registered Dentist in the case of dental ailments or by an honorary medical officer may also be accepted provided such certificate is accepted for the same purpose in respect of its own employees by the Government of a State in which the Central Government servant falls ill or to which he proceeds for treatment.

NOTE 2: Since the certificate issued by an Homoeopathic practitioner is not accepted by the Rajasthan Government, it will also not be accepted if produced by the employees of this office.

(O.O. No.Admn.II/leave procedure/80-81/98 dated 2.6.82)

12.8.2 A Government servant who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 50 of CCS (Leave) Rules, 1972.

12.9 Powers to sanction leave

12.9.1 Leave to I.A.A.S. Officers: -

- a) Accountant General can sanction subject to the conditions mentioned in sub-paragraph (b) below, leave other than special disability leave, study

leave, leave not due and leave preparatory to retirement, to I.A.A.S. Officers serving under him as follows: -

- i) Officers in the Junior Administrative Grade (including Additional Accountant General and equivalent) and Officers in the senior scale upto 45 days.
- ii) Other I.A.A.S. Officer upto 60 days.

b) The above power is subject to the following conditions: -

- i) The Accountant General is satisfied that work will not suffer by the absence of the Officer on leave.
- ii) It is possible to make adequate internal arrangement so that work of the office as a whole does not suffer. If leave is to exceed 21 days, the proposed internal arrangement should be communicated to the Central office in good time before the leave commences. Where, however, leave is asked for on emergency grounds and it is not possible to report the internal arrangement to the Central Office in good time, before commencement of leave, the report should be sent not later than when leave is sanctioned.
- iii) If the Accountant General, need a substitute in place of the Officer proceeding on leave, prior approval of the Comptroller & Auditor General of India should be obtained before leave is sanctioned.

(CAG's letter No.6265-G.E.I/209-68 dated 10.10.74)

c) Leave address of the officers for whom leave is sanctioned by the Accountant General should be indicated in the leave sanction orders sent to Comptroller & Auditor General of India's Office.

In cases where leave is to be sanctioned by Comptroller & Auditor General's Office, the address during leave should be indicated in the leave application or in its forwarding letter.

(CAG's circular letter No.4472-GE.I/209-68 dated 8.9.76)

12.9.2 Leave to Group 'B' Officers is sanctioned by Accountant General.

12.9.3 In terms to Rule 3(c) the competent authority as specified in first schedule to the leave Rules may sanction Earned Leave, Half Pay leave, Commuted Leave, Leave not due, Extraordinary Leave, Maternity Leave, Hospital Leave, Special Disability leave.

- i) Competent authority
- ii) Comptroller & Auditor General of India
- iii) Head of Department
- iv) Any authority which is the appointing authority
- v) Any subordinate authority to which the authorities at above may delegate powers.

(Item V is not applicable to special disability leave)

In our office Group Officers have been delegated powers to sanction above leave to non-gazetted staff working under them. Similarly all the Accounts Officers have been delegated powers to sanction regular leave with pay and

allowances upto 30 days, subject to the conditions that they do not ask for a substitute, to all the staff members working under them except Section Officer/Supervisor in respect of whom the powers to sanction the leave will be 15 days only on the same condition.

12.9.4 In the case of Section Officers and Clerks in whose cases, leave reserve is centralized in Admn.II Section and where a substitute is required to be posted by Admn.II Section the concerned group may ascertain from Admn.II Section whether a substitute can be provided or not, before sanctioning the leave.

12.9.5 In the case of Group 'D' staff, the Accounts Officer (G.D.) has been delegated powers to sanction regular leave other than special disability leave for 120 days.

12.9.6 The Accountant General has delegated full powers to Senior Deputy Accountant General (Admn.) to grant regular leave to non-gazetted staff working under the Accountant General's Group.

12.9.7 The certificate of continued officiations, where required, will, however, be issued by Accounts Officer(Admn.)/Accounts Officer (G.D.) in respect of Group 'C' staff (other than Section Officers) and Group 'D' staff respectively in all cases of leave upto 120 days and by Senior Deputy

Accountant General (Admn.) in other cases. This certificate in respect of Section Officers may be obtained from the Accountant General.

(O.O. No.OE-I/219 dated 11.9.68, CAG's No.F.4-O.S.D.(P) dated 27.6.73, O.O. No.OE-I/752 dated 6.1.74, O.O. No.OE-I/771 dated 20.7.74, O.O. No.OE-I/826 dated 22.3.74)

NOTE : Regular leave to all Government servants preparatory to retirement is subject to sanction by the Accountant General in the case of Group 'C' staff.

12.10 Responsibility of the Medical Officer

The responsibility for deciding whether an Officer does or does not require leave on account of ill-health, rest with the Medical Officer who grants the certificate. The Medical Officer has no right to transfer this responsibility to the Administrative Officer by entering in his certificate such qualifying statement as leave is advisable, if leave is due. The question whether leave is due or if so, what kind of leave is due does not concern the Medical Officer granting the certificate. His duty is to advice, with reference to the State of the applicant's health, whether leave is absolutely necessary, and, if so, for want period, no medical certificate should, therefore, be accepted in which the Medical Officer does not accept the responsibility placed upon

him both as to the absolute necessity of the leave applied for and as to the period for which absence from duty is required.

12.11 Return from leave

A Government servant who has taken leave on medical certificate should produce the original certificate and statement of the case on which the leave was granted or extended before the authority asked to certify fitness to return to duty.

In order to facilitate this procedure the original medical certificate and the history of the case should be prepared in duplicate, one copy of which the officer proceeding on leave should take with him for presentation to the Medical Officer who examines him for fitness before he returns to duty, so that mention may be made by the letter on the fitness certificate of the fact that the original certificate and the history of the cases were gone through.

(Govt. of India, Finance Deptt. No.F.7(36)-R/I/34 dated 21.5.1935 cited in para 53 of Hyderabad Estt. Manual)

NOTE : Medical certificate of fitness to return to duty signed by the authorized Medical attendant may be accepted by the Branch Officer(Admn.)

12.12 Grant of permission to Government servants on leave other than leave preparatory to retirement to accept employment in an office under the Government of India or under a State Government

A Government servant on leave, other than leave preparatory to retirement, should not ordinarily be permitted to accept employment in any office under the Union Govt. (in or outside India) or under a State Government. If grant of such permission is considered desirable in any exceptional case, the Government servants concerned may be required either to resign his appointment or to have his services transferred temporarily from his parent office.

(G.I.M. of Home Affairs, O.M. No.F.29/14-53 dated the 19th May, 1954

forwarded with the CAG's letter No.699-A/158-54, dated the 10th June, 1954)

12.13 Grant of leave salary in advance

When a person is granted leave for not less than a month/30 days, he may be allowed leave salary in advance on the following conditions: -

- a) The amount of the advance should be restricted to the net amount of the leave salary including allowances for the first month of leave that is clearly admissible to the person after deductions on account of

Income Tax, Provident Fund, House Rent, Repayment of advances etc. so that there is no financial risk involved.

- b) The advance should be in full in the leave salary bill in respect of leave availed of. In case where the advances can not be so adjusted in full, the balance will be recovered from the next payment of pay or/and leave salary.
- c) The advance will be sanctioned by the Head of Office or by any other subordinate Officer to whom the power may be specially delegated, both in the case of gazetted and non-gazetted Officers.
- d) Officers who are heads of Offices may sanction the advances to themselves.
- e) The amount of advance will be debited to the head of account to which the pay etc. of the person is debited and adjustment of the advance will be watched through objection book by the Pay and Accounts Officer concerned.
- f) Advances under these orders shall be sanctioned in whole rupees.

(G.I.M.F. O.M. No.F.7(75)-EIV(A)/60 dated 3.8.60 and O.M. No.23(I)E.II(A)/76 dated 5.3.77)

12.14 Grant of Casual Leave

12.14.1 a) Casual leave cannot be taken as a matter of right, but is subject to the exigency of public service.

The maximum amount of casual leave admissible to the staff serving in the Civil Offices of the Government of India shall be 8 days in a calendar year, subject to the condition that not more than 5 day's casual leave may be allowed at any one time. The Head of the Office may, however, waive this condition in individual cases if he considers that there are exceptional circumstances justifying a relaxation in this regard. Sundays or closed holidays which precede a period of casual leave or come at the end may be prefixed or suffixed to such leave and the public holidays and Sundays falling within a period of casual leave should not be counted as part of the casual leave. Restricted Holidays and Saturday & Sundays on which offices remain closed, falling within a period of casual leave will not also be counted as part of the casual leave.

b) In cases where the necessity for leave cannot possibly be foreseen, the application for casual leave should be submitted to the sanctioning authority on the day for which leave is required before 10.00 am.

12.14.2 In regard to persons who joins Government service in the middle of a calendar year, the authority competent to grant such leave will have

the discretion to grant either the full period of 8 days or only a portion thereof, after taking into account the circumstances of the case.

12.14.3 Casual Leave should be applied for in advance, in all cases in which the need for it can be foreseen and absence from duty should ordinarily commence only after the leave has been sanctioned. The concession of prefixing or affixing holidays should not be granted except under the orders of the authority sanctioning the leave.

12.14.4 a) The Section Officers/Assistant Accounts Officers have been delegated the powers to grant casual leave to Sr. Accountants/Accountants/Clerks/Typists/Group 'D' employees working under them upto a maximum period of 3 days at a time. Beyond this limit and upto 5 days, the casual leave to above categories of staff will be sanctioned by the Branch officer concerned. Casual leave to the Section Officers/Assistant Accounts Officers may be granted as and when necessary upto 3 days at a time by the Branch Officer. (Casual leave to the Section Officers/Assistant Accounts Officers of those sections which are under the direct charge of the Senior Deputy Accountants General/Accountant General will, however, continue to be submitted to the Senior Deputy Accountants General/Accountant General). Casual leave for more than 3 days to Section

Officers/Assistant Accounts Officers will, however, be sanctioned by the Senior Deputy Accountants General/Accountant General/Deputy Accountant General under whose control the sections functions.

- 1) (G.I.M.H.A. O.M. No.6/3/59-Ests(A) dated 20.8.60 file No.O.E.I/G.D. Part-I/Corrections/60-61)
 - 2) (CAG's letter No.2450-NGE.I/20-60 OE.IV dated 2.12.60)
 - 3) (A.G's order dated 13.10.61 on page 2/n of the C.L. K.W./File/O.E.I)
 - 4) (G.I.M.H.A. O.M. No.6/3/59-Ests(4) dated the 23.12.1959 received with CAG's No.2772-NGE.I/67/59 dated 28.12.59 O.E. case file No.O.E./G.D./Manual/C.S./59-60)
 - 5) (CAG's Office order No.F.4-OSD(p)/73 dated 6.3.1973 File No.G.D.I/G.D. Manual/Vol.IV)
- b) Casual leave to Accounts Officers except those under the direct charge of the Accountant General is sanctioned by the Group Officer concerned. Casual leave to the I.A.A.S. Officers including assistant Accountant General as well as to those Accounts Officer who are under the direct charge of the Accountant General is sanctioned by the Accountant General.

12.15 Grant of half a day's Casual leave

12.15.1 There may be occasions on which a Government servant may have some urgent private work which does not require a full day's casual leave, e.g. when he has to go to the Railway to receive a friend or relation, or to a dispensary to have himself or a member of his family treated. In such cases half a day's Casual leave, if applied for, by a Government servant may be granted to him.

12.15.2 A Government servant may have some urgent private work in the afternoon which does not require a full day's casual leave, if desires, half a day's Casual leave in the afternoon, it may be granted to him.

12.15.3 For the grant of half a day's Casual leave, the lunch interval will be the dividing line, i.e. a person who takes half a day's Casual leave for forenoon session is required to come to office at 2.00 pm. Similarly, if a person takes leave for afternoon session, he can be allowed to leave office at 1.30 pm.

12.15.4 In view of the decisions contained in the preceding paragraphs, the balance at credit in the casual leave account of some Government servants may be in terms of full days or day's leave plus half a day. In such cases, there is no objection to the grant of half a day's Casual leave in connection with full day or day's casual leave, if so applied

for. Likewise, even when the casual leave at the credit of a Government servant is in terms of a full day or days there is no objection to the grant of half a day's Casual leave in conjunction with full day or day's casual leave. The restriction imposed in paragraphs 12.14.1 and 12.14.4 *ibid* on the number of day's casual leave that can normally be granted at a time will, however, continue to apply.

12.16 Casual Leave Account

12.16.1 Each section will maintain the casual leave account in Form SY189 in which all casual leave sanctioned to staff working in the section shall be recorded. Casual Leave Accounts in respect of Officers will be maintained in the controlling sections of respective Groups. The Casual Leave Account in respect of I.A.A.S. Officers and Accounts Officers under Accountant General's charge is maintained in Accountant General's Secretariat. One page or more should be used for a whole year for all the employees of one Section (Group), appropriate indication being given in the relevant column against the date on which casual leave or restricted holiday is availed of by any individual and the entry should be attested by the sanctioning Officer promptly by means of dated initials. To avoid subsequent alteration, no entries should be made in the Casual Leave Account (Statement)

on first report of absence. On return of the absentee the necessary entries should be made and the statement submitted to the sanctioning authority. If, however, as should usually be the case, a person applied for casual leave before absenting himself from office the application should be submitted along with the statement.

12.16.2 In the case of transfer of an official from one section to another, the total number of days of casual leave availed of by him before his transfer, should be brought forward and noted in the Casual Leave Account (Statement) of the section to which he has been transferred and entry attested by the Section Officer/Assistant Accounts Officer concerned.

(G.I.M.H.A. O.M. No.40/3/61-Ests/A dated 17.8.61 received under CAG's No.1860-NGE.I/256-60 dated 12.9.61)

12.17 Quarantine Leave

Rule 48 of Central Civil Services (Leave) Rules, 1972 relating to 'Quarantine Leave' has been omitted vide Government of India, Department of Personnel and Training notification No.11012/1/85-Estt.(L) dated 23.6.87 published in G.S.R.516 in gazettee of India dated 4.7.87 and CAG's endorsement No.733-Audit-I/99-85/III-87 dated 18.8.87.

12.18 Grant of Special Casual Leave to Central Govt. employees for participation in sporting events and tournament

12.18.1 The Accountant General may grant special casual leave to a Government servant for a period not exceeding 30 days in any one calendar year. The period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the relevant leave rules applicable to the persons concerned. For this purpose Government servant may, as a special case, be permitted to combine special casual leave with regular leave, Special casual leave should now, however, be granted in combination with ordinary casual leave.

12.18.2 Out of total special casual leave for 30 days special leave for 10 days is also admissible for participation in interdepartmental tournaments and sporting events. This concession is admissible for those sporting events only which have been recognized by Government and which will normally be limited to tournaments etc. sponsored by recognized sports/recreation clubs of Govt. employees. Only those employees who have been sponsored by such sports recreation clubs of Government employees and specially permitted by their offices to participate in such events will be entitled to this special casual leave.

12.18.3 The special casual leave may be allowed only: -

- a) For participation in sporting events on national or international importance;
- b) When the Government servants concerned are selected for such participation.

NOTE 1 : A list of various organizations recognized by the Government of India for the purpose of grant of special casual leave for a period of 30 days in a calendar year, is contained in **Annexure-II** to this Chapter.

(CAG's letter No.262-NGE.I/102-78 dated 28.1.81 at page 20/c of file No.Welfare/Spl.C.L./Inst.)

NOTE 2 : In respect of events of national importance, the sporting event in which participation takes place, should be held on an inter-state, inter zonal or inter circle basis, and the Government servant concerned should take part in the event in a team as a duly nominated representative on behalf of the state Zone or Circle, as the case may be.

12.18.4 The concession is not to be allowed for participation either in a national or international sporting event in which such participation of

Government servant concerned takes place in his personal capacity and not in a representative capacity.

(G.I.M.H.A. O.M. No.46/7/50-Ests dated 5.4.54 and their No.46/20/54 Est/A dated 16.6.58)

12.18.5 The above concessions are also admissible to those Government servants whose services are utilized in any of the organization mentioned in para 12.18.3 above or by a State Zone or Circle in connection with the coaching or administration of the teams participating in sporting events. The Government servants who are selected or sponsored by any of the organization mentioned in Note (1) below para 12.18.3 above for attending coaching and training camps under the Raj Kumari Amrit Kaur Coaching Scheme or Similar All India Coaching or Training Schemes are also entitled to above special casual leave.

(G.I.M.H.A. O.M. No.46/13/54-Ests(A) dated 3.12.56 and their O.M. No.46/10/57 Ests(A) dated 18.5.59)

12.18.6 Additional Special Casual Leave upto maximum of 30 days may be granted to participants of Asian Games in addition to usual 30 days special casual leave as at present.

(CAG's letter No.2097-NGE.I/1-81 dated 6.7.81 at page 28/c of file No.Welfare/Special C.L./Inst.)

12.18.7 The concession of special casual leave subject to the conditions mentioned above will also be extended to the employees working in Indian Audit and Accounts Deptt. who are required to participate in the All India Audit Tournaments conducted on Zonal and Inter-Zonal level as well as in the other sporting events of national/internal importance, provided the maximum leave admissible for participating in sporting events on all accounts does not exceed the period of 30 days in a calendar year.

(CAG's letter No.2150-NGE.I/102-78 dated 22.6.81 at page 2/c of file No.Welfare/Special C.L./Inst.)

12.18.8 Central Government servants participating in mountaineering expeditions may be granted special casual leave, not exceeding 30 days in any one calendar year, subject to the following conditions: -

- a) that the expedition has the approval of the India Mountaineering Foundation; and
- b) there will be no change in the overall limit of 30 days of special casual leave for an individual Government servant for one calendar year for participation in sporting events of national or international importance.

The period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the leave rules applicable to the person concerned. For this purpose Government servants may be permitted as a special case, to combine special leave with regular leave.

(G.I.M.H.A. O.M. No.27/4/68(B) dated 6.9.69)

12.18.9 The period of absence from duty of the Central Government servants participating in trekking expeditions organized by Youth Hostels Association of India as well as expeditions which have the approval of Indian Mountaineering Federation may also be regulated by grant of special casual leave not exceeding 30 days in one calendar year subject to the following conditions: -

- i)
 - a) That the expeditions has the approval of the Indian Mountaineering Federation or is organized by Youth Hostels Association of India; and
 - b) There will be no change in the overall limit of 30 days of special casual leave for an individual Government servant for one calendar year for participation in sporting events of national or international importance.

- ii) The period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the leave rules applicable to the persons concerned. For this purpose the Government servants may be permitted, as a special case, to continue special leave with regular leave.

(Govt. of India, Ministry of Personnel, P.G. & Pensions (Deptt. of Personnel and Training) O.M. No.28016/3/89-Estt.(A) dated 25.10.89 received vide CAG's endorsement dated 17.1.90)

- 12.18.10 The concessions allowed for the grant of special Casual leave vide Government of India, M.H.A. O.M. No.46/20/54-Ests(A) dated 16.6.58 has been extended to those Government servants who participate in cultural activities like dance, drama, music, poetic symposium etc. on an all India or Intera/Character organized by the Central Secretariat Sport Control Board or on its behalf subject to the overall limit of 30 days.

Special Casual leave will not be admissible for practice or for participation in cultural activities organized locally.

NOTE : These orders should be treated as operative from 1st March, 1969.

(G.I.M.H.A. O.M. No.27/3/68-Ests(B) dated 28.6.69 Govt. of India, Ministry of Home Affairs O.M. No.27/3/68-Ests(B) dated 7.5.1970)

12.18.11 Government servants who are selected to attend coaching camps in sports organized by the National Federation/Sports Boards recognized by the All India Council of Sports, and coaching or training course at National Institute of Sports, may also be granted Special Casual Leave not exceeding 30 days in a year.

Past cases which have already been decided will not be re-opened.

(Govt. of India, Cabinet Secretariat, Deptt. Of Personnel, New Delhi

O.M. No.27/3/70-Estt.(B) dated 14.6.71)

NOTE : In order to determine whether any sporting event is of National/International importance the concerned Federation/Association (List of which is available in Welfare Cell) can be consulted.

12.19 Grant of special casual leave to Central Government employees for participation in the inter-ministerial or inter-departmental tournaments held in or outside Delhi

12.19.1 Central Government servants participating in inter-Ministerial or inter-Departmental Tournaments held on or outside Delhi may be granted special casual leave, not exceeding 10 days in any one calendar year subject to the following conditions: -

- i) The concession will be available only for those sporting events which have been duly recognized by Government and which will normally be limited to tournaments, etc., sponsored by the Central Secretariat Sports Board set up by the Secretariat staff Welfare and

Amenities Committee and other recognized Sports/Recreation Club of Govt. Employees.

- ii) Only those Government employees who have been sponsored by such Sports Recreation Board/Club set up under the general control of the Secretariat Staff Welfare and Amenities Committee or other recognized Sports/Recreational Clubs of Government employees and specifically permitted by their offices to participate in such events will be entitled to this special casual leave.
- iii) Government servants who participate both in sporting events of national or international importance and inter-Ministerial or inter-Departmental events referred to above will not be allowed any special casual leave in excess of 30 days in a year, admissible under the orders contained in O.M. No.46/7/50-Ests(A) dated 5.4.54.

The period of absence in excess of 10 days should be treated as regular leave of the kind admissible under the relevant leave rules applicable to the persons concerned. For this purpose, Government servants may be permitted, as a special case, to combine special casual leave with regular leave, but not with ordinary casual leave.

(G.I. M.H.A. O.M. No.46/20/54-Ests(A) dated 16.6.58)

NOTE 1 : It has been decided in consultation with the Ministries of Home Affairs and Finance that the concession of

special casual leave in the O.M. referred to above may also be extended to the persons serving in the I.A.& A.D. who are required to participate in the tournaments organized by the Department.

(CAG's letter No.2496-NGE.I/20-60, Pt.II dated 9.12.60)

NOTE 2 : No special Casual leave should be granted for absence due to pre-selection trials for selecting all India Players for their participations in sporting events of National or in Inter-Ministerial/Inter-Departmental tournaments.

(Govt. of India, M.H.A. No.15/67-Ests(A) dated 1.1.68)

NOTE 3 : i) Sundays/holidays intervening the period of special casual leave admissible for sporting events are counted as special casual leave and these are not excluded from the admissible limit of special casual leave granted for the purpose of sporting events.

ii) There is no objection to prefixing and/or suffixing of Sundays and other holidays with special casual leave admissible for the above purpose. In a case where special casual leave is combined with regular leave, the Sunday/Public Holidays thus intervening the two kinds of leave will have to be counted as special casual leave

if it is due, otherwise as regular leave if special casual leave is not due.

(CAG's letter No.1361-NGE.I/19-66 dated 30.5.68)

NOTE 4 : The Government of India have clarified that special casual leave upto 10 days in a calendar year is not admissible to Government servants for participation in Inter-Ministerial/Inter-Departmental tournaments held in or outside Delhi when they are conducted by outside agencies. This applies to such tournaments organized by outside agencies (like Delhi & District Cricket Association) etc. as are of local nature and not to those of National or International importance.

(CAG's No.2014-NGE.I/19-66 dated 17.11.66 and No.1290-NGE.I/19-66 dated 20.9.67)

12.20 Grant of special casual leave for participation in Republic Day Parades

12.20.1 Participation in the Republic Day Parades and rehearsals connected therewith as members of the St. John's Ambulance Brigade: -

The period of absence of those Government servants who participate in the Republic Day Parades held annually and the rehearsals

connected therewith in their capacity as members of the St. Johnie Ambulance Brigade should be treated as on special casual leave.

(CAG's letter No.2220-NGE.I/192-55 dated 12.11.55, forwarding G.I., M.H.A. O.M. No.46/9/55-Estt(A) dated 27.10.55)

12.20.2 Participation in the Republic Day Parade as members of the Lok Sahayak Sena: -

Central Government servants who, having joined the Lok Shayak Sena, have won certificates of Merit and who are required to participate in the Republic Day Parade held annually in Delhi, may be granted special casual leave as follows: -

- i) For a period of not exceeding 14 days required for their stay in connection with participation in the Republic Day Parade, plus.
- ii) For the minimum required for their journey from their Headquarters to Delhi and back.

(G.I., M.H.A. O.M. No.46/5/58-Estt(A)-I dated 20.06.58 forwarded with CAG's endst. No.1427-A/261/58 dated 7.7.58)

12.21 Grant of special casual leave to industrial and non-industrial Central Govt. employees who undergo sterilization operation under Family Welfare Programme

12.21.1 In supersession of all the existing instructions on the subject, special casual leave under Family Welfare Programme may be granted to

Central Government employees (both industrial and non-industrial) in accordance with the provisions detailed in the succeeding paragraphs.

12.21.2 Male Government employees who undergo vasectomy operation under Family Welfare Programme may be granted special casual leave not exceeding six working days. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding six days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

12.21.3 Special casual leave in the case of an employee who undergoes vasectomy operation for the first time may be counted in terms of working days only, Sundays & closed Holidays intervening should be ignored while calculating the period of special casual leave.

12.21.4 a) Female Central Government employees who undergo vasectomy operations, (also Minilap Operation as stated in CAG's letter No.126-Audit/119-81 dated 15.2.84) whether puerperal or non-puerperal may be granted special casual leave not exceeding 14 days. In the case of female Central Government employees who undergo

tubectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding 14 days may be granted again on production of a Medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

NOTE : These provisions will also apply in cases where sterilization operation was performed by laproscopic method (as per Govt. of India, M.H.A. O.M. No.28016/5/83-Ests(A) dated 25.1.84)

- b) Female Central Government employees who have insertions of intrauterine contraceptive devices may be granted special casual leave on the day of the I.U.C.D. insertion. Such of employees, who have re-insertion of Intra Uterine Device (I.U.D.) may be granted special casual leave on the day of I.U.D. re-insertion.
- c) Female Central Government employees who undergo salpingectomy operation after Medical Termination of Pregnancy (M.T.P.) may be granted special casual leave not exceeding 14 days.

12.21.5 Special casual leave in case of postasectomy/tubectomy operation complications not requiring hospitalization should be restricted to 7/14 working days respectively as the period of special casual leave in such cases cannot be unlimited.

12.21.6 a) Male Central Government employees whose wives undergo puerperal or non-puerperal tubectomy operation (or Minilap operation for the first time or for the second time due to failure of the first operation (under the Family Welfare Programme) may be granted special casual leave for 7 days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation of the second time due to failure of the first operation. It shall not be necessary to state in the certificate that the presence of the Central Government employees is required to look after the wife during her convalescence.

NOTE 1: See note below para 12.21.4(a) also.

NOTE 2: Grant of special casual leave to a male Government servant whose wife undergoes tubectomy operation is intended to enable him to look after his family after the operation. In the circumstances, the special casual leave will necessarily have to follow the date of operation and

there cannot be any gap between the date of operation and the date of commencement of special casual leave.

(Govt. of India, Ministry of Home Affairs (Deptt. of Personnel and A.R.) letter No.3518/82-Estt(A) dated 13.10.82 received vide CAG's endorsement No.636-Audit/109-82/1-82 (92A) dated 12.11.82)

b) Male central Government employees whose wives undergo tubectomy/salpingectomy operation after medical termination of pregnancy (M.T.P.) may be granted special casual leave upto 7 days subject to the production of medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after medical termination of pregnancy. It shall not be necessary to state in the certificate that the presence of the Central Government employee is required to look after the wife during her convalescence.

12.21.7 A Government employee who requires special casual leave beyond the limits laid down for undergoing sterilization operations owing to the development of post-operation complications may be allowed special casual leave to cover the period for which he or she is hospitalized on account of post-operational complications subject to the production of a certificate from the concerned hospital authorities/an authorized medical attendant. In addition, the benefit

of additional special casual leave may also be extended to the extent of seven days in case of vasectomy operation and fourteen days in case of tubectomy operation to such Government servants who after sterilization operation do not remain hospitalized, but at the same time, are not found fit to go to work, subject to the production of a medical certificate from the appropriate authority in the concerned hospital/an authorized medical attendant.

12.21.8 Central Government employees who undergo operation for recanalisation may be granted special casual leave upto a period of 21 days or actual period of hospitalization as certified by authorized medical attendant, whichever is less. In addition, special casual leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation. The grant of special casual leave for recanalisation operation (without any commitment to the reimbursement of medical expenses) is subject to the following conditions: -

- i) the operation should have performed in hospital/medical college/institute where facilities for recanalisation are available. If the operation is performed in a private hospital, it should be one nominated by the State Government/Union Territory Administration for performing recanalisation operation.

- ii) the request for grant of special casual leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalization of the Government servant for the period stipulated therein was essential for the operation and post-operation recovery.
- iii) the concession indicated above is not admissible to Central Government employees who: -
 - a) are unmarried or
 - b) have less than two children or
 - c) desire recanalisation for substantial reasons e.g., a person has lost all male children or all female children after vasectomy/tubectomy operation performed earlier.

12.21.9 Special casual leave connected with sterilization/recanalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However, a special casual leave should not be allowed to be prefixed both the regular leave and casual leave. Special casual leave should either be prefixed to regular or to casual leave and not both. Similarly, special casual leave may be suffixed either to regular leave or to casual leave and not both. The

intervening holidays and/or Sundays may be prefixed/suffixed to regular leave as the case may be.

(G.I. M.H.A., Dept. of Per. & Admn. Reforms O.M. No.28016/3/78-Estt.(A) dated 6th August 1979 read with their O.M. dated 30.4.81 at page 1/c and 4/c respectively of File No.Admn.III/Spl.C.L./81-82)

12.22 Grant of special casual leave to Central Government employees for participation in the activities of Association etc.

12.22.1 The office bearers of recognized service association/Union of Central Government employees may be allowed special casual leave up to a maximum of 20 days in a calendar year for participation in the activities of the association.

12.22.2 Special casual leave up to 10 days in a calendar year will be admissible to outstation delegates/members of executive committee of a recognized all India Association/Federation to attend its meetings.

12.22.3 Special casual leave up to 5 days in a calendar year will be admissible to local delegates and local members of executive committees of all recognized Associations/Union/Federations for attending meetings of the Association/Union/Federation. The facility

will, however, not be admissible for attending the meetings of the executive committee.

12.22.4 Those who would be availing of special casual leave in the capacity an office bearers under 12.22.1 above will not be entitled to avail of special casual leave separately in their capacity as delegates/executive committee members under 12.22.2 and 12.22.3 above.

12.22.5 Special casual leave granted for purposes of work connected with J.C.M. should not be debited to the annual special casual leave entitlements. This is in addition to the special casual leave for participation in the activities of the Association/Union.

12.22.6 The grant of such special casual leave is however, subject to exigencies of Public Service.

12.22.7 Sundays and other holidays should not be counted as special casual leave within the limits prescribed above.

(G.I. M.H.A. O.M. No.27/3/69-Ests(B) dated 8.4.69)

12.22.8 Combination of special casual leave with regular leave is not permissible in such cases. There would, however, be no objection to combining such special casual leave with ordinary casual leave.

(CAG's No.1631-NGE.I/19-66(ii) dated 10.7.68)

12.22.9 In case where a Union/Association/Federation follows a year other than the calendar year for the purpose of its annual election, the entitlement of special casual leave should be regularized in terms of the year actually followed by such Union/Association/Federation, in place of the calendar year. In case of office bearers etc. coming in office during the course of a year in casual vacancies the competent authority may at its discretion grant special casual leave up to the maximum of entitlement in a full year, having regard to the public exigencies and merits of each particular case.

(G.I. Cabinet Sectt., Department of Personnel O.M. No.8/13/72-JCA dated 5.9.72)

12.22.10 Special casual leave admissible in terms of O.M. dated 8.4.69 has to be applied for and got sanctioned in advance i.e. special casual leave cannot be claimed as a matter of right and it is open to the competent authority to refuse the special casual leave if it is satisfied that leave is not for taking part in the activities of the recognized association. The term “activities of the association” cannot be construed, for the purpose of the aforesaid O.M. as including absence from duty for participation in a hunger strike.

Casual leave, if require for this purpose, has also to be applied for in advance and granted before it could be availed of and it is open to the competent authority to satisfy itself that leave asked for genuine purposes of a casual nature.

This will equally apply to case where special casual leave or casual leave has been asked for observing “Dharna” during office hours.

As and when such applications are received not only the special casual leave/casual leave will not be sanctioned by the competent authority, but the applications will also be informed that any absence on this account will be treated as unauthorized and will be dealt with as per rules.

(CAG’s No.622-54-PP/73/I dated 7.7.73 No.1237-PP/54-73/I dated 3.12.73)

NOTE : Special casual leave/casual leave to the office bearers of recognized Associations/Union for participation in the activities of the Association/Union will be sanctioned by the Senior Deputy Accountant General (Admn.)

(CAG’s No.24-NGE.I/10-66(ii) dated No.1237- PP/54-73/I dated 3.12.73)

12.23 Grant of special casual leave to Central Government employees who are members delegates etc. of co-operative societies

12.23.1 Special casual leave up to a maximum period of 10 days in a calendar year plus the minimum period required for the journeys may be granted by the Accountant General to those Government servants who are members, delegates members, Managing Committee members and office bearers of Co-operative Societies (formed exclusively of Central Government employees) who are posted outside the headquarters of the Societies.

12.23.2 This leave is not admissible to those members of Co-operative Societies whose bye-laws provide for attending annual general meetings/special general meetings through delegates of members and in such cases only elected delegates will be eligible for this special casual leave. This may, however, be granted to those members of co-operative societies who are required to participate in any meeting outside the headquarters of the society, for the purpose of electing their delegates.

12.23.3 The above special casual leave will be allowed to be combined with ordinary special casual leave only and not with regular leave. Sundays/Holidays intervening the period of special casual will not be ignored but will part of special casual leave.

(G.I. M.H.A. O.M. No.43/22/63-Ests(A) dated 14.1.1964)

12.24 Special Casual leave in the event of donation of Blood and Dislocation of Traffic

12.24.1 A Government servant who donates blood on a working day should be granted special casual leave for that day.

(CAG's No.1894-NGE.I/208/56 dated 23.10.56)

12.24.2 The Government servants who stay at places far from their headquarters, as a result of which they have to cover a long distance to their office, and due to dislocation of traffic arising out of natural calamities etc., they are not able to undertake the journey and report to headquarters for duty, may be granted special casual leave, however, admissible under the provisions in this regard, by the Head of Department.

A report of such cases where special casual leave granted may be sent to the Comptroller and Auditor General of India, half yearly so as to reach that office not later than 10th July and 10th January next in respect of the half years from January to June and July to December each year.

(G.I. M.H.A. Deptt. P.A.R. O.M. No.28016/1/79-Estt-A dated 28.5.79 and CAG's No.1747-NGE.I/56-78 dated 20.6.79)

12.24.3 A doubt had been raised whether daily allowance may be allowed to the staff who were on tour/training at a place other than their

Headquarters station, but could not attend to their duties at the tour station due to disturbance and imposition of curfew and their absence was subsequently regularized by grant of special casual leave.

The Government of India, Ministry of Finance, Department of Expenditure have clarified that the period of special casual leave can be compared with enforced halt for which daily allowance is admissible.

(CAG's letter No.837-Audit-I/106-86(KW.II)III/90(171) dated 31.12.90)

12.25 Treatment of period spent in attending courts

12.25.1 The periods spent by Government servants in attending courts to give evidence or to serve as assessors or jurors, should be treated as follows: -

- a) If the Government servant is summoned by a court or by a court martial or by a properly constituted authority holding a departmental enquiry in India or by a court in a foreign territory to give evidence regarding facts which came to his knowledge in the discharge of his public duties, the period of absence will be treated as duty.
- b) If the Government servant is summoned as witness to depose about facts which came to his knowledge in his private capacity, the period

of absence should be treated as casual or ordinary leave as may be due to him under the rules.

- c) If the Government servant attends court as Juror or assessor with the permission of the Head of the Department, the period of absence should be treated as special casual leave not debited to the casual leave account.

NOTE : Government servants attending courts of law in circumstances mentioned above during period of leave will not be given any extra leave for such attendances, nor will their leave be considered to have been interrupted by such attendance.

(G.I. M.H.A. O.M. No.F.15/5/57-Judl.II dated 26.8.57)

12.26 Grant of Terminal leave to temporary employees

The provision as contained in para 15.12 *ibid* regarding grant of terminal leave to Government servant not in permanent employ may be referred to.

12.27 Grant of leave to the Schedule Casts and Scheduled Tribes Candidates who are selected for training at the pre-examination training center for I.A.'s Examination at Allahabad

Schedules Caste and Scheduled Tribe Candidates who are selected for training at the pre-examination training center for I.A.'s etc.

examination at Allahabad can be granted leave (Earned leave etc.) as due to them, under the normal rules, including extra ordinary leave to cover the period of training.

(CAG's letter No.2334-NGE.II/301-62 dated 14.12.62)

12.28 Permission for leaving Headquarters

Prior permission to leave the station should be obtained in writing from the authority which is empowered to sanction casual/regular leave.

(CAG's letter No.4-O-S.D.(P)/73-III dated 31.1.74 in respect of delegation of Section Officers)

ANNEXURE-I

(Referred to in para 12.3.5 and 12.3.7)

REGISTER OF REGULAR LEAVE TO STAFF

S. No.	Name	Designation	Nature of leave		T.R. No. & Date through which leave application sent to Admn. Section	Signature of SO/AAO
			From	To		
1	2	3		4	5	6

T.R. No. & Date of Admn. Section through which intimation of sanction/debit to leave account has been received	Signature of Accounts Officer	Remarks, if any
7	8	9

ANNEXURE-II

(Referred to in Note (1) below para 12.18.3)

SPORTING EVENTS

Participation in a sporting event of international importance when selected by the following organization of the National Sports Federation/Association recognized by All India Council of Sports and approved by the Ministry of Education (subject to the maximum of 30 days).

- 1) Indian Olympic Association
- 2) Indian Hockey Federation
- 3) All Indian Women's Hockey Association
- 4) Board of Control for Cricket in India
- 5) Swimming Federation of India
- 6) Amateur Athletic Federation of India
- 7) All India Football Federation
- 8) Volleyball Federation of India
- 9) Badminton Federation of India
- 10) Wrestling Federation of India
- 11) All India Lawn Tennis Association
- 12) Table Tennis Federation of India
- 13) Basketball Federation of India
- 14) Kabaddi Federation of India
- 15) Indian Weight Lifting Federation
- 16) National Rifle Association of India
- 17) Gymnastic Federation of India
- 18) Ball Badminton Federation of India
- 19) India Polo Association

- 20) Indian Golf Union
- 21) Squash Rackets Association of India
- 22) Wrestling Association of India
- 23) Indian Amedrum Booking Federation
- 24) All India Chess Federation
- 25) Indian Style Wrestling Association of India
- 26) School Games Federation of India
- 27) Inter-Ministry of Board of India
- 28) Services Sports Control Board
- 29) Billiards Association and Control Committee of India
- 30) Railway Sports Control Board
- 31) Cycling Federation of India
- 32) Indian Mountaineering Foundation
- 33) All India Bridge Federation

CHAPTER-13

PREPARATION OF BILLS OF PAY, TRAVELLING, ALLOWANCE, ETC.

13.1 General

13.1.1 The bills on account of pay and related allowance of Group 'A', 'B', 'C' & 'D' personnel and Travelling allowance and Medical reimbursement etc. claims of these officials are prepared on computer in O.E. Section. After detailed scrutiny by the Section Officer/Assistant Accounts Officer concerned, with reference to the data for claims, sanctions, scales of pay and other relevant orders, these are submitted to the concerned competent authority for pass orders.

The Branch Officer (OE) has been authorized to sign pay-bills of both the gazetted and non-gazetted Officers on behalf of Sr. Dy. Accountant General (Admn.).

The Accountant General is the controlling officer in respect of T.A., Medical, L.T.C. claims of Group 'A' Officers.

The Accountant General has been delegated powers to condone delay in case of medical bills submitted after three months vide G.O.I., M.H. OM No.S14025/8/99-MS dated 25.5.1999

The Sr. Dy. Accountant General (Admn.) and the Sr. Accounts Officer/Accounts Officer (OE) have been declared as Controlling Officers

for passing/countersigning Travelling and Medical reimbursement bills in respect of all other gazetted officers and non-gazetted staff respectively. However, all individual medical claims above Rs.200/- in respect of Group 'C' & 'D' staff are passed by the Sr. Dy. Accountant General (Admn.). (O.O. No.OE.II/Delegation of Powers/81-83 dated 23.2.1982)

Note: The pay and allowance of Group 'A' Officers will be determined by the Head of Offices in the same manner as for Group 'B' Officers.

13.2 Bill Registers

13.2.1 After the bills are signed, they are entered in the bill register (Form T.R.28-A) and accompanied by a list of officers/officials indicating their Bank Accounts, they are sent to the Pay and Accounts Officer (IA&AD) who, after passing the bills, issues bank cheques/personal cheques in favour of Sr. Accounts Officer/Accounts Officer (OE) and the concerned Banks/individuals. The Cashier remits the bank cheques/personal cheques into the Bank alongwith the said list and the Bank affords credit to the accounts of the respective officers/officials. Sr. Accounts Officer/Accounts Officer(OE) draws cash on the basis of cheques drawn in his favour and disburses the amount to the concerned officials.

13.3 Expenditure Control Register

13.3.1 The Disbursing Officer need not attach to each bill a slip in Form GFR-8 as envisaged in para 66(i) of G.F.R. The Drawing and Disbursing Officer

will continue to maintain the bills register in Form TR 28-A and note all bills presented for payment to the P.A.O. in the register. As soon as cheques for the bills presented for payment are received these will be noted in the appropriate column of the bill register and the Drawing and Disbursing Officer will ensure that the amounts of cheques tally with the net amount of the bills presented. In case, any retrenchment is made by the Pay and Accounts Officer, a note of such retrenchment should be kept against the bill in remarks column in T.R.28-A.

13.3.2 After compilation of accounts of a month is over, the P.A.O. should furnish to D.D.O. an extract from the expenditure control register duly reconciled with the classified abstract to enable him to (i) compare the same with the expenditure totals worked out at his end, (ii) reconcile the difference, if there is any, (iii) furnish a certificate of agreement to the PAO, and (iv) send the monthly statement of total expenditure brought to account to the Controlling Officer and Head of Department responsible for controlling the expenditure in time.

(G.O.I., M.F., Deptt. of Expenditure, Controller General of Accounts letter No.S-11012/Misc.78-880 dated 4.5.1978)

13.4 Maintenance of the Office copies of the pay bills

13.4.1 Office copies of the pay bills in Forms-TR-22-A, TR-22-B and TR-28-B should be maintained. These forms will record the following particulars: -

Form	Particulars
TR-22-A	Dues and deduction and net amount drawn by each employee
TR-22-B	Totals of each column of the bill
TR-28-B	Abstract giving names of persons and the net amount drawn for each

- a) The claims of arrears of pay and allowance should be drawn separately and a note to this effect should invariably be made in the 'remarks' column of form TR-22-A against the entries of the period to which they relate.
- b) The claims of O.T.A. of the staff should be drawn separately in accordance with the instructions contained in the Ministry of Finance, (Department of Economic Affairs) O.M. No.F10(57)-B/65 dated 17.7.65 as amended from time to time and separate office copies of O.T.A. bills should be retained. Entries regarding these claims should, however, be made in the relevant column of the form TR-22A.
- c) The claims of tuition fee which are omitted from regular pay bills should be drawn separately as arrear claims. Their office copies should be retained and entries regarding these claims should also be made in the relevant column of the form TR-22-A.

Note 1) A separate establishment bill form may be used for all Group 'A' Officers which may be marked conspicuously as "Group 'A' Officers".

(CAG's letter No.363-TAI/197-82 dated 23.3.83)

Note 2) As Group 'A' Officers are transferable throughout India, they will be supplied with a pay book which will be completed by Drawing and Disbursing Officer (O.E.) every month and returned to the Officer.

(CAG's letter No.363-TAI/197-82 dated 23.3.83)

13.4.2 a) According to instructions received from the Comptroller & Auditor General of India, the revised procedure for maintenance of detailed accounts of various types of advances followed from 1.4.81 is as under: -

- i) The detailed accounts of the individual advances (Long term advances i.e. M.C.A., H.B.A., Computer advance etc.) will be maintained by the Pay & Accounts Officer as usual.
- ii) The Head of Office will maintain the detailed accounts of short term advances granted to Government servants such as cycle advance, table fan advance, festival advance etc. According to instructions, the payment of each such advance should be entered invariably and distinctly by D.D.O. in the relevant column of the Pay Bill Register maintained in Form TR-22-A. Monthly recoveries effected from the

individual concerned and also interest wherever recoverable should be noted in the recoveries column (advance-wise) in that register.

- iii) When a Government servant is transferred from one office to another, the amount of such advance paid and the balance (instalment and amount) outstanding as on the date of transfer shall be mentioned in the L.P.C. to be issued by the departmental Officer (Where the transfer 'in or out' is on foreign service or on deputation to Railways/P&T, State Government recoveries of principal and interest, if any, are to be remitted by means of cheque by the Drawing and Disbursing Officer of the Department which effects the recoveries, to the Drawing and Disbursing Officer of the Department which would have paid the advance, but no cash settlement to pass on either credit or debit is to be effected between D.D.Os in cases of transfers between Civil Ministries/Departments of Central Government).

(G.O.I., Ministry of Finance (Deptt. of Expenditure letter No.O.O.F.23(5)-E.II (A)/80 dated 5.2.81 and No.V.16011/56/CTR/80/1337 dated 9.2.81 file No.OE.I dated A/cs/80-82)

- b) Maintenance of office copies of various schedules attached to pay bills will also be dispensed with as all the relevant information required in

this connection will be available in the pay bill register and bill register maintained in form TR-28-A.

c) All events will be noted directly in the register.

d) For the purpose of Income-Tax a separate statement (Form S-98) maintained for each Income-Tax payer showing month by month, the pay and allowances drawn by him and the recoveries made on account of Income-Tax, G.P.F. Contribution, P.L.I. premium etc. will not be necessary as the required return in form I.T.A. can be prepared directly from the new register.

13.5 Streamlining the functioning of O.E.

13.5.1 In order to further streamline the functioning of O.E. Section, the following procedure should be followed by the concerned sections: -

a) Increment Certificates

The increment certificates in respect of Group 'A', 'B', 'C' & 'D' staff will be furnished by the concerned sections viz. Admn.I, Admn.II and G.D. to the O.E. Section by the 4th of each month. This date is to be strictly adhered to.

b) Absentee Statements

A list of the absentees, showing their names, nature of the leave sanctioned and the period of leave etc. will be prepared by Admn.II section and sent to O.E. by 26th of each month positively. The O.E. Section on receipt of the

above document and also the duty certificate received with the acquittance rolls will prepare the absentee statements in the prescribed form and furnish them to the P.A.O. in the first week of the next month.

c) Leave Applications

It will be ensured that the intimation of debit of leave and transfer orders reach the destination quickly. It has also been decided that the Admn.II Section will also furnish a list of leave sanctioned covering the period 26th of the preceding month to the 25th of the current month to O.E. Section by 26th of each month.

d) Intimation of Resignation/Recoveries etc.

It will be ensured by Sr. Accounts Officer/Accounts Officer (Admn.I/II) that the office orders regarding resignation/reversion etc. are communicated to the O.E. Section on the same day so that excess drawal/payment may be avoided.

e) Review of undisbursed items

A review of the undisbursed items as appearing in the undisbursed register will be done by Accounts Officer (O.E.) every month and it will be ensured that the pay and allowance are retained up to a maximum period of two months upto January and for one month in respect of pay of February after which the same should be short drawn/refunded. It will also be ensured that the credits wherever needed are withdrawn by making a reference to the

PAO and intimation of withdrawals of credits in cases where undisbursed pay is deposited back are received and noted in a separate register.

(A.G.'s orders dated 18.4.81 as contained in para 17/n of file No.O&M/Study-10/80-81)

13.6 G.P.F. Subscription by Temporary Government Servants

13.6.1 A temporary Government servant who completes one year's continuous service during the middle of a month should commence subscribing to the General Provident Fund from the beginning of the month following that in which he completed one year's service.

(G.O.I., M.F. (D.E.) OM No.F.8(2) E.V.(E)/61 dated 17.3.61 received with CAG's No.473-Admn.II/405-A.1/59(III) dated 3.4.61)

13.7 Permanent Index Numbers

13.7.1 Permanent Index Numbers have been allotted by Administration to the staff of this office. To facilitate easy identification, these permanent index numbers may be mentioned in all sanctions of advances etc.

(A.G.'s order dated 12.8.81 in para 47/n in file No.Sr.DAG(Admn.)/Exam./8(22))

13.7.2 Nominating an other person to receive payment

- a) Persons who are absent on leave, casual or regular, may nominate any member of the office to receive pay or leave salary which will be paid to the nominee if the Branch Officer (O.E.) is satisfied that the receipt (Stamped whenever the payment exceeds Rs.5000 given by the absentee is in order.
- b) The nomination should be made by names of a specific endorsement on the receipt as “Pay to _____” and the endorsement separately signed by the absentee.
- c) The nominee will be required to sign on the back of the receipt in token of his having received the payment on behalf of the absentee. Such payment will, however, be made at the risk of the payee and no claim for less etc., will be against Government or the office. These receipts will be filed with the acquittance rolls to which they relate with the remarks “separate receipt attached” in the receipt column of the acquittance rolls.
- d) Authorizations of pay and allowances in respect of staff who are on regular leave should be accompanied by a life certificate from a Gazetted Officer. No payment will be made in the absence of such a certificate.

13.8 Disbursement of pay etc. before the due date of payment

Government of India have ordered that as soon as the State Government sanction payments of pay, allowances and pension for a particular month to their staff in advance of the due date of payment, which is normally the first working day of the following month, with a view to enabling their staff to meet expenses connected with the celebration of some important festivals etc., falling immediately before the pay day, the fact of such sanction should be intimated to the Government of India, Ministry of Finance by this Office immediately to enable them to take necessary action in respect of Central Government employees.

(G.O.I., M.F. OM No.980-B.II/55 dated 25.3.1955)

13.9 Claims for Travelling Allowance

13.9.1 All T.A. Bills of the Gazetted/non-Gazetted staff should be sent induplicate by the controlling section to O.E. Section with a certificate fully recorded on both the copies to the effect that the journeys have been verified with reference to approved tour programmes, diaries, etc. O.E. Section will scrutinize the T.A. Bills with reference to the checks to be applied by a controlling officer before submission of the bills for counter signature. In isolated cases of journeys, the T.A. Bills should be sent to O.E. Section with a certificate regarding verification of the dates of journey and approval of tour by the Gazetted Officer under whose orders a

particular journey was undertaken and by the Officer who is authorized to issue such a certificate.

13.9.2 The travelling allowance claims received should be checked and passed within a maximum period of one week from the date of their receipt in O.E. Section. Bills received during later part of the financial year should be disposed of more expeditiously and in no case should claims received in one financial year be held up for payment against the grant of the next year.

13.9.3 Ordinarily claims on account of Travelling Allowance should be made on completion of a tour, but where the tour is a prolonged one, these may be made at the end of each calendar month. Only in very special cases, a claim for Travelling Allowance, otherwise than for a whole calendar month or on completion of a tour, will be passed by the Controlling Officer at his discretion. Each inspection party should prepare one bill for all the members of the party, using one outer sheet and the requisite number of inner sheets of the T.A. Bill forms. Separate bills should be prepared only in stray cases, where a person drops out of a party on account of proceeding on leave or transfer etc. The T.A. Bills of the Accountants/Clerks should be countersigned by the Section Officer/Assistant Accounts Officer in token of verification of the facts of the claim.

13.9.4 After scrutiny in the O.E. Section, the T.A. Bills should be entered in a register in the prescribed form. In order to check that a second claim is not drawn for the same journey and for watching the adjustment of advances when detailed bills are preferred, the register referred to above should be maintained with separate pages allotted to each person in alphabetical order and have an index at the beginning. This register should be reviewed once in a month by the Branch Officer.

13.9.5 Countersignature of a T.A. Bill by the Controlling Officer implies that the bill is approved as a whole, but the bill should be passed by him for the net amount to be paid i.e., after allowing for recovery of advances, refund of undisbursed amount etc. In cases where the advance taken exceeds the amount of bill, the difference would be recovered from the next pay bill or the next T.A. Bill, whichever is earlier.

13.10 Attachment of Pay & Allowance etc. of Government servants by Courts of Law

13.10.1 When an attachment order against the Pay of an employee is received from a Court of Law, it should be posted in the Attachment Register in Form No.S.130 and submitted through the Branch Officer (O.E.) to the Sr. Dy. Accountant General (Admn.) for his orders. A statement of the liabilities of the Government employees on that date should be obtained from him and submitted to the Accountant General alongwith this register. The details of the statement should be examined

with the previous list, if any, to know how far the employee has been able to discharge the previous liability or has incurred new debts. The statement of liabilities should show for each loan separately.

- i) The original date of borrowing;
- ii) The original amount borrowed;
- iii) The person from whom borrowed;
- iv) The rate of interest percent; &
- v) The amount repaid and their dates of payment.

13.10.2 The statement, if found incorrect at the later date, will entail disciplinary action against the Government servant concerned.

13.10.3 The Attachment Register will be maintained by O.E. Section and in addition to its submission with every new order of attachment, it should be submitted for review on the 10th of each month to the Branch Officer (O.E.) for further instructions.

Note: If the pay of an Officer of IA&AS be attached by order of a Civil Court, the fact must immediately be reported to the Comptroller and Auditor General of India and the explanation of the Officer should be submitted with the report.

13.10.4 The amount realized from the pay of a Government servant under an attachment order issued by a Court should not be sent to the Court at Government expenses. The Disbursing Officer is not, however, entitled to deduct from salary anything in excess of the amount prescribed in the

attachment order hence this amount realized under the attachment order less the remittance charge should only be sent to the Court.

(CAG's letter No.T.67/Admn.II/10-37 dated 30.4.1937 vide also Govt. of India, Home Deptt. OM No.288/35-Public dated 18.1.1938 forwarded with CAG's endorsement No.245-NGE/5938 dated 23.2.1938)

13.10.5 The Office has no discretion to alter in any way the amount of pay ordered to be attached by a competent court and applications to this effect must not be entertained.

13.10.6 According to sub-section (i) of Section 60 of the Code of Civil Procedure, 1908 as amended from time to time, salary to the extent of the first Rs.1000/- and $\frac{2}{3}$ rd of the remainder shall not be liable to attachment in execution of any decree other than decree for maintenance.

13.11 Permanent Advances

13.11.1 A permanent advance of Rs.500/- for meeting contingent expenditure is sanctioned for the office and is held by the Branch Officer (O.E.) & (Cash) on behalf of the Accountant General.

(CAG's No.1439-NGE.I/147-48 dated 13.1.77 and No.1403-NEI/84-80-II dated 30.4.82 of file No.GF/TA/IAAS/80-81)

13.11.2 Custody of Permanent Advances

The amount of permanent advance as also the money drawn on contingent bills to recoup it from time to time and for payment are shown

in separate column of Cash Book under the charge of the Cashier and is not mixed up with other miscellaneous receipts of the office which are kept by the Cashier and for which a separate account is kept by him.

13.11.3 In the case of transfer of charge and yearly on the 15th April, the Accountant General shall send acknowledgement of the amount due from and accountable for by himself as on 31st March preceding, to the Comptroller & Auditor General who will maintain suitable record to watch the receipt of such acknowledgement.

(Rule 90(vi) of G.F.Rs)

13.12 Maintenance of Office Cash Book

13.12.1 The Cashier should maintain the office Cash Book in form GAR-3/TR.4 in accordance with the provisions of Rule 13 (i) of Central Government Accounts (Receipt and Payment) Rules, 1983.

Besides, following instructions will be complied with: -

13.12.2 The daily totals of Office Cash Book including subsidiary Cash Books should be checked by an official nominated by Sr. Dy. Accountant General (Admn.) who should check the totals himself under his signatures.

13.12.3 Besides, the daily check of office Cash Book exercised by the Branch Officer (O.E.), a surprise check of Cash in hand should also be conducted by him once a week and on the pay day of the month.

13.12.4 Independent physical verification of Cash should also be done every month by Group Officer/Branch Officer nominated by the Accountant General. A register will be maintained by the Secretary to Accountant General and put up to Accountant General on first of every month for nominating the Group Officer/Branch Officer who is to conduct the surprise check of the Cash Balance during the month. This register will then be sent to the Group Officer who after recording his remarks therein will submit the same to the Accountant General direct. After Accountant General has seen the register, it will be sent to Sr. Deputy Accountant General (Admn.) for compliance of remarks of Accountant General, if any.

A note of verification of cash shall also be made in the body of the cash book as heretofore by the Group Officer concerned.

(G.O.I., M.F. OM No.V-1601/44/78/CTR/66 dated 10.5.79)

Note 1) Petty payments made out of Permanent Advance will not appear in the Office Cash Book but will be entered in contingent expenditure register which is maintained separately.

Note 2) Whenever change in the incumbency of Accounts Officer(Cash) takes place either on account of his transfer or proceeding on leave, note of handing over/taking over of cash balance should be recorded

in the relevant cash books over the dated signature of the relieved and the relieving officers.

13.13 Undisbursed Registers

13.13.1 After payments, the undisbursed amounts should be noted in the concerned undisbursed Registers viz. Pay, TA, Medical, etc. The undisbursed amount after payment made against cheques, drafts etc. should also be noted along with relevant details in the concerned undisbursed Register.

13.13.2 An analysis of items of more than 3 months, 2 months, one month and less than one month should be prepared in each undisbursed register and the amounts lying undisbursed for more than 3 months should be deposited in the Bank immediately.

13.13.3 Every week a review of undisbursed registers may be made by Cashier and Branch Officer (O.E.) to ensure that moneys received on Government Accounts are deposited in the Bank immediately.

13.13.4 To avoid the mistakes of over payment/incorrect payments relating to Pay and allowances of the staff the cash branch should prepare a consolidated acquittance roll (bill wise) on the last working day of the month exhibiting there in all items duly tallied with the undisbursed

register. The total of the consolidated A.R. should also tally with the undisbursed amount as shown in the Cash Book on the Pay day.

13.14 Security to be furnished by the Cashier/Assistant Cashier

13.14.1 The Cashier and Assistant Cashier attached to Cash Branch shall furnish in the shape of fidelity guarantee bonds, a security of an amount which should generally be 200 times of their special pay sanctioned to them for working as Cashier/Assistant Cashier or as decided by the Central office in terms of Serial No.22 of Section A.M.S.O. (Administrative) Vol.II.

Note: For sanction of special pay to the Cashier/Assistant Cashier please see para 9.2 & 9.3 of this Manual

13.15 Duties of the various members working in Cash Branch

For efficient working of the Cash Branch, the duties of the Cashier and Assistant Cashier are given in the **Annexure** to this Chapter in a general manner for their information and strict observance. These are illustrative and not exhaustive.

ANNEXURE

(Referred to in para 13.15)

1) DUTIES OF CASHIER

- i) All work connected with Bank/Pay & Accounts Officer (Audit).
- ii) Keeping of money in single and double lock and accounting for the same and making the money available to Assistant Cashier for disbursement and obtaining accounts from him daily.
- iii) Receipt of money in cash from tenders/staff members etc. under proper authority from Sr. Accounts Officer/Accounts Officer (O.E.) and ensuring issue of proper money and receipts therefor.
- iv) Remittance of revenue and other Government money into bank at regular intervals say weekly.
- v) Displaying details of bills got encashed from the bank of which money is released on the day after getting the same approved by Sr. Accounts Officers/Accounts Officer (O.E.).
- vi) In regard to amounts brought from the bank on encashment of bills, making necessary entries in column numbers 5 to 11 of Bill Registers.
- vii) Disbursement to the members of the staff and Gazetted Officer and making contingent payments to the concerned parties and also payment of electric, water, telephone and postage bills.

- viii) Obtaining bank drafts from the bank and arranging for their quick despatch to the concerned parties.
- ix) Keeping bank drafts received from outside or obtained from the bank in his custody till such time the same are disposed of.
- x) Maintenance of Court attachment Register and prompt remittance of the recoveries made to the concerned authority.
- xi) Maintenance of Cash Book, Co-operative dues, Benevolent Fund, C.T.D. and L.I.C. Cash Books including writing and closing and presenting the same to the Sr. Accounts Officers/Accounts Officer (O.E.) alongwith the connected vouchers/undisbursed registers for attestation of entries made therein daily.
- xii) Maintenance of account of imprest sanctioned for other purposes.
- xiii) Maintenance of Challans file/register.
- xiv) Maintenance of paid vouchers, acquittance rolls including F.V.C. Bills etc.
- xv) Arranging quick despatch of paid acquittance rolls to the concerned Departments/Offices from where the bank drafts in respect of any officials have been received for payment to Officer/Staff working in this office.
- xvi) Attending to the enquiries from the members of the staff.

- xvii) General supervision of the Cash Branch including giving of such assistance to Assistant Cashier as may be necessary subject to the overall supervision of Section Officer/Assistant Accounts Officer (O.E.) and the Sr. Accounts Officer/Accounts Officer (O.E.).
- xviii) Any other item of work connected with the Cash Branch specifically entrusted by the Sr. Accounts Officer/Accounts Officer (O.E.).

2) DUTIES OF ASSISTANT CASHIERS

- i) Obtaining money from the bank whenever required by Sr. Accounts Officer/Accounts Officer (O.E.).
- ii) Disbursement of claims to the members of staff and Gazetted Officer, as also of contingent payments to the concerned parties.
- iii) Maintenance of subsidiary Cash Book (including writing and closing), Co-operative Dues, Benevolent Fund, C.T.D. and L.I.C. Cash Books and presenting the same to Sr. Accounts Officers/Accounts Officer (O.E.) alongwith the connected record for attestation of entries therein and the undisbursed items registers, on the day the payments have been made.
- iv) Arranging filling of vouchers (acquittance rolls) and other paid vouchers daily and their stitching in bundles monthly.

- v) Assisting the Cashier generally and looking after his duties as and when required.
- vi) Any other item of work connected with the Cash Branch specifically entrusted by the Sr. Accounts Officer/Accounts Officer (O.E.)

CHAPTER-14

POSTING, TRANSFERS, FORWARDING OF APPLICATIONS TO OTHER GOVERNMENT DEPARTMENTS, PUBLIC SECTOR ORGANIZATIONS ETC. AND TERMS OF ABSORPTION THEREIN

14.1 Posting of IA&AS Officers

14.1.1 A Sr. Dy. Accountant General is in supervisory charge of Office Administration and the other branches of the office are placed in supervisory charge of one more Senior Time Scale/Junior Administrative Grade Officers of IA&AS. Posting of the Dy. Accountant General/ Sr. Dy. Accountant General are made by Comptroller & Auditor General of India and he has delegated to Accountant General level Officers the power to allocate the charges to IA&AS Officers working under them provided that:

- a) The present work content of any charge is not modified,
- b) The reallocation of charges are made for good and sufficient reasons to be intimated to the Central Office, and
- c) No change is made, without prior approval, to or from special pay posts.

(Authority : CAG's letter No.1471-GE.I/226-78 (KW) dated 20.4.79)

14.1.2 It has been further clarified by the CAG's office that prior approval of that office is necessary before assigning the charge of a Sr. Dy. Accountant General to a Dy. Accountant General and vice versa.

[Authority : CAG's letter No.1030-GE.I/226-78 (KW) dated 25.2.81 read with letter No.7155-GE.I/226-78 (KW)]

14.1.3 The reports of grant of leave to IA&AS Officers their postings on expiry of leave and of transfer from one post to another and intimations regarding assumption of and relinquishing charge shall be sent to the CAG and a copy thereof endorsed to Director of Audit, C.R., New Delhi.

14.2 Posting of A.As.G. and Accounts Officers

14.2.1 Assistant Accountants General (belonging to the Indian Audit and Accounts Service or Accounts Officers promoted temporarily as Assistant Accountants General) or Accounts Officers (Central Service Group-B) are placed in direct charge of group of sections or on field duties. The Assistant Accountants General are posted by the Comptroller & Auditor General. The distribution of work among the Assistant Accountants General and Accounts Officers is left generally to the Accountant General.

14.3 Posting of Assistant Accounts Officers and Non-Gazetted staff other than Group 'D'

14.3.1 All postings of Assistant Accounts Officers, Section Officers, Accountants, Stenographers and Clerks are made by Admn.I Section with

the approval of the Sr. Dy. Accountant General (Admn.). The posting of Group 'D' staff are done by the Branch Officer (G.D.). The following instructions will be followed in the matter of posting of staff reporting for duty in Admn.I Section: -

- a) Those returning from leave in place of whom substitutes had not been provided shall be reposted to their old sections as soon as they report for duty unless there are any specific instructions to the contrary.
- b) In respect of those members of staff for whom specific orders of posting are necessary, the posting orders of the Sr. Dy. Accountant General (Admn.) will be taken on the same day they report for duty.
- c) While submitting proposals regarding rotation of staff, proposals contained in note 2 below sub-para 14.9.1 will be kept in view.
- d) In the matter of posting of Assistant Accounts Officers/Section Officers, the instructions laid down in Para 5.12.1 of CAG's M.S.O.(Admn.) Vol.I regarding their posting to one of the important sections like Admn., Book, Budget, T.M., W.M., A.A.D & I.T.A.S. should be kept in view.
- e) For temporary diversion of Assistant Accounts Officers/Section Officers, order of the A.G. shall be taken invariably.

- f) The posting memos will be sent to the concerned section through a peon specially deputed for this purpose, on the same day the orders are passed.
- g) The intimation about the joining of the official in the sections to which he is posted will be closely watched and a daily report in respect of posting orders issued till the previous day, put up to Sr. Dy. Accountant General (Admn.) (Group Circular No.Admn.II/147 dated 29.5.81).

Note: In order that the services of Hindi trained staff, particularly the Stenographers and Typist, may be utilized to the fullest extent it is necessary so that they may keep in touch with the subject and, therefore, they should be given adequate opportunity for doing work in Hindi.

(Govt. of India, D.I.G.H.A. OM No.3/15/63-02 dated 10.4.63)

14.4 Posting of freshly recruited Accountants/Clerks

14.4.1 Every Accountant/Clerk freshly recruited to the Office should normally begin his career in a departmental compilation section and be moved from that section to various other sections in some logical order so that he gets a comprehensive insight into all the Departments in the A&E Office.

14.4.2 Model Scheme of Posting of new Recruits

As far as circumstances permit, the first three years of a new recruit should be spent in the following sections to enable him to understand the work of the branches: -

Departmental Compilation Section	1 Year
Account Current and Pension Authorization Section	1 Year
Works Compilation Section	1 Year

The completion of the period in the several branches should be watched through a quarterly review of the Index Sheets on the 1st April, July, October and January.

14.5 Posting of husband and wife at the same station

While deciding on the requests for posting of husband and wife at the same station, it should be ensured that such posting is invariably done, especially till their children are 10 years of age, if posts at the appropriate level exist in the organization at the same station and if no administrative problems are expected to result as a consequence.

It is further clarified that even in cases where only wife is a Government servant, the concession elaborated in this O.M. would be admissible to the Government servant. These instructions would be applicable only to posts within the same department.

(G.O.I., Deptt of Per. & Trg. OM No.28034/2/97-Estt.(A) dated 12.6.97 and OM No.28034/23/2004-Estt.(A) dated 23.8.2004)

14.6 Staff Disposition Register

14.6.1 In addition to the above, Admn.II Section should maintain a Register (as in Form as at **Annexure-I** which should be corrected as and when changes in the personnel of the Section occur. Each section should be allotted one page in a bound register and the pages duly numbered all through.

(CAG's endorsement No.1185-Admn./19-49 dated 21.6.49)

14.7 Index Cards

14.7.1 With a view to facilitating the posting or persons with experience of particular sections and also to give an all round training etc., Administration Section-I should maintain a professional history i.e. Index Card of every employee of B & C Group for this purpose.

14.7.2 The Index Cards will be kept in loose leaf forms and will be put up along with proposals for posting.

14.7.3 The Index Card should show the chronological sequence of the sections in which the official has worked.

14.8 Continuance of Section Officers/Assistant Accounts Officers in the same section

14.8.1 Normally no Section Officers/Assistant Accounts Officers should be allowed to remain in the same section for more than two years.

14.9 Limit of retention of Accountants in the same section

14.9.1 No Accountant should be allowed to remain in the same seat for more than 3 continuous years without the specific approval of the D.A.G./Sr.D.A.G. concerned and in the same section for more than 5 continuous years without the specific approval of the Accountant General. Relaxation of this rule should, particularly be avoided during the two years immediately preceding an official's retirement. In no case should close supervision enjoined by the rules be relaxed on the ground that a subordinate individual is exceptionally competent or trustworthy. Also a person having worked in a seat or Section for the prescribed period should not be posted again to the same seat or Section after a short interval.

Note: 1) Short interval will mean not less than one year.

Note: 2) In order to ensure compliance of these provisions the Branch Officers of the concerned sections will conduct a half yearly review in January and July every year and change the posting of any clerical staff who has been working on a particular seat for more than three continuous years to another seat. A certificate of compliance will be sent by the Branch Officer to the concerned Group Officer by 8th January and 8th July. The Group Officers will confirm the position in this regard to Sr. Dy. Accountant General (Admn.) by 15th of January and 15th July.

As regards the rotation of staff from one section to another after their having worked in one section for more than 5 continuous years the Group Officer concerned may make the change amongst sections within their Group under intimation to Admn.II Section so that the changes so made may be recorded in the index sheets of the concerned staff and other records of Admn. Where it is desired to transfer any member of the staff outside the Group, the proposals, therefor, shall be sent to Admn.II by 15th January and 15th July for getting orders of Sr. Dy. Accountant General (Admn.) for change from one Group to another
(O.O. No.Admn.II/136 dated 25.6.1981)

14.10 Limit of retention of Clerks in the same section

14.10.1 The Clerks also should not ordinarily be retained for more than three years in a section.

14.11 Rotation of personnel in various wings

14.11.1 As far as possible, no member of staff should normally be kept in the same wing whether in the main office or in the field party for a period exceeding five years. Rotation to another group within a shorter period or retention in a particular group beyond five years should be allowed only in exceptional circumstances and with the specific orders of the Accountant General.

The Accountant General has ordered to implement these orders gradually. Supervisory Officers should train the new personnel working in the sections/group so that no pretext is given that the person under transfer is indispensable.

(CAG's letter No.215-PC(Coord)/3-87 dated 17.11.87 and Office Order No.Admn.II/203 dated 8.2.90)

14.12 Retention and Rotation of Accounts Officers

14.12.1 The instructions contained in para 14.11 would also apply to the Accounts Officers.

(CAG's letter No. 215-PC(Coord)/3-87 dated 17.11.87)

14.13 Transfers of Section Officers including S.O. Grade Exam. passed Clerks to other offices

14.13.1 The transfers of Section Officers including S.O. Grade Exam. Passed Clerks, from one Audit and Accounts Office to another, are not ordinarily made. They are, however, liable like all other Central Government servants, to be transferred from one office to another, subject to the provisions of F.R.15. The Comptroller & Auditor General transfers such persons to any other office within the IA&AD or to any office under the Central Government on such terms and conditions as may be determined by him in each case.

14.14 Conditions regulating voluntary transfers

14.14.1 The Comptroller & Auditor General of India has decided that application from the staff (Auditor/Accountant or Clerk) containing request for transfer from one Audit and Accounts Office to another should first be considered by the Accountant General. If he is agreeable to the transfer, he should consult the Head of the office to which the transfer is desired about his willingness to take the man in his office and the conditions on which he is prepared to take him.

The terms and conditions of transfer of non-Gazetted staff to this office are mentioned in **Annexure-II**.

When the two Accountants General agree and the person concerned accepts the terms of the transfer, the transfer may be effected without any reference to the Comptroller & Auditor General of India.

(CAG's letter No.759-NGE.II/18-50 Part.I dated 22.3.1950 read with No.1818-NGE.II/190-55 dated 10.5.1955)

Note: While forwarding the other service documents e.g. Service Book, Leave Account and Last Pay Certificate, the following information should invariably be intimated to the other Audit/Accounts Officer to which a Government servant is transferred. Similarly, the above information should

invariably be called for as and when a Government servant is transferred to this office from another Audit/Accounts Office: -

- i) In the case the Government servant has not passed the Departmental Examination of Accountants: - Whether he has at all appeared in the said examination or not and if he has appeared the number of chances availed of by him already.
- ii) Whether the Government servant has appeared in the S.O. Grade Examination or not. If he has already appeared in the S.O. Grade Examination, then the Branch of the Examination the number of chances availed of in each part together with his Index Number and year of appearing in Part.I of the Examination and exemption, if any, secured by him.
- iii) A copy of the Index Sheet, balance of casual leave, balance of late attendance and Character Roll file of the Government servant concerned should also be called for from or sent to the other office, as the case may be.

14.14.2 Consequent upon the restructuring of cadres in the Indian Audit and Accounts Department, the transfer unilateral and mutual within the

Department mentioned in para 14.14.1 will be subject to the following further conditions: -

- a) There will be no objection to unilateral/mutual transfer within the same stream (i.e. from one Audit Office to another and one Accounts and Entitlements office to another) of offices for non-promotional posts i.e. cadres where vacancies are filled by direct recruitment.
- b) Mutual transfers within the same stream of offices between persons holding selection grades of a particular category of posts will be permissible.
- c) Mutual transfers within the same stream of offices between persons in a category of posts where selection grade also exists, may be considered only if the Head of the Department is certain in his best judgement that opportunities for promotion to the selection grade to existing incumbents would not be adversely affected.

(CAG's letter No.1492-N.3/44-84/Zone-3 Vol.I dated 3.5.85)

- d) Where an Accountant, applying for unilateral transfer expresses his/her willingness for accepting a lower post (Clerk), such requests should be considered as cases of technical resignation from the post of Accountant in one office and a fresh appointment as a clerk in the other against a direct recruitment vacancy. The applicant should be

informed clearly about this and that he/she would rank as junior most among the clerks in the new office.

(CAG's letter No.18520-NGE.III/44-84/Zone-5 dated 28.5.85)

Note: Please see sub-para (e) below for partial modification in the above instructions.

- e) Unilateral transfer of an Accountant from one A&E Office as an Accountant in another A&E Office may be considered against a vacancy which is required to be filled by direct recruitment as per provisions of Indian Audit and Accounts Department (Accountant) Recruitment (Amendment) Rules, 1988 read with instructions contained in Headquarter circular letter No.1052-N.II/12-88 dated 7.11.88. The applicant may be informed clearly that he/she will rank junior to the junior most Accountant in the new office.

(CAG's letter No.1242-N.III/53-89/Zone-I-Vol.II dated 22.5.90)

- f) Unilateral transfer of Clerks between Accounts Offices and Audit Offices.
- i) On unilateral transfer, the Clerks should pass whatever examination that are required to be for direct recruits passed in the office to which a person seeks unilateral transfer, thus, if a Clerk in an Audit Office seeks unilateral transfer to an A&E office, he/she will on such transfer have to pass the

Departmental Examination for Clerks, which the Clerk in the A&E offices are required to pass for the confirmation and/or for advancement of their career for promotion.

- ii) A Clerk in the A&E Office on unilateral transfer to Audit Office cannot carry the benefit, if any, accrued to him/her in the A&E Office due to passing of any departmental examination. For instance a clerk who has passed the Departmental Examination for Accountants and is eligible for promotion as an Accountant under examination quota in A&E Office will not on unilateral transfer to an Audit office be eligible for promotion as Auditor on the basis of examination passed in A&E office as a separate departmental examination for promotion of Clerks as Auditors is prescribed in Audit Offices.
- iii) The requests for unilateral transfer will be considered as cases of technical resignation from the posts of Clerks in respective offices.
- iv) The unilateral transfer will be governed by the usual terms and conditions of unilateral transfer and person on joining the new

office will be placed junior to the junior-most Clerk in that office.

(CAG's letter No.191-N.III/53-89/Zone-6-Vol.I dated 6.2.1991)

- g) Mutual transfer of Clerks between Accounts Offices and Audit Offices.

Such mutual transfer will be subject to the conditions prescribed for unilateral transfer in item (i), (ii) and (iii) of sub-para 14.14.2 (f) above.

The above mutual transfer will be governed by the usual terms and conditions of mutual transfer. The seniority for the lower of the two lengths of the Clerks will be given to both the persons in the new offices to which they are transferred as prescribed in Headquarters Office letter No.22-N.III/41-65-II dated 13.9.65.

(CAG's letter No.1702-N.III/11-88/Zone-6-Vol.I dated 3.7.90)

14.15 Forwarding of applications to Union and State Public Service Commission

- 14.15.1 Employees of this office should, if they are eligible by age and educational qualifications, be permitted to take any competitive

examination held by the Union and State Public Service Commission at any time.

(Govt. of India, Ministry of Home Affairs, Memo No.F.1/3/58-CTs(6) dated 9.12.58 forwarded vide CAG's letter No.1287-NGE.II/420-59 dated 19.3.59)

Note: 1) In those cases where the Head of the office feels that it will not be in the public interest to forward an application/applications and this can be clearly demonstrated, a reference should be made to the Comptroller & Auditor General of India before withholding or forwarding such application/applications.

Note: 2) Central and State Public Service Commissions include the Railway Service Commission also.

(CAG's letter No.287-NGE.II/420-59 dated 19.3.1958)

14.15.2 Applications of the members of staff are not to be forwarded where the selection is to be made by the U.P.S.C./State Public Service Commission or the Railway Selection Board by an interview and there is no written examination since it cannot be called as competitive examination.

(CAG's letter No.1065-NGE.II/G-60 dated 14.4.60)

Note: Competitive examination means primarily written examination in one or more subjects. An interview of personality test may also form part of the examination but preference in them should not be the sole basis for final

appointment, i.e., to say marks secured in the written examination, held merely for the purpose of preliminary weeding out, would not, therefore, qualify for recognition as 'Competitive Examination'.

(G.O.I., M.H.A. U.O. No.25/3/63-Ests.(B) dated 21.12.63 received under CAG's letter No.212-NGE.II/9-62 dated 28.2.1963)

14.15.3 Whenever application of an official has been forwarded to the U.P.S.C., he should be released in the event of selection by the Commission. Where, however, subsequent to forwarding of the application but before selection of the candidate by the Commission, any exceptional circumstances arise in which it may not be possible to release the official in the event of his selection, the fact should be communicated immediately to the Commission as well as to the official concerned. It should be particularly noted that cases of this type should be very rare and the decision not to release the official should be taken only where the circumstances are really very exceptional.

(CAG's No.2189-NGE.III/74-65 dated 11.9.1965)

14.15.4 The persons already in Government service who wish to appear at a competitive examination or as a direct recruit for selection by interview conducted by the Union Public Service Commission or wish to apply for a post recruitment to which is proposed to be made by selection through the Union Public Service Commission may submit their complete application

in the prescribed printed forms direct to the commission. They should, however, immediately inform the Head of their Office/Department giving details of the examination/post for which they have applied, requesting him to communicate his permission to the Commission directly. In case the Head of Office/Department considers it necessary to withhold the requisite permission, he should inform the commission within 45 days of the closing date for the receipt of the application. In case no such communication is received from the Head of Office/Department, it shall be presumed by the Commission that there is no objection on the part of the employing department to the candidature of the Government employee in question to be considered by the Commission. If, however, a situation mentioned in para 14.16.1 (c) is obtaining, the requisite permission should not be granted and UPSC should be immediately informed about the nature of allegations against that govt. servant. The Commission should also be informed that he would not be released if selected if the situation mentioned in para 14.16.1 (d) has developed.

(G.O.I., M.H.A., Department of Personnel & A.R. OM No.42015/4/78-Estt.(C) dated 1.1.1979 & G.O.I., Deptt. of Per. & Trg. OM No.AB14017/101/92-Estt.(RR) dated 14.7.1993)

14.15.5 In cases where Government servants are selected for appointment to ex-cadre posts on the basis of their own application in an open competition through the Union Public Service Commission they will be allowed to

draw pay in the scale of the post without applying the restrictions laid down in the Ministry of Finance OM No.F.10(24) Estt.III/60 dated 9.3.1961

(G.O.I., M.F. Cabinet Sectt. (Deptt. of Personnel) OM No.8/10/72-E.S.R.(C) dated 9.11.1972)

14.16 Forwarding of applications for Employment elsewhere

14.16.1 A Government servant who is an applicant for appointment to a post under the Central Government shall not be eligible for it unless he has applied with the permission of the Head of the Department in which he is serving. Permission to apply for appointment or transfer to a post in another Department or Office shall not be granted except in such cases and in such circumstances as may from time to time be laid down by Government and communicated by the Comptroller & Auditor General of India. The administrative authorities should ordinarily not refuse to forward application, submitted by Government servants serving under them for employments elsewhere, which are in response to advertisements issued by the Union Public Service Commission or requests officially received from other Department or where the applicant is a temporary Government servant and is likely to obtain permanent employment elsewhere. Application in such cases may be withheld only where the public interest demands it. In cases not covered by the above description the forwarding of

application is entirely in the discretion of the competent authority. In taking a decision whether an application should be forwarded or not, the authority has to balance the interests of the State against the necessity of avoiding hardship to the individual. This discretion should be applied with utmost objectivity and not mechanically.

- a) No Government servant should negotiate for commercial employment without obtaining the prior permission of the Head of Department or if he is a Government servant serving in a Ministry or Department of the Government of India or a Class-I Officer serving in an office under its control, of the Ministry or Department administratively concerned. It has been further decided that such permission should not be given unless there are any special reasons for doing so.

(G.O.I., M.H.A. No.29/3166-Ests(A) dated 8.2.66 read vide CAG's No.1074-NGE.III/81-66 dated 7.6.1966)

- b) In regard to Permanent/Quasi-permanent/temporary non-scientific and non-technical employees of the Government, four opportunities in a calendar year may be given to them to apply in response to advertisement/Notice of Government Department/Public Sector undertaking, autonomous bodies except where withholding of any

such application is considered by the competent authority concerned to be justified in the public interest.

(G.O.I., M.H.A. OM No.5/2/68-Est (C) dated 6.5.68 read with CAG's No.1258-NGE.III/2-68 dated 10.6.68 and No.489-NGE.III/79-77 dated 21.3.78)

- c) For the purpose of withholding of application of Government servants for Competitive/Departmental examinations conducted by Union Public Service Commission etc., the authorities should interpret the term public interest strictly and subject to the condition that the forwarding of application should be the rule rather than the exception and the decision should be taken at appropriately higher level. In taking the decisions to withhold the opportunities, the authority has to balance the interest of the State against the necessity of causing hardship to the individual. This discretion should be applied with utmost objectivity and not mechanically. Some of the guidelines for withholding of applications in public interest are listed illustratively as follows: -

- i) The Officer concerned is engaged on important time bound project and the work would be seriously dislocated if he is relieved.

- ii) The Government servant has acquired some specialization on Government expense and he has signed a bond for serving the Government for a specific period.
 - iii) Government servant is under suspension.
 - iv) Disciplinary proceedings are pending against him and a chargesheet has been issued.
 - v) Sanction for prosecution, where necessary, has been accorded by the competent authority.
 - vi) Where a prosecution sanction is not necessary, a chargesheet has been filed in a Court of Law against him for criminal prosecution.
 - vii) Government servant is applying for a post which is equivalent in status and rank.
- d) Applications of Govt. servants for other posts should not be forwarded when disciplinary proceedings against them are contemplated, whether for a major penalty or for a minor penalty.

When the conduct of a Government servant is under investigation (by the C.B.I. or by the controlling Department), but the investigation has not reached a stage of issue of chargesheets or prosecution sanction or filing of a chargesheet for criminal prosecution in a Court, the application of such a Government servant

may be forwarded together with brief comments on the nature of allegation and it should also be made clear that in the event of actual selection of the Government servant, he would not be released for taking up the appointment, if by that time chargesheet for imposition of penalty under CCS(CCA) ules, 1965 or sanction for prosecution is issued or a chargesheet is filed in a Court to prosecute the Govt. servant or he is placed under suspension.

(G.O.I., Cabinet Sectt., Deptt. of P.& A.R. OM No.11012/10/75-Estt.(A) dated 18.10.1975 & G.O.I., Deptt. of Per. & Trg. OM No.14017/101/92-Estt.(RR) dated 14.7.1993)

- e) Applications for employment elsewhere of temporary or permanent Central Government servants belonging to S.C./S.T. should be readily forwarded except in very rare case where there may be compelling grounds of public interest for withholding such applications. Such rare cases should be reported within a fortnight to the Comptroller & Auditor General of India.

(G.O.I., M.H.A. OM No.1/6/64-Set (i) dated 19.3.64 read with G.O.I., Deptt. of Personnel OM No.27/4(iv)/70-Estt.(SCT) dated 2.9.70)

14.17 (A) Forwarding of applications for posts in Central Government Departments/Offices

- 14.17.1 The following procedure should be followed in respect of Government servants who apply in response to advertisements or

circulars inviting applications for posts in other Central Government Departments/Offices: -

- i) The application from Government servants for employment in other Central Government Department/Offices may be forwarded in accordance with the instructions issued from time to time.
- ii) In the case of permanent Government servants, their lien may be retained in the parent department/office for a period of 2 years. They should either revert to the parent department/office within that period or resign from the parent department/office at the end of that period. An undertaking to abide by these conditions may be taken from them at the time of forwarding the application to other departments/offices.
- iii) In the case of Quasi-permanent Government servants who wish to revert to the parent department/office within a period of 2 years, they may be taken back in the parent department/office provided the posts held by them prior to their joining the new department/office continue to exist. In any case at the end of 2 years from the date of release from the parent department/office, they will have to resign from the parent department/office if reversion does not take place. An undertaking to abide by these conditions may be taken from them at the time of forwarding the applications.

Note: Practice of declaring a Government servant quasi-permanent has been discontinued with the introduction of revised confirmation procedure effective from 1.4.88

- iv) As for temporary employees, they should, as a matter of rule, be asked to resign from the parent department/office at the time of release from the parent department/office, an undertaking to the effect that they will resign from the parent department/office in the event of their selection and appointment to the post applied for, may be taken from them at the time of forwarding the applications.
- v) In exceptional cases where it would take some time for the other department/office to confirm such Government servant due to the delay in converting temporary posts into permanent ones, or due to some other administrative reasons, the permanent Government servants may be permitted to retain their lien in the parent department/office for one more year. While granting such permission a fresh undertaking similar to the one indicated in sub-para (ii) above may be taken from the permanent Government servants by the parent department/office. A similar treatment may be accorded to the Quasi-Permanent employees on their giving an undertaking similar to the one indicated in sub-para (iii) above.

vi) During the period of 2 years referred to in clause (ii) & (iii) above the Pay of the Officer in the ex-cadre post will be fixed in the pay scale of that post and will be subject to the limits prescribed in Ministry of Finance OM No.F.10(24)-E.III/60 dated 9.3.64 in cases where the minimum of the scale of pay of the new post is substantially in excess of his grade pay in the parent department and such other orders as may be issued by them from time to time. No deputation allowance will be admissible in any case.

(G.O.I., M.H.A. OM No.60/37/63-ESR(A) dated 14.7.1967)

vii) The resignation of Government servants appointed in another Department, in the event of their not reverting to their parent Department should not be deemed to be a resignation within the meaning of article 418 (b) of C.S.R. for pension. As a consequence of this, continuity of service benefits should be allowed in the matter of leave also vide Audit instruction (2) below F.R.65. Accordingly, the incidence of leave salary and pension in such a case between the Central Government Civil, Defence, Railway and Post and Telegraph Department should be regulated in accordance with the Rules contained in Appendix-3 to Account Code Vol.I (New Appendix-5 to Govt. Accounting Rules).

For this purpose, the period for which the Government servants lien is retained by the parent Department or where the Government servant is Quasi-permanent, the period during which he has the option to revert to his parent Department, will be subject to leave rules of parent Department and he should be deemed to be on deputation to the other Department. From the date he resigns his earlier appointment, he would be deemed to have permanently transferred to the other Department and then he will be governed by the leave rules of the new Department.

14.17 (B) Forwarding of application of serving employees to foreign assignments against open advertisement

A Govt. servant may apply in response to open or public advertisement. Such Government servants are required to seek prior permission of the cadre controlling authority concerned before submitting the applications. However, in exceptional cases, where the time left for submission of the applications is very short, the Government servant may apply directly under intimation to and seek cadre clearance/permission of the Competent Authority. Such applications can be submitted in response to the posts advertised by United Nations and its Allied Organizations and Inter-Governmental Organizations.

The Government servants who have submitted their applications in response to a post advertised by International NGOs should not proceed further in attending interviews, etc., unless specific permission is sought from and granted by the cadre controlling authority.

(G.O.I., Deptt. of Per. & Trg. Circular No.12(33) 2000 FA (UN dated 16.1.2001 – Item (i))

14.18 Forwarding of applications of Central Government servants for posts under the State Government

14.18.1 The instructions contained in Sub-paras 14.17.1 (i) to (vi) will apply mutatis mutandis in this case also.

14.18.2 Central Government will not accept any liability to pay any retirement benefits or for carry forward of leave for the period of service rendered under them by the temporary/quasi-permanent Central Government servants going over to the State Government under these orders.

14.18.3 While forwarding the applications to the State Government concerned, it should be made clear that the Central Government servant, if selected for appointment, will be permitted to be given to the State

Government on the terms and conditions contained in the O.M. quoted below.

(G.O.I., Cabinet Sectt. Deptt. of P.&A.R. OM No.8/4/70-Est.(C) dated 6.3.74)

14.18.4 In cases where permanent Government servant is appointed to a post through open competition and the Government servant is not required to resign his previous appointment and the Government under whom he was employed prior to his appointment through open competition agree to retain his lien until he is finally absorbed by the latter Government, the rules contained in Appenidx-3 to the Account Code Vol.I (new Appendix-5 to Government Accounting Rules) relating to the incidence of pay and allowances, leave salary and pension will apply.

This arrangement has been accepted by all the State Government except the Government of Gujrat. In case of the Government of Gujrat, the above arrangement would not apply as a matter of course but will apply only where it is specifically agreed to, in individual cases, by both the concerned Governments.

(G.O.I., M.F. (Deptt. of Economic Affairs) letter No.F.1(56)B/63 dated 16.11.1967)

14.19 Permanent transfer of Central Govt. servants to Public Sector undertakings and autonomous bodies etc of Centre and States and vice versa etc.

For detailed orders, Appendix-12 of C.C.S.(Pension) Rules may be referred to.

14.20 Delegation of powers regarding Permanent absorption of Section Officers/Accountants and other lower staff

Full powers for permanent absorption of Section Officers and Accountant (including Assistant Accounts Officer and Sr. Accountants) and other lower staff of IA&AD in Public Sector undertakings/Autonomous bodies have been delegated to the Accountant General subject to (a) the conditions precedent to absorption as prescribed by Govt. of India in orders issued from time to time being satisfied in each case and (b) the absorption being on such terms and conditions as are prescribed by the Government of India from time to time.

(CAG's No.3229-NGE.I/81-79 dated 30.10.79 read with CAG's letter No.3711-NGE.I/81-79 dated 10.12.1979)

14.21 For deputation of personnel, Appendix-5 of FR SR Part-I – General Rules may be referred to.

ANNEXURE-I

(Referred to in para 14.6.1)

FORM

STAFF DISPOSITION REGISTER

Section-wise Register

Sanctioned strength

Name of Section

Section Officer

Accountants

Clerk

Permanent

Temporary

.....

Total

.....

Sl.No.	Section Officer	Accountants	Clerks	Remarks
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ANNEXURE-II

(Referred to in para 14.14.1)

A) TERMS AND CONDITIONS FOR MUTUAL TRANSFER

1. The transfer will not be in public interest and consequently no joining time pay and T.A. will be admissible.
2. The time spent in transit will be treated in accordance with the Comptroller & Auditor General's decision below F.R.107.
3. He/She will be assigned seniority for the lower of the two lengths of service of Accountant/Clerk.
4. He/She will have to accept whatever seniority position is assigned to him/her in this office on the above basis.
5. He/She will have no right for transfer to any other office or re-transfer to his/her parent office.
6. His/Her seniority, confirmation etc. when they arise in this office will be regulated only with reference to his/her position assigned to him/her as at serial No.3 above.
7. His/Her lien, if he/she is permanent will have to be retained by him/her parent department till he/she is confirmed in this office.
8. He/She will have to furnish written undertaking that in the event of his/her transfer, his/her name will be struck off from the rolls and that he/she will have no claim for confirmation in the parent office.

Technically, he/she would be deemed to have resigned from his/her parent office in terms of Comptroller & Auditor General's letter No.2360-NGE.III/159-67 dated 13th November, 1967 and No.911-NGE.III/169-67 dated 24th April, 1968.

9. He/She can be transferred to any branch of this office either already in existence or likely to be formed in future.
10. He/She can be transferred to the separated account organization under the administrative control of the State Government/Ministry concerned.

Signature.....

B) TERMS AND CONDITIONS GOVERNING THE UNILATERAL TRANSFER

1. The transfer will not be in the interest of public service and he/she will not be entitled to any joining time pay and T.A.
2. He/She will be junior to the junior most amongst the officiating/temporary Accountants/Clerks on the date of joining.
3. He/She will not seek re-transfer to his/her parent office or any other office in future.
4. The name of temporary Accountant/Clerk will be struck off from the rolls of his/her parent office and he/she will have no claim for

confirmation in his/her parent office. Technically, he/she would be deemed to have resigned from his/her parent office.

5. He/She will not be considered for confirmation in the old office.
6. He/She can be transferred to any Branch of this office either in existence already or likely to be formed in future.
7. He/She can be transferred to the separated Account organization under the Administrative control of the State Government/Ministry concerned.

Signature.....

CHAPTER-15

RETIREMENT, RESIGNATION AND TERMINATION OF SERVICES ETC.

15.1 Retirement

15.1.1 According to F.R.56 (a) except as otherwise provided in that rule, every Govt. Servant shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

15.1.2 It is permissible under F.R.56 (a) to grant extension of service upto the age of sixty years to a Government servant beyond the date of superannuation with the sanction of appropriate authority if such extension is in public interest and the grounds therefor are recorded in writing. The Comptroller & Auditor General of India has issued the following instructions in this regard: -

- a) No proposals for extension/re-employment beyond the age of superannuation should ordinarily be considered.
- b) Extension/re-employment may be given only in very exceptional circumstances and in any event, not beyond the age of 60 years. As a matter of policy, however, cases of Group 'D' staff and Categories of Group 'C' staff lower than Auditors/Accountants shall not be considered for any extension/re-employment.
- c) Proposals, if any, for the grant of extension/re-employment in respect of various categories of non-gazetted staff (but not Group

‘D’) should be submitted to the Comptroller & Auditor General of India at least 6 months in advance. For this purpose, a systematic review of officials, who attain the age of superannuation should be conducted well in advance, so that, whenever necessary suitable person may be selected well in time to replace such officials and given training before hand and the number of proposals for extension/re-employment may be minimized.

(CAG’s No.514-NGE.I/69-65 Vol.II dated 11.3.65, No.75-NGE.I/150-67(i) dated 10.01.68 and No.984-NGE.I/150-67(1) dated 19.4.1968)

15.1.3 No specific orders are necessary for retirement on due date

Retirement is automatic and a Government servant must retire on the due date. It is the responsibility of the administrative authorities concerned to ensure that the Government servant under their control retires on due date. The date of compulsory retirement of a Government servant is known in advance and there should be no question of failure to make arrangements for his relief sufficiently in advance and complete any formalities required in that behalf. For this purpose, the authorities concerned should maintain a proper record of the date of retirement of the Government servants working

under them and take such appropriate action as may be necessary for their retirement on the due dates.

At the same time, a Government servant should bring the fact that he is attaining the age of superannuation or completing the period of service after which he has to retire, to the notice of the head of the office in which he is serving or if he is himself the head of the office to that of his immediate superior. Unless he receives specific orders that he should continue in service, he should make over charge on the due to the head of the office or such officer as may be nominated by the latter by the letters, or if he is himself the head of the office who would normally be placed in charge of the office in his absence.

(G.O.I., M.H.A. OM No.33/6/56-Ests.(A) dated 10.12.1965)

15.1.4 Date of retirement to be notified

When a Government servant retires from service: -

- a) A notification in the official Gazette in the case of gazetted Government servant,
- b) An office order in the case of a non-gazetted Government servant shall be issued specifying the date of retirement within a week of such date and a copy of every such notification or office order, as the case may be, shall be forwarded immediately to the Pay and Accounts Officer.

Provided that where a notification in the official Gazette or an office order, as the case may be, regarding the grant of leave preparatory to retirement to a Government servant is issued, a further notification or office order that the Government servant has actually retired on the expiry of such leave shall not be necessary unless the leave is curtailed and the retirement is for any reason ante-dated or postponed.

15.1.5 The retirement of a Gazetted officer proceeding on leave preparatory to retirement takes effect from the date of expiry of leave. The following procedure should, therefore, be adopted while notifying the event of retirement.

i) Leave preparatory to Retirement: -

The two events, namely, proceeding on leave preparatory to retirement, and actual retirement should be combined into a single notification in the manner indicated below: -

“On the expiry of his leave preparatory to retirement Shri (name and designation) has retired/will retire from service with effect from. The said notice shall require acceptance by the appointing authority.”

Provided that where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period

specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

15.2 Voluntary Retirement on completion of 20 years qualifying service

15.2.1 At any time after a Government servant has completed twenty years qualifying service, he may by giving notice of not less than three months in writing to the appointing authority retire from service.

15.2.2 The detailed instruction in this respect are contained in Rule 48-A of Central Civil Services (Pension) Rules, 1972.

15.2.3 After attaining a specified age

Any Government servant may by giving notice of not less than three months in writing to the appropriate authority retire from service after he has attained the age of fifty years if he is in Group 'A' or Group 'B' service or post (and had entered Government service before attaining the age of thirty-five years) and in all other cases after he has attained the age of fifty-five years.

Detailed instructions are contained in Rule 56(k) of Fundamental Rules.

15.3 Pre-mature Retirement

15.3.1 The provisions as contained in Rules 56 of Fundamental Rules and 48 of Central Civil Services (Pension) Rules, 1972 govern the cases of the Government servant who is permitted to retire in advance of

age of compulsory retirement, or on account of bodily or mental infirmity which permanently incapacitates him from service.

15.3.2 Retirement on completion of minimum 30 years' qualifying service

At any time, after a Government servant has completed thirty years' qualifying service: -

- a) He may retire from service, or
- b) He may be required by the appointing authority to retire in the public interest, and in the case of such retirement the Government servant shall be entitled to a retiring pension: -

Provided that: -

A Government servant shall give a notice in writing to the appointing authority at least three months before the date on which he wishes to retire, and the appointing authority may also give a notice in writing to a Government servant at least three months before the date on which he is required to retire in the public interest or three months' pay and allowances in lieu of such notice. The detailed provisions in this regard are contained in Rule 48 (1) of C.C.S. (Pension) Rules, 1972.

Note: Order permitting/requiring a Government servant to retire after completing 30 years' qualifying service should be issued only after

the fact that the qualifying service rendered by the officer is verified to be above 30 years by the Audit Officer.

(G.O.I., M.F. (Deptt. of Expenditure) O.M. No.12(8) EVA 60 dated 6.7.1960 communicated vide CAG's endorsement No.555-A 1119-60 dated 18.7.1960)

15.3.3 Special Voluntary Retirement Scheme for Surplus Central Govt. Employees

- 1) On the recommendations of Expenditure Reforms Commission, Central Govt. introduced a special Voluntary Retirement Scheme (VRS) as per details given in Para 2 hereinunder for the permanent employees declared surplus in any Ministry/Department as a consequence of one or more of the following: -
 - a) Implementation of decisions of the Cabinet regarding restructuring of Ministries/Departments;
 - b) Implementation of the recommendations of the Expenditure Reforms Commission;
 - c) Implementation of the decision of a Ministry/Department relating to downsizing/rightsizing including, interalia, restructuring of an organization, transfer of an activity to a State Government, Public Sector Undertaking or other Autonomous Organization, discontinuation of an ongoing activity and introduction of changes in technology; or

- d) Implementation of work study reports undertaken by the Staff Inspection Unit of the Ministry of Finance or any other body set up by the Central Government or the Ministry/Department concerned.
- 2) The features of the Special VRS for the employees declared surplus are as under: -
 - a) All permanent employees rendered surplus irrespective of their age and qualifying service can opt for the scheme.
 - b) An optee of Special VRS will be entitled to receive an ex-gratia amount equal to basic pay plus Dearness Allowance for the number of days worked out on the basis of length of service @ 35 days for each completed year and 25 days for each remaining year. For any part of a year, the number of days, for ex-gratia amount, will be worked out on the basis of 365 days in a year. The ex gratia amount will be further subject to the following conditions: -
 - i) Total number of years to be counted for payment of ex gratia will not exceed 33 years;
 - ii) No weightage of additional service will be given for the purpose of calculation of ex-gratia;
 - iii) the ex-gratia will be subject to a minimum of Rs.25,000 or 250 days' emoluments, whichever is higher;

- iv) the ex-gratia amount should not exceed the sum of the basic pay plus DA that the employee would draw at the prevailing level for the balance of the period of service left before superannuation.
 - v) the ex-gratia amount will be paid in lumpsum;
 - vi) The ex-gratia amount upto Rs.5.00 lakhs will be exempted from Income Tax;
 - vii) The orders treating D.A. equal to 50% of Basic Pay as D.P. is not applicable for calculation of ex-gratia (vide O.M. No.25013/6/2001-Estt.(A) dated 10.2.2005).
- c) A weightage of five years to the qualifying service shall be given under CCS (Pension) Rules, 1972 to such permanent surplus employees who have rendered a minimum of 15 years of qualifying service on the date they are declared surplus. However, as provided in Rule 29 of CCS (Pension) Rules, 1972, the qualifying length of service after taking into account the aforesaid weightage should not be more than the service he would have rendered had he retired on the date of his superannuation.
- d) Encashment of Earned Leave accumulated on the date of relief as per CCS (Leave) Rules, 1972;

- e) Payment of savings element with interest in the Central Government Employees' Group Insurance Scheme as per rules;
 - f) T.A./D.A. as on retirement for self and family for setting anywhere in India as per Travelling Allowance Rules;
 - g) Group 'A' officials opting for the special VRS will be exempted from the operation of Rule 10 of the CCS (Pension) Rules which stipulates previous sanction of the Government for accepting commercial employment.
- 3) Payment of ex-gratia to the employees declared surplus and opting for the special VRS within the specified three months' period will be over and above the normal retirement entitlements under CCS (Pension) Rules, 1972.
 - 4) The order of Voluntary Retirement in each case should clearly stipulate that the surplus post held by the retiring incumbent will stand abolished from the date of his/her Voluntary Retirement.
 - 5) The identification of surplus employees for the purpose of VRS would be guided by procedure given in Item 3 of Annexure-I under the heading "Steps for identification of Surplus staff" to the revised scheme of the disposal of personnel rendered surplus due to reduction of establishment in Central Government Department/

Offices notified vide Circular No.1/18/88-CS-III of DoP&T, dated 1.4.1989.

- 6) The permanent employees declared surplus will have to exercise option for special VRS within three months from the date he or she has been declared surplus in any Ministry/Department. Surplus employees presently on the Rolls of the Surplus Cell (Redesignated as the Division of Retraining and Redeployment) of the Department of Personnel and Training as on the date of this O.M. can also opt for special VRS within three months from this date.
- 7) In order to facilitate the maintenance of a close watch on the implementation of the scheme, all Ministries/Departments are required to submit quarterly returns to the Surplus Cell of Department of Personnel and Training that may be prescribed by that Cell.
- 8) Ministry of Finance, etc., are requested to give wide publicity to the contents of this O.M. to the employees declared surplus.

(G.O.I., Deptt. of Per. & Trg. OM No.25013/6/2001/Estt.(A) dated 28.2.2002)

15.4 Authorization of pension and gratuity

- 15.4.1 Admn.II Section shall undertake the work of preparation of pension papers in the prescribed form (Form-7 of CCS (Pension) Rules, two

years before the date on which a Government servant is due to retire on superannuation or on the date on which he proceeds on leave preparatory to retirement whichever is earlier.

15.4.2 In the case of a Government servant retiring for reasons other than by way of superannuation Admn.II, shall promptly inform the P.A.O. as soon as the fact of such retirement becomes known to them and shall initiate action for prompt authorization of the amounts of pension and gratuity as laid down in succeeding paras.

15.4.3 Subject to the provisions of Sub-Rule (1-B) of CCS (TS) Rules, 1965, a temporary Government servant who retires on superannuation or is discharged from service or is declared invalid for further service shall be eligible for gratuity on the same scale as admissible to a permanent Government servant under the Central Civil Service (Pension) Rules, 1972. These provisions are applicable to Government servants appointed on or before 31.12.2003.

(G.O.I., Deptt. of Per. & Trg. notification No.12011/1/2003-Estt.(C) dated 4.12.2003 and No.12011/2/2003-Estt.(C) dated 12.3.2004 effective from 1.1.2004)

15.5 Stages for the completion of pension papers

15.5.1 The Admn.II Section shall divide the period of preparatory work of two years referred to in para 15.4.1 in the following three stages: -

- a) First Stage : Verification of Service: -**
- i) The Head of office shall go through the service book of the Government servant and satisfy himself as to whether the certificates of verification for the entire service are recorded therein on the basis of pay bills, acquittance rolls etc.
 - ii) In the service for any period is not capable of being verified in the manner specified in sub-clause (i) that period of service having been rendered by the Government servant in another office or Department, a reference shall be made to the Head of office in which the Government servant is shown to have served during that period for the purpose of verification.
 - iii) In any portion of service rendered by a Government servant is not capable of being verified in the manner specified in sub-clause (i), or sub-clause (ii), the Government servant shall be asked to file a written statement on plain paper stating that he had in fact rendered that period service, and shall, at the foot of the statement, make and subscribe to a declaration as to the truth of that statement, and shall in support of such declaration produce all documentary evidence and furnish all information which is in his power to produce or furnish.
 - iv) The Head of office shall, after taking into consideration the facts in the written statement and the evidence produced and the information

furnished by the Government servant in support of the said period of service, admit that portion of service as having been rendered for the purpose of calculating the pension of that Government servant.

Note: See also para 11.9.2 *ibid*.

b) Second Stage : Making good omission in the service books: -

i) The Head of office while scrutinizing the certificates of verification of service, shall also identify if there are any other omissions, imperfections or deficiencies which have a direct bearing on the determination of emoluments and the service qualifying for pension and will make good the same.

ii) Calculation of average emoluments

For the purpose of calculation of average emoluments, the Head of office shall verify from the service book the correctness of the emoluments drawn or to be drawn during the last ten months of service. In order to ensure that the emoluments during the last ten months service have been correctly shown in the service book, the Head of Office may verify the correctness of emoluments for the period of twenty four months only preceding the date of retirement of a Government servant, and not for any period prior to that date.

- c) **Third Stage** : Obtaining Form-5 CCS (Pension) Rules, 1972 by the Head of Office

Eight months prior to the date of retirement of the Government servant, the Head of office shall obtain Form-5 from the Government servant, duly completed.

- 15.5.2 Action under clause (a) (b) & (c) above shall be completed by Admn.II eight months prior to the date of retirement of the Government servant.

Admn.II Section will fulfil all other formalities and send Form-5 & 7 of CCS (Pension) Rules, 1972 duly completed to P.A.O. with a covering letter in Form-8 ibid alongwith service book of the Government servant, and any other document relied upon for the verification of service, retaining copies of Forms-5, 7 & 8.

- 15.5.3 Where the payment is desired in another circle of accounting unit, Form-7 shall be sent in duplicate to the P.A.O.

- 15.5.4 If after forwarding the pension papers, any event occurs which has a bearing on the amount of pension admissible, the fact shall be promptly reported to P.A.O. by the Admn.II Section.

15.6 Intimation of the particulars of Government dues to the P.A.O.

- 15.6.1 The Admn.II Section shall ascertain and assess the position of Government dues outstanding against the Government servant, as

mentioned below from the sections concerned and intimate the same to P.A.O. at least two months before the date of retirement for recovery from the gratuity: -

- i) Dues pertaining to Government accommodation including arrears of licence fee, if any from the Estate Officer.
- ii) Recoverable balance of House Building, M.C.A. Advance & interest thereon from O.E./P.A.O. Section.
- iii) Other short term advance from O.E. Section.
- iv) Overpayment of pay and allowance or leave salary and arrears of income tax deduction at source under the Income Tax Act, 1961 from O.E. Section.
- v) Dues pertaining to the Library-from G.D./Library Section.
- vi) Advance of T.A./L.T.C. etc. from O.E. Section.
- vii) Dues, if any, of Recreation Club from Recreation Club.
- viii) Dues from Regional Training Institute, Jaipur.

In case any other outstanding dues come to notice after intimating the dues listed above, the same should be reported immediately to the P.A.O. by Admn.II, O.E., Welfare Cell, G.D. etc.

15.7 Action in P.A.O.

- 15.7.1 On receipt of the pension papers as laid down above, the P.A.O. shall apply the checks, record the account encasement in Part-II of Form-

7, assess the amount of pension and gratuity and issue the pension payment order not later than one month in advance of the date of the retirement of the Government servant.

15.7.2 The amount of gratuity as determined by the P.A.O. shall be intimated to O.E. who will release the same after adjusting the Government dues, if any.

15.8 Release of Provisional pension & Gratuity

15.8.1 Where it may not be possible to issue the pension payment order and order for the payment of gratuity before the Government servant is to retire, steps shall be taken, without delay, to determine the qualifying years of service and the emoluments qualifying for pension after the most careful summary investigation. The amount of provisional pension and D.C.R.G. shall then be determined and released in accordance with the detailed procedure as laid down in Rule 64 of C.C.S. (Pension) Rules.

15.9 Expeditious Settlement of Pension and other Retirement benefits

15.9.1 The pensionary claims and other retirement benefits of the employees should be settled expeditiously and a quarterly statement of pending cases sent to the Central Office by the 5th April, 5th July, 5th October and 5th January for the quarter ending 31st March, 30th June, 30th September and 31st December respectively.

(Authority : CAG's letter No.3828-N.I/86-82 dated 13.1.1983 File No.Admn.II/2-E-1 (1-24))

15.9.2 Prompt Settlement of terminal claims and other complaints of retiring staff

In addition to the return mentioned in para 15.9.1, a monthly statement showing the names of officials retired at the end of each month, separately for Gazetted and non-gazetted staff, indicating therein against each the action taken in regard to the settlement of each of their terminal claims should reach Headquarters office at the latest by the 10th of the following month. In case the claims have been settled, the date of payment/settlement may also be indicated.

(CAG's letter No.935-N.I/25-88 dated 20.5.88)

15.10 Resignation

15.10.1 Instructions have been issued by the Government of India from time to time regarding the procedure in respect of resignation from service. These instructions have been consolidated for facility of references and guidance of all the Ministries/Departments of the Government of India, as under: -

- a) Resignation is an intimation in writing sent to the competent authority by the incumbent of a post, of his intention or proposal to resign the office/post either immediately or from a future specified date. A resignation has to be clear and unconditional.

- b) It is not in the interest of Government to retain an unwilling Government servant in service. The general rule, therefore, is that a resignation of a Government servant from service should be accepted, except in the circumstances indicated below: -
- i) Where the Government servant concerned is engaged on work of importance and it would take time to make alternative arrangements for filling the post, the resignation should not be accepted straight a way but only when alternative arrangements for filling the post have been made.
- ii) Normally, it would not be correct to accept resignation submitted by the Government servant placed under suspension. Exceptions to this rule would be where the alleged offences do not involve moral turpitude or where the quantum of evidence against the accused Government servant is not strong enough to justify the assumption that if the departmental proceedings were continued, he would be removed or dismissed from service, or where the departmental proceedings are likely to be so protracted that it would be cheaper to the public exchequer to accept the resignation

Clarification: - Existing instructions on the subject of acceptance of resignation of officials against whom inquiry/investigation is pending (whether he had been placed under suspension or not)

provide that where such an official submits his resignation, such resignation should not normally be accepted. Where, however, acceptance is considered necessary, in the public interest, the competent authority shall examine the case with reference to the fulfillment of conditions mentioned at Para (ii) above.

(G.O.I., Deptt of Per. & Trg. O.M. No.28034/4/94-Estt.(A) dated 31.5.1994)

In those cases where acceptance of resignation is considered necessary in the public interest, the resignation may be accepted with the prior approval of the Head of the Deptt. in respect of Group 'C' & 'D' posts and that of the Minister-in-charge in respect of holders of Group 'A' & 'B' posts. In so far as officers of Groups 'A' to 'D' cadres of the Indian Audit and Accounts Department are concerned, the resignation may be accepted by the Heads of Departments as designated by the Comptroller & Auditor General of India. Concurrence of the Central Vigilance Commission should be obtained before submission of the case to the Minister-in-charge/Comptroller & Auditor General if the Central Vigilance Commission had advised initiation of Departmental action against the Government servant concerned or such action has been initiated on the advice of the Central Vigilance Commission.

- iii) In all cases of acceptance of resignation, the competent authority, shall insist, as a mandatory measure, on prior vigilance clearance, before taking decision on the request for resignation. When an authority refers a case for vigilance clearance, the authority competent to accord vigilance clearance should ensure expeditious consideration of the request.

(G.O.I., Deptt. of Per. & Trg. O.M. No.28034/4/94-Estt.(A) dated 31.5.1994)

- c) A resignation becomes effective when it is accepted and the Government servant is relieved of his duties. If a Government servant who had submitted a resignation, sends an intimation in writing to the appointing authority withdrawing his earlier letter of resignation before its acceptance by the appointing authority, the resignation will be deemed to have been automatically withdrawn and there is no question of accepting the resignation. In case, however, the resignation had been accepted by the appointing authority and the Government servant is to be relieved from a future date, if any request for withdrawing the resignation is made by the Government servant before he is actually relieved of his duties, the normal principle should be to allow the request of the Government servant to withdraw the resignation. If, however, the request for

withdrawal is to be refused, the grounds for the rejection of the request should be duly recorded by the appointing authority and suitably intimated to the Government servant concerned.

- d) Since a temporary Government servant can sever his connection from Government service by giving a notice of termination of service under Rule 5(i) of the Central Civil Services (TS) Rules, 1965 the instructions contained in this Office Memorandum relating to acceptance of resignation will not be applicable in cases where a notice of termination of service has been given by a temporary Government servant. If, however, a temporary Government servant submits a letter of resignation in which he does not refer to Rule 5(i) of the C.C.S.(TS) Rules, 1965 or does not even mention that it may be treated as a notice of termination of service, he can relinquish the charge of the post held by him only after the resignation is duly accepted by the appointing authority and he is relieved of his duties and not after the expiry of the notice period laid down in the Temporary Service Rules.
- e) The procedure for withdrawal of resignation after it has become effective and the Government servant had relinquished the charge of his earlier post, are governed by the statutory provisions in sub-rules

(4) to (6) of Rule 26 of the C.C.S. (Pension) Rules, 1972 which correspond to Article 418(b) of the Civil Service Regulations.

- f) Since the C.C.S. (Pension) Rules, 1972 are applicable only to holders of permanent posts, the above provisions would apply only in the case of a permanent Government servant who had resigned his post. The case of withdrawal of resignation of permanent Government servants which involve relaxation of any of the provisions of the above will need the concurrence of the Ministry of Personnel, Public Grievances and Pensions, as per Rule 88 of the C.C.S. (Pension) Rules, 1972.
- g) Cases of quasi-permanent Government servants requesting withdrawal of resignation submitted by them would be considered by the Department of Personnel and Training on merits.
- h) A Government servant who has been selected for post in a Central Public Enterprises/Central Autonomous Body may be released only after obtaining and accepting his resignation from the Govt. service. Resignation from the Government service with a view to secure employment in a Central Public Enterprise with proper permission will not entail forfeiture of the service for the purpose of retirement/terminal benefits. In such cases, the Government servant

concerned shall be deemed to have retired from service from the date of such resignation and shall be eligible to receive all retirement/terminal benefits as admissible under the relevant rules applicable to him in his parent organization.

In cases where Government servants apply for posts in the same or other departments through proper channel and on selection, they are asked to resign the previous posts for administrative reasons, the benefits of past service may, if otherwise admissible under rules, be given for purpose of fixation of pay in the new post treating resignation as a technical formality.

(Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training O.M. No.26034/25/87-Estt.(A) dated 11.2.1988)

15.11 Termination of Services of temporary employees

15.11.1 The services of a temporary Government servant shall be liable to terminate at any time by a notice in writing given either by the Government servant to the appointing authority or by the appointing authority to the Government servant in the form as per **Annexure-I** or **Annexure-III** to this Chapter as may be applicable.

15.11.2 The period of such notice shall be one month provided that the services of any such Government servant may be terminated forthwith and on such termination the Government servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination order to be issued in such a case will be as per **Annexure-II** or **Annexure-IV** to this Chapter as may be applicable.

Note : 1) A notice of termination of service, given by a temporary Government servant under Rule 5(1) of the Central Civil Services (Temporary Service) Rules, 1965, is something different from a 'mere letter or resignation' submitted by him without any reference direct or indirect to the said Rule. While the former is an exercise of the right conferred by statutory rules enabling a temporary Government servant to cease performance of his duties automatically on the expiry of the prescribed period of notice, the latter requires acceptance by the competent authority in order to become effective. Therefore, if a temporary Government servant submits a letter of resignation in which he does not refer to Rule 5(1) of the C.C.S.(T.S.) Rules, 1965, or does not even say that it be treated as a notice of termination of service, the provisions of Rule 5(1) *ibid* will

not be attracted. In such cases, the resignation of the temporary Government servant will be dealt with under the provisions of Home Ministry's O.M. No.39/6/57-Est.(A) dated 6.5.1958, and he can relinquish his post only when the resignation is accepted and he can be relieved of his duties. It will, therefore, be possible in such circumstances to retain the temporary officer even beyond one month if it takes time to make alternative arrangements. This will not be repugnant to the provisions of the C.C.S.(T.S.) Rules, 1965, in any way, because when a temporary Government servant submits a letter of resignation without invoking the provisions of the said Rules they will not come into picture, notwithstanding the fact that being a temporary Government servant, he is governed by those Rules.

(G.O.I., Ministry of Home Affairs Memo No.4/1/65-Ests.(c) dated 25.5.1966)

Note : 2) Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, enables Government to dispense with the services of a temporary employee forthwith by paying him the pay and allowances for the notice period but does not provide for the forfeiture of a similar amount to Government when the employee does not give the requisite notice.

The practice of obtaining an undertaking from temporary ministerial employee regarding forfeiture of pay and allowance should be discontinued.

(G.O.I., M.H.A. O.M. No.78/105/55-T.S. dated 22.12.55)

- 15.11.3 In case a Government servant who happened to be unauthorizedly absent or on extraordinary leave immediately before the termination of his service and who, as such, was not in receipt of any pay and allowances, the Government servant may be paid pay and allowances in lieu of the notice or termination on the same rates as he was drawing immediately before he ceased to receive such pay and allowances on being unauthorizedly absent or on extraordinary leave.

(CAG's letter No.16-NGE.II/3-74(1) dated 1.1.1975)

- 15.11.4 In case where after serving a notice of one month under proviso to sub-rule (1) of Rule 5 of the C.C.S.(T.S.) Rules, 1965, it is decided to terminate the services of the temporary employee on payment of the pay and allowances for the period by which the notice falls short of one month, notice may be given in the form as per **Annexure-V or VI** to this Chapter, as the case may be.

(G.O.I., M.H.A. O.M. No.4/12/67-Estt.(c) dated 8.1.1968 and CAG's No.297-NGE.III/16-68 dated 1.2.1968)

15.11.5 In those cases where it is apprehended that service of notice of likely to be evaded e.g. when the officer is on long leave, service should be terminated forthwith with an offer to pay a month's salary in lieu of notice, as prescribed in the rules.

(G.O.I., M.H.A. O.M. No.4/1/65-Estt.(c) dated 18.10.1965 and CAG's No.534-NGE.II/70-65 dated 5.11.1965)

Note: Detailed instructions regarding procedure to be adopted by the appointing authority while serving notice to termination of service on Government servants, reopening the cases of terminations etc. are given in C.C.S.(T.S.) Rules, 1965 which may be referred to in this connection.

15.11.6 Notwithstanding anything contained in Rule 5 of the C.C.S. (T.S.) Rules, 1965, the services of a temporary Government servant who is not in I.P. Service may be terminated at any time without notice on his being declared physically unfit for continuance in service by an authority who would have been competent to declare him as permanently incapacitated for service had his appointment been permanent.

15.12 Grant of Terminal Leave

15.12.1 Where the service of a Government servant, not in permanent employ, is terminated by notice or by payment of pay and

allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted earned leave to his credit, subject to a maximum of 300 days, even though such leave extends beyond the date on which he ceases to be in service. If the Government servant himself resigns or quits services, he may be granted earned leave to the extent of half of such leave to his credit subject to a maximum of 150 days.

(Rule 39(7) of C.C.S. (Leave) Rules, 1972)

- 15.12.2 For the period of notice during which terminal leave is also availed of by the Government servant concurrently, only leave salary is admissible, in cases in which pay in lieu of notice is allowed, the Government servant concerned may be granted terminal leave to the extent due and admissible but the leave salary for such leave should be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.

(G.O.I. O.M. No.F.5(4)E.IV(A)/68 dated 24.8.68 and CAG's No.1333-Audit/137-67 dated 29.8.1968)

15.12.3 Provisions relating to quasi-permanency in C.C.S. (T.S.) Rules deleted

- a) As no officer otherwise eligible will have to wait for confirmation pending availability of a permanent vacancy, the need for following

the existing procedure for declaring a person quasi-permanent ceases to exist. Accordingly, the provisions relating to the quasi-permanency in the C.C.S. (Temporary Service) Rules will be deleted.

- b) As there will still be situations where appointments are made against posts/establishments which are created for definite and purely temporary periods, e.g. Committees/Commissions of Enquiry, organizations created for meeting a particular emergency which is not expected to last for more than a few years, the remaining provisions of the Temporary Service Rules will continue to be in force.

(G.O.I., Deptt. of Personnel & Training O.M. No.18011/1/88 (D) dated 28.3.1988 – Para 44.2)

15.12.4 Cash Equivalent of Earned Leave

Temporary employees whose services are terminated by notice/pay in lieu or otherwise under the terms of and conditions of his appointment, will be granted cash equivalent of earned leave at his credit on the date he ceases to be in service subject to a maximum of 300 days. If, however, he resigns or quits service, the cash equivalent will be restricted to half of earned leave at his credit subject to a

maximum of 150 days including the number of days for which encashment was availed alongwith Leave Travel Concession.

(Rule 39(6) C.C.S. (Leave Rules)

(Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Deptt. of Personnel and Training O.M. No.14028/19/86-Estt.(L) dated 29.9.86 and CAG's endorsement No.715-Audit-I/89-86/III-86(116) dated 9.10.86)

ANNEXURE-I

(Referred to in para 15.11.1)

FORM-I

Notice of termination of service issued under Rule 5(1) of the C.C.S. (T.S.) Rules, 1965 (Where the appointing authority is other than the President of India)

In pursuance of sub-rule (1) of Rule 5 of the C.C.S.(T.S.) Rules, 1965, I _____ (Name and Designation) hereby give notice to Shri/Smt./Kumari _____ that his/her services shall stand terminated with effect from the date of expiry of a period of one month from the date on which this notice is served on or, as the case may be tendered to him/her.

(Signature of the Appointing Authority)

Station :

Date :

Acknowledgement

I hereby acknowledge the receipt of this day of the notice of termination from service.

(Signature of the Individual Designation)

Station :

Dated :

ANNEXURE-II

(Referred to in para 15.11.2)

FORM-II

Order of termination of service issued under the Proviso to Sub-Rule (5) of Rule 5 of the C.C.S. (T.S.) Rules, 1965 (Where the appointing authority is other than the President of India)

In pursuance of the proviso to sub-rule (1) of Rule 5 of the C.C.S.(T.S.) Rules, 1965, I _____ (Name and Designation) hereby terminate forthwith the services of Shri/Smt./Kumari _____ and direct that he/she shall be entitled to claim a sum equivalent to the amount of his/her pay plus allowances for the period of notice at the same rates at which he/she was drawing them immediately before the termination of his/her service or as the case may be for the period by which such notice falls short of one month.

(Signature of the Appointing Authority)

Station :

Date :

ANNEXURE-III

(Referred to in para 15.11.1)

FORM-III

Notice of termination of service issued under Rule 5(1) of the C.C.S. (T.S.) Rules, 1965 (Where the appointing authority is the President of India)

In pursuance of sub-rule (1) of Rule 5 of the C.C.S.(T.S.) Rules, 1965, the President hereby gives notice to Shri/Smt./Kumari _____ that his/her services shall stand terminated with effect from the date of expiry of a period of one month from the date on which this notice is served on or, as the case may be tendered to him/her.

By order and in the name of the President.

(Signature of the authority empowered
to authenticate documents in the Name
of the President)

Station :

Date :

Acknowledgement

I hereby acknowledge the receipt of this day of the notice of termination from service.

(Signature of the Individual Designation)

Station :

Dated :

ANNEXURE-IV

(Referred to in para 15.11.2)

FORM-IV

Order of termination of service issued under the proviso to sub-rule (1) of Rule 5 of the C.C.S. (T.S.) Rules, 1965 (Where the appointing authority is the President of India)

In pursuance of the proviso to sub-rule (1) of Rule 5 of the C.C.S.(T.S.) Rules, 1965, the President hereby terminates forthwith the services of Shri/Smt./Kumari _____ and direct that he/she shall be entitled to claim a sum equivalent to the amount of his/her pay plus allowance for the period of notice at the same rates at which he/she was drawing them immediately before the termination of his/her service or, as the case may be, for the period by which such notice falls short of one month.

By order and in the name of the President.

(Signature of the authority empowered
to authenticate documents in the Name
of the President)

Station :

Date :

ANNEXURE-V

(Referred to in para 15.11.4)

FORM-V

Order of termination of services issued under proviso to sub-rule (1) of Rule 5 of the C.C.S. (T.S.) Rules, 1965 during the currency of the notice of termination of services already served on him (Where the appointing authority is the President of India)

In modification of notice No. _____ dated _____ of termination of service of Shri/Smt./Kumari _____ and in pursuance of the proviso to sub-rule (1) of Rule 5 of the C.C.S. (T.S.) Rules, 1965, the President hereby terminate forthwith the services of Shri/Smt./Kumari _____ and direct that he/she shall be paid a sum equivalent to the amount of pay plus allowance for the period by which the said notice falls short of one month calculated at the same rates at which he/she was drawing them immediately before the date of this order.

By order and in the name of the President.

(Signature of the authority empowered
to authenticate documents in the Name
of the President)

Station :

Date :

ANNEXURE-VI

(Referred to in para 15.11.4)

FORM-VI

Order of termination of services issued under proviso to sub-rule (1) of Rule 5 of the C.C.S. (T.S.) Rules, 1965 during the currency of the notice of termination of services already served on him (Where the appointing authority is other than the President of India)

In modification of notice No. _____ dated _____ of termination of service of Shri/Smt./Kumari _____ and in pursuance of the proviso to sub-rule (1) of Rule 5 of the C.C.S. (T.S.) Rules, 1965, I hereby terminate forthwith the service of Shri/Smt./Kumari _____ and direct that he/she shall be paid a sum equivalent to the amount of pay plus allowance for the period by which the said notice falls short of one month calculated at the same rates at which he/she was drawing them immediately before the date of this order.

(Signature of the Appointing Authority)

Station :

Date :

CHAPTER-16

STAFF PROPOSALS

- 16.1 In terms of the provision of paragraph 11.5 of the CAG's MSO (Admn.) Vol.I (3rd Edition) and instructions issued by this office from time to time the staff proposals supported by data on the basis of monthly average of the work done in May, July, January, February and March (excluding March Final and Supplementary Accounts) of the preceding financial year for the whole year i.e. April to March in respect of WM Group are sent to CAG office in July each year.
- 16.2 In case, the increase of decrease in work load is more than 5% as compared with the previous year, detailed staff proposals are to be sent. However, a certificate indicating that there is no reduction of staff based on work load is to be given for the continuance of the existing strength.
- 16.3 In case, the increase in work load in particular group or groups justifies more staff (and the work load has increased by more than 5% as compared with previous year) proposals are to be sent for sanction of additional staff for that particular group or groups. In all such cases reasons for variation are to be given as compared with the work load during the previous years.
- 16.4 The computerization has reduced the unnecessary clerical and calculations work a lot which was being done by the field offices from year to year in assessing the staff requirement. As a result of this, the work of finalization

of staff proposal has been simplified. The work load input forms in respect of groups/sections indicated below for which clearly defined work standards/norms are prescribed have been computerized by the CAG and specimen proforma in triplicate sent to all Accountants General with letter No.1936-BRS/SP/17-2006 dated 14.6.2006 (Page 156 of File No.Admn.I/4-C-3/2006-07). Two forms duly filled in are to be sent to the Headquarters and one copy be retained by this office.

- i) Departmental Compilation
- ii) Gazetted Accounts & Entitlement Section (D.A. Pattern)
- iii) Gazetted Accounts Entitlement Sections
- iv) Pension Verification and Reporting
- v) Pension Payment and Accounting
- vi) Works Accounts
- vii) Works Miscellaneous
- viii) Provident Fund
- ix) Forest Accounts and Entitlement
- x) Loans and Advances
- xi) Accounts Current Section
- xii) Pay & Accounts Office
- xiii) T.M.
- xiv) Deposits
- xv) Treasury Inspection

16.5 This office will give the work load in terms of monthly average number of Bills/Vouchers etc. dealt with during May, July, January, February and

March (excluding March Final and Supplementary Accounts of the preceding financial year), number of Sections number of Broadsheets, Number of P.F. live accounts etc. The time required for March Final and Supplementary Accounts, correspondence and idle time, where necessary will be allowed by the computer itself. This office is not to add any item in the input form supplied by CAG and if any item of work is not covered by the prescribed input form, the staff for that item of work is to be claimed separately. In case, the work statistics forming the basis for the staff proposals vary from those pertaining to the previous two years staff proposals by 5% or more, such variations are to be analyzed and explained suitably in the remarks column and if necessary by means of a separate note.

Instruction regarding filling up the input form are given in **Annexure-I** to this Chapter for guidance. It is also stressed that only input from new supplied are to be used and instructions given for preparing the input forms are to be followed very scrupulously.

The proposals should be submitted in four distinct parts as indicated in **Annexure-II** to this Chapter.

16.6 Each of the four parts may be further divided into sub-sections as are considered necessary such sub-sections dealing with the proposals of a particular wing or group so as to facilitate easy segregation of the proposals

and their scrutiny. In this connection the following instructions may kindly be noted: -

- i) A consolidated proposal is to be prepared for each group as a whole instead of each section comprising a particular group in respect of Part-II, III & IV
- ii) Even in case where no additional posts are proposed for inclusion and the continuance of existing strength alongwith is desired detailed justification for each continuance supported by relevant statistical data is to invariably be furnished.
- iii) No additional posts on adhoc basis are to be proposed and included in staff proposals for group for which work standards/norms have been prescribed. However, where such posts are considered necessary separate proposals in this regard are to be submitted alongwith detailed justification/supporting statistical data during April, May next year.
- iv) Where posts on adhoc basis have been sanctioned in the past, the actual necessity for their continuance should be reviewed and adequate and detailed justification alongwith relevant supporting data, wherever possible, furnished in case these posts are still required to be continued in the next year.

v) Proposals for Casual/Seasonal temporary posts should not be combined with those pertaining to regular posts but submitted separately duly supported by full and adequate justification. As far as possible, the proposals may be submitted for whole year instead of for short period by combining their requirements and working out the equivalent number of posts for the whole year. Such proposals should also be accompanied by relevant statistical data of quantum of work involved wherever possible.

16.7) In so far as Part-IV of the staff proposals is concerned, a self-contained proposal for the creation of additional posts equal to the average increase in the number of posts in the office as a whole (excluding those posts relating to functions which have already been/are likely to be transferred to the State or Central Govt.) during the preceding three years may be furnished for inclusion in the Budget Estimates to cater to the anticipated increase in work during the subsequent year. While formulating this proposal the likely impact on the existing staff strength of proposals which may then be under consideration for the transfer of certain items of work to the State Govt. Department Agencies etc. may also be taken into account and staff likely to be rendered surplus as a sequel there to may be indicated distinctly and also excluded for purpose of computation of the additional posts admissible on this accounts.

16.8 As regards computation of staff required for Internal Test Audit Section, necessary staff proposals for this section are to be furnished in accordance with instructions contained in CAG's circular No.4/O&M/87 issued vide No.456-O&M/19-87 dated 30.4.87 and circular No.1-O&M/1991 issued vide No.1105-O&M/19-87 dated 1.5.91

16.9 As regards inspection of Treasuries, CAG's Circular No.8-O&M/91 issued under letter No.513-O&M/8-91 dated 13.2.91 refer.

16.10 The following general instructions are also to be kept in view while formulating the staff proposals: -

- a) The proposals should be concise and self-contained and accompanied by all relevant details, so as to obviate the need for further correspondence. The practice of accepting monetary provision for certain posts on a provisional basis, subject to detailed justification/supporting data/information being furnished subsequently, has been discontinued by the CAG. It will, therefore, be necessary to ensure that all proposals are complete in all respect and adequately justified.
- b) Only the proposals as are finally approved by the Accountant General should be sent to CAG and copies of internal notes, discussions etc. leading to a particular proposals should on no account, accompany the proposals.

- c) The statistical data forming the basis of the staff proposals should be duly re-checked independently by the AAO/Section Officer (ITA) or by other responsible Section Officer so as to ensure their accuracy. A certificate to the effect that this requirement has been complied with should be furnished invariably to the CAG in the letter with which the staff proposals are forwarded to him.
- d) While recommending the additional posts, the Head of the office should personally satisfy himself that adequate justification exists and can be sustained for such additional posts as are proposed for inclusion in the Budget Estimates for next year.
- e) In all cases the feasibility of filling up the proposed additional posts in different cadre as may be critically considered in the light of relevant consideration including the likely availability of qualified staff while making proposals for provision of additional staff in the Revised Estimates/Budget Estimates and only such posts should be proposed for provision as can actually be filled up.

16.11 In order to facilitate the scrutiny of the proposals and their timely finalization by the CAG, the following statements/information are also required to be furnished in the form enclosed: -

- i) A summary of the proposals in the form enclosed.

- ii) A statement showing the group/section wise distribution of regular sanctioned strength (both permanent and temporary) other than casual posts as on 1st March.
- iii) A statement of regular temporary posts for which provision is proposed to be made in Revised Estimates and Budget Estimates for next year in the form enclosed to CAG circular letter No.1339-BRS/87-65 dated 29th June 1965. Information is to be given only for those groups/sections in respect of which staff proposals have not been computerized.
- iv) A statement indicating clearly the additional posts proposed on work standards/norms for the different groups/sections information is to be given only for those groups/sections in respect of which staff proposals have not been computerized.
- v) Full details of the existing permanent posts held in abeyance together with the justification for their continued retention or otherwise.
- vi) Full details of supernumerary/shadow/deputation/special deputation reserve posts and the necessity for their retention.
- vii) Staff position statements in forms 14 and 15 of the CAG's MSO (Admn.) Vol.I showing the total staff provided for the current year's

Budget additional posts proposed for creation during the year and the total requirement for the succeeding year.

viii) Statement of a brief note indicating the availability of qualified persons and how the additional posts proposed for inclusion in the Budget Estimates and Revised Estimates are proposed to be filled up during the year.

16.12 This office will furnish the statistical information as per para 16.11 (i), (ii), (iii) & (iv) complete for the office as a whole

16.13 It is stressed that the proposals must be sent to this office in duplicate (in separate sets) by the prescribed date.

16.14 Office Code No.171 has been allotted to A.G.(A&E), Rajasthan, Jaipur.

(CAG letter No.1936-BRS/SP/17-2006 dated 14.6.2006 & A.G.(A&E) O.O. No.102 issued vide No.Admn.I/4-C-2/2006-07 dated 4.7.2006 – Page 156)

STATEMENT

**SUMMARY OF STAFF PROPOSALS IN RESPECT OF ALL
GROUPS/SECTIONS WITH BRIEF NOTES**

GROUP/SECTION	ON STANDARDS			ON ADHOC BASIS		
	AAOs/ SOs	Sr.Acctt./ Acctt.	Clerks	AAOs/ SOs	Sr.Acctt./ Acctt.	Clerks

*

PROPOSED
EXISTING
ADDITIONAL
REQUIREMENT

*

PROPOSED
EXISTING
ADDITIONAL
REQUIREMENT

*

PROPOSED
EXISTING
ADDITIONAL
REQUIREMENT

* NAME OF GROUP/SECTION

ANNEXURE-I

(Referred to in para 16.5)

The description of the Activity has been given in brief and as per proforma circulated last year.

Group-wise detailed instructions, for filling up the Input Form, are given below: -

1)	DEPARTMENTAL COMPILATION	
i)	For Activity Code Nos. 102101 to 102110 102201 to 102205 102208 to 102211 and 102212	Monthly average number of bills vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06, may please be given under work load and column against each Activity Code and Activity description. Monthly average number of vouchers under activity code no.102208 check of Treasury Accounts with vouchers are required to be given only in case where compiled accounts are received from the treasuries.
ii)	For Activity Code No.102206	No figure is required to be given against this Activity Code. The time will be allowed by the computer itself.
iii)	For Activity Code Nos.102207, 102209, 102210, 102341 and 102403	Number of sanctions may please be given in work load 1 col.
iv)	For Activity Code Nos.102311, 102313, 102321, 102322, 102331 and 102332	Monthly average number of vouches etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given in work load 1 col. against each activity code.
v)	For Activity Code Nos.102312, 102314, 102323, 102324 and 102333	Number of Broadsheets maintained should be given in work load 1 col. against these activity codes. The average number of items for the whole year would be taken into account for determining the staff requirement. In order to curb the necessary multiplication of sheets it has been decided that in case of Departmental Major Heads when the number of account is less than 200, Broadsheets should be grouped for purpose of claiming strength.
vi)	For Activity Code No.102401	Number of objection books should be given in work load 1 col. The number of objection books should not exceed the number of Accountants.

vii)	For Activity Code No.102402	Number of Registers maintained in all Departmental Compilation Section may please be given in work load 1 col. and number of sections may please be given in work load II col.
2)	GAZETTED ENTITLEMENT (D.A. PATTERN)	
i)	For Activity Code Nos.103101 to 103105	Monthly average number of bills vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each Activity description.
ii)	For Activity Code Nos.103201 and 103401	Number of sanctions may please be given in work load 1 col.
iii)	For Activity Code Nos.103311, 103313, 103321 and 103322	Monthly average number of vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code and activity description.
iv)	For Activity Code Nos.103312, 103314, 103323 and 103324	Number of Broadsheets maintained should be given under work load 1 col. against these activity codes. The average number of items for the whole year should be taken into account for determining the staff requirement. In order to curb the unnecessary multiplication of Broadsheets it has been decided that in case of Departmental Major Heads where the number of accounts is less than 200 Broadsheets should be grouped for purpose of claiming strength.
v)	For Activity Code No.103402	Number of objection books should be given under work load 1 col. The number of objection books should not exceed the number of Accounts.
vi)	For Activity Code No.103403	Number of Registers maintained in all GAD sections (DA Pattern) may please be given under work load 1 col. and number of sections may please be given under work load II col.
3)	GAZETTED ACCOUNTS AND ENTITLEMENT SECTION	
i)	For Activity Code Nos.104101 to 104114, 104201 and 104202	Monthly average number of bills effective, officers registers, applicants certificates, sanctions items etc. dealt with during May, July, January, February and March in the financial year 2005-06 as the cases may please be given under work load 1 col. against each Activity Code and Activity description.

ii)	For Activity Code Nos.104203 and 104204	Number of sanctions may please be given under work load 1 col.
iii)	For Activity Code Nos.104311, 104314, 104321 and 104322	Monthly average number of vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code and activity description.
iv)	For Activity Code Nos.104312, 104314, 104323 and 104324	Number of Broadsheets maintained should be given under work load 1 col. against these activity codes. The average number of items for the whole year should be taken into account for determining the staff requirements. In order to curb the unnecessary multiplication of Broadsheets it has been decided that in case of Departmental Major Heads where the number of accounts is less than 200, Broadsheets should be grouped for purpose of claiming strength.
v)	For Activity Code No.104401	Time required for this activity may please be given in work load 1 col. in terms of minutes.
4)	PENSION VERIFICATION AND REPORTING	
i)	For Activity Code Nos.105101 to 105110	Monthly average number of cases dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code and activity description.
5)	PENSION PAYMENT AND ACCOUNTING	
i)	For Activity Code Nos.106101 to 106116	Monthly average number of vouchers, bills cases etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code and activity description.
6)	WORKS ACCOUNT SECTION	
i)	For Activity Code Nos.107101 to 107102	Total numbers of divisions may be given in work load 1 col.
ii)	For Activity Code Nos.107103 to 107106 and 107108	Monthly average number of vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code and activity description.
iii)	For Activity Code No.107107	Number of sections may please be given under work load 1 col.

7	WORKS MISCELLANEOUS		
i)	For Activity Code No.108000		Optimum size of the sections may please be given in work load 1 col.
ii)	For Activity Code No.108101		No. Input is required, the staff will be allowed by Computer itself.
iii)	For Activity Code No.108102		Number of Divisional Accountants the Administrative Control of the Accountant General may please be given in work load 1 col.
iv)	For Activity Code No.108103		Total number of Divisions may be given in work load 1 col.
v)	For Activity Code Nos.108104 to 108108		Monthly average number of items etc. dealt with the financial year 2005-06 may please be given under work load 1 col.
8)	PROVIDENT FUNDS		
i)	For Activity Code No.109101		No. of G.P.F. live accounts as specified as per circular letter No.1795-TA II/305 dated 13.10.70 excluding the dormant accounts under hand posting system as on 1.3.2006 may please be given under work load 1 col. In work load II col. put 'O' in case of staff required without examiner and 'I' in case of staff required with examiner.
ii)	For Activity Code No.109102		No. of G.P.F. live accounts as specified as per circular letter No.1795-TA II/305-69 dated 13.10.70 excluding the dormant accounts under hand posting system as on 1.3.2006 may please be given under work load 1 col. In work load II col. put 'O' in case of staff required without examiner and 'I' in case of staff required with examiner.
iii)	For Activity Code No.109103		No. of G.P.F. live accounts as specified as per circular letter No.1795-TA II/305-69 dated 13.10.70 excluding the dormant accounts under Machine posting system as on 1.3.2006 may please be given under work load 1 col. In work load II col. it may please be mentioned whether the check is 10%, 50% or 100%.
iv)	For Activity Code No.109104		No. of G.P.F. live accounts as specified as per circular letter No.1795-TA II/305-69 dated 13.10.70 excluding the dormant accounts under Machine posting system as on 1.3.2006 may please be given under work load 1 col. In work load II col. put 'O' where the posting in GPF Account (Govt. contribution) had to be made every month and 'I' where the posting of Govt. Contribution is required to be made annually.

v)	For Activity Code No.109201	No. of insurance policies financed from the fund in case of machine posting may please be given under work load 1 col.
vi)	For Activity Code No.109202	No. of foreign posting slips may please be given under work load 1 col.
vii)	For Activity Code No.109203	No. of section in PF Group may please be given under work load 1 col.
viii)	For Activity Code No.109204	No. of DDOs in case of GPF accounts of Gr. 'D' employees are being maintained by A.G. may please be given under work load 1 col.
9)	FOREST ACCOUNTS AND ENTITLEMENT	
i)	For Activity Code Nos.110101 to 110110, 110201 and 110206, 110208	Monthly average number of bills/vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code and activity description.
ii)	For Activity Code No.110202	No. of divisions may please be given under work load 1 col.
iii)	For Activity Code No.110203	No figure as required to be given this activity code. The time will be allowed by the Computer itself.
iv)	For Activity Code Nos.110204, 110205, 110207 and 110401	Number of sections may please be given under work load 1 col.
v)	For Activity Code Nos.110311, 110313, 110321, 110322, 110331 and 110332	Monthly average number of bills/vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code and activity description.
vi)	For Activity Code Nos.110312, 110314, 110323, 110324 and 110333	Number of Broadsheets maintained should be given in work load 1 col. against these activity codes. The average number of items for the whole year should be taken into account for determining the staff requirement. In order to curb the unnecessary multiplication of broadsheets it has been decided that in case of Departmental Major Heads where the number of accounts is less than 200, Broadsheets should be grouped for purpose of claiming strength.
vii)	For Activity Code No.110402	No. of objection book should be given under work load 1 col. The number of objection books should not exceed the number of account.

viii)	For Activity Code No.110403	Number of Registers maintained in all forest account and entitlement section may please be given under work load 1 col. and number of section may please be given under work load II col.
ix)	For Activity Code No.110501	Number of Divisions may please be given under work load 1 col.
10)	LOANS AND ADVANCES	
i)	For Activity Code No.112001	Number of state accounts where detailed accounts are maintained by the Accountant General may please be given under work load 1 col.
ii)	For Activity Code No.112102	Number of Central Accounts where detailed accounts are maintained by the Accountant General may please be given under work load 1 col.
iii)	For Activity Code Nos.112211 and 112213	Monthly average number of vouchers etc. dealt with during May, July, January, February and March in the financial year 2005-06 where account are maintained by Departmental Authorities, may please be given under work load 1 col. against each activity code.
iv)	For Activity Code Nos.112212 and 112213	No. of Broadsheets maintained where accounts are maintained by Departmental Authorities may please be given under work load 1 col.
11)	ACCOUNTS CURRENT	
i)	For Activity Code Nos.113101 and 113102	Monthly average number of items dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. and number of Accounts in work load II col.. against each Activity Code.
ii)	For Activity Code Nos.113103 and 113104	Monthly average number of vouchers/items dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col.
iii)	For Activity Code No.113105	No. of figures is required to be given under this activity code. The time will be allowed by the computer itself.
iv)	For Activity Code No.113106	Number of sections may please be given under work load 1 col.
v)	For Activity Code No.113201	No. of figures is required to be given against this activity code. The required one Accountant will be allowed by the computer itself.

vi)	For Activity Code Nos.113301 to 113309, 113401 and 113501	Monthly average number of items, draft accounts etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col. against each activity code.
12)	PAY & ACCOUNTS OFFICE	
i)	For Activity Code No.114000	Optimum size of the section may please be given in work load 1col.
ii)	For Activity Code No.114101	Number of the members of the staff of the office catered by PAO's may please be given under work load 1 col.
13)	T.M.	
i)	For Activity Code No.115000	Optimum size may please be given in work load 1col.
ii)	For Activity Code No.115101	Total number of Accountants in Treasury Accounts/D.C. and A/c current before applying 70-30 formula may please be given under work load 1 col.
iii)	For Activity Code No.115102	No figure is required to be given against this activity code. The required one Accountant will be allowed by the computer itself.
14)	DEPOSIT	
i)	For Activity Code Nos.116100, 116102, 116103, 116106, 116107, 116201, 116202, 116203, 116205 and 116206	Monthly average number of items/bills etc. dealt with during May, July, January, February and March in the financial year 2005-06 may please be given under work load 1 col.
ii)	For Activity Code No.116104	No figure is required to be given against this activity code. The required time will be allowed by the computer itself.
iii)	For Activity Code Nos.116105 and 116207	The number of Broadsheets maintained may please be given under work load 1 col.
iv)	For Activity Code No.116204	The number of Registers maintained may please be given under work load 1 col.
15)	TREASURY INSPECTION	
i)	For Activity Code Nos.117101 and 117102	Number of District Treasuries and Non-Banking Treasuries may please be given under work load 1 col.

ii)	For Activity Code No.117103	Number of Banking sub-Treasuries may please be given under work load 1 col. as the Audit is biennial may be indicated as under.
Total number of banking Sub-Treasuries		

Note: Other columns of the input forms such as Activity flag update code will be filled up by the Headquarters office if felt necessary.

ANNEXURE-II

(Referred to in para 16.5)

PARTS OF STAFF PROPOSALS

PART-I: - Proposals for inclusion in Revised Estimates pertaining to Groups/Sections in respect of which input forms are received from CAG. Proposals for other groups, in respect of which input forms have not been enclosed are to be sent in the existing proforma.

PART-II: - Proposals for inclusion in Revised Estimates pertaining to various sections in respect of which works standards/norms have not been prescribed so far by this office.

PART-III: -Proposals for inclusion in Budgeted Estimates of next year pertaining to posts required for casual/seasonal items of work as well as those pertaining to the continuance of the existing posts which have been sanctioned on adhoc basis.

PART-IV: -Proposals for inclusion in Budget Estimates for next year in respect of additional posts to cater anticipated increase in work to be framed on the basis of the average increase in work, during the preceding three years.

CHAPTER-17

BUDGET ESTIMATE AND CONTROL OVER EXPENDITURE

17.1 General

17.1.1 The Budget Estimates of this office should be prepared in accordance with Appendices 2, 3, 4 & 6 of the Compilation of the General Financial Rules 2005 and the instructions contained in Chapter-XI of the Comptroller & Auditor General's MSO (Admn.) Vol.I and these issued from time to time. Apart from this, the CAG also issues specific guidelines for preparation of Budget Estimates every year. A sample of such guidelines issued for the Budget Estimates for the year 2007-08 and Revised Estimates for the year 2006-07 is given in Annexure-I to this Chapter.

17.1.2 The Budget Estimates duly prepared in accordance with the above mentioned instructions should be sent to CAG's office so as to reach there not later than the date prescribed by that office every year.

17.2 Forms of Budget Estimates

The Consolidated Revised Estimates for the current year and Budget Estimates for the following year in respect of Group 'A' to 'D' posts are to be prepared in Forms 'A' to 'D' (in respect of Group 'B' officers and Non-

gazetted establishment) and Forms 'E' to 'H' (in respect of Group 'A' officers) annexed as **Annexure-II to IX** to this Chapter.

(CAG's letter No.2085-BRS/RE-BE/24-2006 dated 13.7.2006 – Page 32/c File No.OE/A&E/BUD//RE-BE/2006-07)

17.3 WEB based budget and staff system

As per CAG's decision effective from 1.9.2006, the reports of expenditure and report on persons-in-position against staff strength will be accepted only through WEB based system. The allotment of any additional funds and further requirements of staff or continuance of Regular/Casual temporary posts shall be done on the basis of reports received by CAG through WEB only.

(CAG's letter No.2076-BRS/WEB/274-2006 dated 4.7.2006 – Page 118/c of File No.OE/A&E/BUD/2006-07)

17.4 Final Review of Expenditure for the previous year in respect of Group 'A' Officers, Group 'B' Officers and Non-Gazetted Staff

- 17.4.1 A final review of expenditure for the previous year in respect of Group 'A', 'B' Officers and Non-Gazetted Establishment supported by detailed explanations of the variations between Final Grant/Appropriation and actual under the various heads is to be prepared and submitted to the CAG in compliance of provisions of

para 11.14.1 of CAG's MSO (Admn.) Vol.I by the date prescribed by the Headquarters office. The expenditure figures furnished in the monthly review of expenditure statement should be duly reconciled with the expenditure figures booked by the Pay & Accounts Officer (IA&AD) and a certificate to this effect should invariably be recorded in the Review of expenditure statements.

17.5 Reconciliation of figures

17.5.1 In order to eliminate the difference between the figures booked by this office and those booked by the PAO(IA&AD) a monthly reconciliation of figures should be done. The PAO should furnish an extract to the DDO(AO/OE) from the Expenditure Control Register in form PA.0.13 or from the classified abstract indicating the expenditure relating to grants controlled by him classified under the various major, minor and detailed heads of accounts. The PAO should before sending the statement ensure that the totals of statements tally with the classified abstract totals for the month. The statement for May to March should also contain progressive figures.

17.5.2 On receipt of expenditure extracts from the PAO, the DDO(AO/OE) should compare the details of transactions, excluding book adjustments, with the expenditure totals worked out for the month in

the register in G.F.R.-9. The figures advised by the PAO monthly and those worked out by the DDO(AO/OE) in G.F.R.-9 should tally. Discrepancies, if any, between the two sets of figures should be promptly investigated by the DDO(AO/OE) who should furnish to the PAO, a certificate of agreement of the figures by the last day of the month following the month of accounts.

17.5.3 The DDO(AO/OE) should furnish a monthly statement of total expenditure in G.F.R.-9 to the controlling officer (Admn.II Branch). The controlling officer and Head of Department responsible for control over expenditure should maintain the prescribed registers in forms G.F.R.-11 and 12 respectively.

(Government of India, Ministry of Finance, Department of Expenditure, Controller General of Accounts letter No.J-11012/Misc./78/880 dated 4.5.1981)

ANNEXURE-I

(Referred to in para 17.1.1)

IMMEDIATE/BUDGET

**OFFICE OF THE COMPTROLLER & AUDITOR GENERAL OF INDIA,
NEW DELHI**

Circular No.4-BRS/2006

No.2085-BRS/RE-BE/24-2006

Dated : 13.7.2006

To,

- 1) All Heads of Offices in Indian Audit and Accounts Department
(As per mailing list)
- 2) Sr. Dy. Accountants General/Dy. Accountants General (A&E)
Himachal Pradesh, Jammu & Kashmir, Manipur, Nagaland, Sikkim
and Tripura

**Subject : Preparation and submission of Revised Estimates 2006-2007 and
Budget Estimates for 2007-2008.**

Sir/Madam

I am to state that consolidated Revised Estimates 2006-2007 and Budget Estimates 2007-2008 in respect of Group 'A', 'B', 'C' and 'D' posts may kindly be prepared in the forms 'A' to 'D' (in respect of Group 'B' Officers and Non-Gazetted Establishment) and forms 'E' to 'H' (in respect of Group 'A' Officers) annexed and submit to this office by 10th September, 2006 positively.

In terms of Govt. of India, Ministry of Finance, Department of Economic Affairs, New Delhi, notification dated 2.7.2004 regarding Fiscal responsibility and Budget Management Rules, 2004 and this office Circular letter No.2874-BRS/FRBM/440-2004 dated 30.9.2004 thereto please ensure that the demands for

grants 2007-08 i.e. RE 2006-07 and BE 2007-08 are sent to the Headquarters office by due date i.e. 10.9.2006 alongwith the Asset Register of Physical Assets (with their original cost) for the Reporting year 2005-06 in the prescribed form-‘I’ enclosed herewith.

2) The instructions contained in Government of India, Ministry of Finance letter No.F-1/(14)-E-II(A)/89 dated 22.2.1990 circulated vide No.326-AC-I/152-89 dated 16.5.90 may be kept in view and utmost care should be taken in framing the Revised Estimates and Budget Estimates under each sub-head so that the Revised Estimates and the actuals are not substantially different from the estimates.

Utmost care should be taken to be more accurate in preparation of Revised Estimates 2006-2007 and Budget Estimates for 2007-2008 in respect of Object Head ‘Salaries’ as per instructions contained in this office letter No.1568-BRS/402-94-I dated 27.4.95. In no circumstance the re-appropriation from the head ‘Salaries’ to any ‘Other Head’ will be permitted.

3(a) In terms of Government of India, Ministry of Finance, (Department of Economic Affairs) Budget Division O.M. No.F.2(63)-B-(AC)/91 dated 4.4.1991 and 5.7.1991 the provision for ‘Overtime Allowance’ is not to be included under ‘Salaries’ but shown under a separate Object Head ‘Overtime Allowance’. This Object head ‘OTA’ should appear after the Object heads ‘Salaries and Wages’.

The information in the prescribed proforma may, therefore, be furnished accordingly.

b) As per provisions contained in the Government of India, Ministry of Finance, Department of Expenditure, New Delhi O.M. No.1/3/E.II (A)/2004 dated 23.4.2004 a new object head 'Medical Treatment' has been opened to book the expenditure incurred on medical treatment w.e.f. 1.4.2004. The expenditure incurred on medical treatment is also not to be included under 'Salaries but shown under a separate Object Head 'Medical Treatment'. This object head should appear after the Object head 'Overtime Allowance'.

c) In the present scenario outsourcing has become a necessity in various Ministries/Departments. Keeping in view outsourcing in Indian Audit & Accounts Department a new object head 'Professional Services' is being opened in the Audit Grant. This object head should appear after the object head 'Minor Works'. The new object Head 'Professional Services' will include charges for legal services, consultancy fees, fees to staff artists, remuneration to the examiners, invigilators etc. for conducting examinations, remuneration to casual artists by the All India Radio, Doordarsan and all other types of remunerations. It will also include payments for services rendered, supplies made by other departments such as Railways, Police etc., a distinction being made in respect of supplies made, services rendered for running of an office in which case the expenditure will be recorded under Object Head Office Expenses.

4) Separate provision may be intimated under the head 'Departmental Canteen' for Revised Estimates 2006-2007 and Budget Estimates 2007-2008 in terms of this office letter No.464-BRS/297-91-I dated 14.2.92 and No.1463-BRS/4-91 dated 10.4.92 in the proforma enclosed.

5) The following general instructions may also please be kept in view while framing the Estimates: -

A) Revised Estimates for 2006-2007 (Combined for permanent and temporary establishment) may please be prepared on the basis of actual expenditure upto 31st August, 2006 and sanctioned strength (both regular and casual) as on 1st September, 2006. The feasibility of filling up the vacant posts in different cadres may be critically examined while proposing monetary provision and provision for only those posts which can be filled during the remaining part of the year should be proposed therein. Similarly, Budget Estimates for 2007-2008 may be prepared on the basis of regular sanctioned strength as on 1st September, 2006 and should exhibit separately the provision (i) for all vacant posts (ii) such vacant posts as can be expected to be filled during 2007-2008.

B)(i) Provision for the additional instalments of Dearness Allowance sanctioned with effect from 1st January, 2006 may be made under the head 'Dearness Allowance' in the Revised Estimates 2006-2007 and Budget Estimates 2007-2008.

(ii) The details of new recruits brought on roll upto 31st August, 2006 and likely to be brought on roll during the remaining part of the current financial year as well as their financial impact may also be given in the forwarding letter.

C) Though the Government has not yet made any announcement about the payment of Bonus to Central Government Servants the requirement under this head may be worked out in accordance with the instructions contained in Government of India, Ministry of Finance No.14(6)-E-Coord.I/2005 dated 29.9.2005 circulated vide No.124-Audit (Rules)/56-97/IV-2005 (55) dated 30.9.2005 as for last year.

D) In terms of Government of India, Ministry of Finance (Deptt. of Economic Affairs) (Budget Division) O.M. No.F-27-B(AC)/86 dated 19.9.86, Festival Advance granted to Government Servants shall be classified in the Accounts under the detailed head 'Salaries' to which their pay and allowances are originally debited. Further, the recoveries of the advances in respect of the year in which they are effected should be minus Debited to the same expenditure head (Salaries) so as to avoid inflation in the Budget. Accordingly, the provision in both the Revised Estimates and Budget Estimates for the purpose should be on net basis.

E) The provision for Men-in-position as on 1.9.2006 should be accurately estimated and any undue variations between the provision proposed for the

remaining part of the year and the actual expenditure for the first six months of the year should be suitably explained in the remarks column of Form 'D'.

F) No provision for additional posts need be made in the estimates. This will be included by this office.

G) No provision is to be made for additional posts under the object head 'Travel Expenses' and provision for vacant posts may be made only after taking into account the result of the examination referred to in sub-para (A) above.

H) The requirement under the head 'Salaries' (Pay, Personal Allowance and Festival Advance) should be computed with reference to actuals for the first six months and under 'Other heads' on the basis of actuals for five months. In other words the monetary estimates should be prepared with reference to the actuals for the first five months of the current year.

I) Full provision for Group 'B' posts (Accounts/Audit Officers) sanctioned in lieu of Indian Audit & Accounts Service, Officers if any may be made in Revised Estimates 2006-2007 and Budget Estimates 2007-2008 in respect of IA&AS officers posts provision may be proposed for existing posts those which are at the moment held in abeyance.

J) Detailed justification duly supported by item-wise details in support of the provision proposed for 'Overtime Allowance' may please be furnished. In respect of provision proposed under the Head 'Honoraria' (i) detailed calculations of the

amount proposed for various items of work covered by rates prescribed by this office from time to time may be furnished and (ii) provisions proposed on adhoc basis should be supported by detailed justifications.

K) It may please be ensured that the Revised Estimates 2006-2007 are prepared very carefully on the basis of the trend of expenditure upto 31st August, 2006 and the forecast of events during the remaining part of the current year. Utmost foresight should be exercised in framing these estimates and the provision should be restricted to the absolute minimum necessity, bearing in mind the administrative difficulties and possible delays in filling up the vacant posts etc. and should not be more than is likely to spend during the course of the year. It should be noted that once an inflated amount has been provided in the Revised Estimates, late surrenders are not of much use.

L) Since the preparation of nominal Rolls of Establishment for preparation of Budget Estimates was dispensed with vide O.M. No.F-23(3)-E-II(A)/86 dated 22.9.86 of Government of India, Ministry of Finance, Department of Expenditure, circulated with this office Memo No.3982-BRS/315-86-I dated 27.10.86 the estimates of the funds required under the head 'Salaries' in the budget, will here after be framed on the basis of trends over preceding three years taking into account other factors like changes in rates of pay, allowances, number of posts and likelihood of their filling up and the economy instructions issued by this office/Government from time to time.

M) No monetary provision is to be made for non-duty posts like deputation reserve/shadow/supernumerary post/posts held in abeyance etc.

N) The provision for purchase of items like computer hardware/software, Staff Cars, Special Construction, Grants-in-Aid and Department Canteen etc. as per this office circular letter No.1750-BRS/RE-BE/8-2006 Vol-III dated 5.5.2006 should be indicated, as usual separately in the estimates.

O) Provision for the grant of cash awards to employee for your office accounting acquitting themselves creditably in Hindi Typewriting, Hindi Stenography, Praveen and Pragya Examinations under the Hindi Teaching Scheme may please be made under the residuary object head 'Other Charges' and shown distinctly in the Budget Estimates.

P) Provision for special construction works and ancillary requirement etc. as per this office Circular letter No.1750-BRS/RE-BE/8-2006-Vol.III dated 5.5.2006 may please be made under the object head 'Minor Works.

Q) Explanations for variations between the Budget Estimates and Revised Estimates for the current year and Budget Estimates for the next year should invariably be furnished with the Budget Estimates. It has been observed that the reasons given are not contingent. Vague terms like based on actual should be avoided.

R) Special attention is drawn to the 'Notes' at the bottom of the annexed form.

6) (A) Additional Dearness Allowance

i) While the requirement of additional Dearness Allowance sanctioned with effect from 1st January, 2006 and payable during the year 2006-2007 will be included in Revised Estimates for 2006-2007 and Budget Estimates 2007-2008 as per items (B) of para 5 above, the total amount of such additional Dearness Allowance may also be indicated separately in the forwarding letter. In regard to installment of the additional Dearness Allowance to be sanctioned from 1st July, 2006 the total amount required for payment during the year 2006-2007 may also be shown separately in the forwarding letter.

ii) Similarly, while the statements for Budget Estimates 2007-2008 will include requirements of additional D.A. sanctioned upto the last installment sanctioned with effect from 1.7.2006, the requirement of additional D.A. that may be sanctioned with effect from 1.1.2007 and 1.7.2007 may be worked out on the rough basis (Assuming same additional percentage as sanctioned from 1.1.2006 and 1.7.2006) and indicated in the forwarding letter.

(B) Provision for other post Budgetary Developments

Similarly any additional expenditure incurred or to be incurred may be worked out for the year and indicated separately in the forwarding letter for inclusion in Revised Estimates 2006-2007 and Budget Estimates 2007-2008 of

your office to enable us to justify the additional demands in the Revised Estimates.

C) According to instructions of Government of India, recoveries shown in reduction of expenditure are to be confined to recoveries from Ministries/Departments of Central Government. All recoveries from State Government and from Non-Government Entities are to be treated as 'REVENUE RECEIPTS' and should not be shown as recoveries.

- 7) Hindi version is attached.
- 8) The receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-

(Manish Kumar)

Astt. Comptroller & Auditor General (N)

ANNEXURE-II
(Referred to in para 17.2)
FORM-‘A’

STATEMENT OF REVISED ESTIMATES 2006-2007 AND BUDGET ESTIMATES 2007-2008 OF THE
OFFICE OF THE

(In thousand of Rupees)

Major Head 2016-Audit						
Estimated Number of posts as on 1 st March, 2005, 2006, 2007	Group Head, Sub-head of demand & other details		BE 2006- 2007	RE 2006- 2007	BE 2007- 2008	Brief reasons for Variations between Col.3 & 4 & between 4 & 5
1	2		3	4	5	6
	GROSS EXPENDITURE SALARIES					
	i)	Pay of Officers (Incl. AAOs)				
	ii)	Dearness Pay of Officers				
	iii)	Pay of Estt.				
	iv)	Dearness Pay of Estt.				
	a)	Section Officers/Supervisors				
	b)	Sr.Auditors/Auditors/ Sr.Accts./Accts.				
	c)	Clerks				
	d)	Stenos				
	e)	Record Keepers				
	f)	Group ‘D’				
	g)	Other Posts				
	v)	Dearness Allowance				
	vi)	Bonus				
	vii)	Interim Relief				
	viii)	Festival Advance				
	ix)	Other Allowance (Incl. Leave Travel Concession)				
	TOTAL SALARIES					
	2)	Wages				
	3)	O.T.A.				
	4)	Medical Treatment				
	5)	Travel Expenses				
	i)	Domestic T.E.				
	ii)	Foreign T.E.				
	6)	Office Expenses				
	i)	Local Purchase of Sty.				
	ii)	Other Office Expenses				
	7)	Rent, Rates & Taxes				
	8)	Publications				
	9)	Minor Works				
	10)	Professional Services				
	11)	Grants-in-aid				
	12)	Other Charges				
	TOTAL					
	13)	Departmental Canteen				
	GRAND TOTAL					

(In thousand of Rupees)

II-DEDUCT

Recoveries **

(Detailed Items)

TOTAL RECOVERIES

NET EXPENDITURE

Note (1) According to the Revised classification in force with effect from 1.4.74, advances of pay and T.A. to Govt. Servants on transfer are to be accounted for under the same final heads of account to which salaries and T.A. are ordinarily adjusted. This change in the classification of such advances may be kept in view while framing the estimates for expenditure under salaries and Travel Expenses.

Note (2) The estimates in respect of “Dearness Allowance” are to be included under the head “Salaries”.

** In this connection kindly refer to para 6 (C) of the forwarding letter. Full details of recoveries should be given in separate statement.

Signature

Designation

ANNEXURE-III

(Referred to in para 17.2)

FORM-B

STATEMENT SHOWING THE ACTUAL EXPENDITURE FOR THE LAST THREE YEARS AND BUDGET/REVISED ESTIMATES FOR THE CURRENT AND ENSUING YEAR

OFFICE OF THE _____

(In thousand of Rupees)

HEAD	Expenditure for the last three years 2003-2004 2004-2005 2005-2006	BE 2006-2007	Actuals for last 7 months of 2005-2006	Actuals for the 1 st 5 months of 2006-2007	Provision for remaining months 2006-2007	RE 2006-2007	BE 2007-2008
1	2	3	4	5	6	7	8

1) SALARIES

- i) Pay of Officers (Incl. AAOs)
- ii) Dearness Pay of Officers
- iii) Pay of Estt.
- iv) Dearness Pay of Estt.
- v) Dearness Allowance
- vi) Bonus
- vii) Interim Relief
- viii) Festival Advance
- ix) Other Allowances
 - a) CCA, HRA and Other Fixed Allowance
 - b) Honorarium
 - c) Children Education Allowance
 - d) L.T.C.
 - e) Transport Allowance
 - f) Any Other Item
(to be specified)

TOTAL (OTHER ALLOWANCES)

TOTAL SALARIES

- 2) Wages
- 3) O.T.A.
- 4) Medical Treatment
- 5) Travel Expenses (Excl. Leave Travel Concession)
- i) Domestic T.E.

- ii) Foreign T.E.
- 6) Office Expenses**
- I) Local Purchase of Stationery
- II) Other Office Expenses
 - i) Liveries
 - ii) Telephone & Trunk Calls
 - a) New Connection
 - b) Normal Charges
- III) a) Purchase of Furniture
 - b) Repair of Furniture
- IV) Service Postage Stamps
- V) a) Purchase of Books & Publications
 - b) Purchase of Books & Periodicals in Hindi
- VI) Office Expenses and Miscellaneous .x.
- VII) a) Purchase of Staff Car
 - b) Maintenance of staff cars
- VIII) a) Purchase of Water Coolers
 - b) Repair of Water Coolers
- IX) a) Purchase of Typewriters .x.
- b) Repair of Typewriters
- X) Purchase of Accounting Machines .x.
- XI) Charges paid to the State Govt. for Police Guards
- XII) Hot and Cold Weather Charges
- XIII) Electricity & Water Charges
- XIV) Purchase of Photo Copier
- XV) Purchase of Computer & Laser Printer
- XVI) Any Other Item

TOTAL OFFICE EXPENSES

- 7) Rent, Rats & Taxes
- 8) Publications
- 9) Minor Works
- 10) Professional Services
- 11) Grants-in-Aid
- 12) Other Charges

TOTAL

- 13) Departmental Canteen
-

GRAND TOTAL

.x. Full Details and justification in support of the provision proposed in the RE for the current year and the BE of the ensuing year in respect of these items may be furnished.

Signature _____

Designation _____

ANNEXURE-IV

(Referred to in para 17.2)

FORM-C

FOR GROUP 'B' OFFICERS & NGE (ESTT.)

STATEMENT SHOWING THE REVISED ESTIMATES FOR 2006-07 OF THE OFFICE OF _____
(In thousand of Rupees)

SALARIES										Wages	OTA	Medical Treatment	Travel Expenses		OFFICE EXPENSES		RRT	Publication	Minor Works	Professional Services	Grants-in-Aid	Other Charges	Departmental Canteen Total	Grand Total	remarks		
Pay of Officers Incl of AAO	D.P. of Officers	Pay of Estt.	D.P. of Estt.	D.A.	Festival Adv.	Bonus	LR	OTHER ALLOWANCE					Total Salaries	Domestic TE	Foreign TE	L.P.S.										OOE	
								CCA, HRA Other Fixed Allowance	Total other Allow.																		
1	2	3	4	5	6	7	8	a	b	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
1. Expenditure upto 31.8.2006																											
II-Provision for the remaining part of the Current year 2006-07 in respect of Men-in-Position as on 1.9.2006.										Full details of the additional provision required over the BE 2006-07 may be given in the separate statement.																	
TOTAL I & II																											
III- Provision for the vacant posts in the existing sanctioned strength : The total number of vacant posts, the number provided and the period for which provision has been made may be indicated in "Remarks Columns"																											

- a) Sr. Accounts Officers/Sr. Audit Officers
Accounts/Audit Officers
- b) AAOs
- c) Section Officers/S.G.Os
- d) Supervisors
- e) Sr. Auditors/Auditors
Sr. Accountants/Accountants
- f) Stenos
- g) Clerks
- h) Record Keepers
- i) Other Posts
- j) Group 'D'

TOTAL III

TOTAL I TO III

Expenditure upto 31st August 2006 (Rounded in thousand of Rupees) will ordinarily include expenditure on Salaries for first six months of the year 2006-2007. Any variations in excess of 5% between the actuals under the sub-head "Salaries" upto 31st August, 2006 and provision proposed for the remaining part of the year in respect of Men-in-Position should be suitably explained.

Signature _____

Designation _____

ANNEXURE-V

(Referred to in para 17.2)

FORM-D

FOR GROUP 'B' OFFICERS & NGE (ESTT.)

STATEMENT SHOWING THE BUDGET ESTIMATES FOR 2007-08 OF THE OFFICE OF _____
(In thousand of Rupees)

SALARIES										Wages	OTA	Medical Treatment	Travel Expenses		OFFICE EXPENSES		RRT	Publication	Minor Works	Professional Services	Grants-in-Aid	Other Charges	Departmental Canteen Total	Grand Total	Remarks																						
OTHER ALLOWANCES													Total Salaries	Domestic TE	Foreign TE	L.P.S.										OOE																					
1	2	3	4	5	6	7	8	a	b	c	d	e	f	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27															
							LR	CCA, HRA Other Fixed Allowances	Honorarium	CEA	LTC	Transport Allow.	Any Other Items	Total other Allow.																																	
							Bonus																																								
							Festival Adv.																																								
							D.A.																																								
							D.P. or Estt.																																								
							D.P. of Estt.																																								
							D.P. of Officers																																								
							Pay of Officers Incl. of AAO																																								
I. Provision for full year in respect of Men-in-Position as on 1.9.2006																																															
II-Provision for the vacant posts in the existing sanctioned strength (full year)																	Full details of the additional provision required over the BE 2006-07 may be given in the separate statement.																														
TOTAL I & II																																															

- a) Sr.AOs
- b) AOs
- c) AAOs
- d) SOs/Supervisors
- e) Sr. Auditors/Auditors/Sr. Acctts./Acctts.
- f) Stenos
- g) Clerks
- h) Record Keepers
- i) Other Posts
- j) Group 'D'

Total

III Provision for the vacant posts
Expected to be filled up during 2006-07

- a) Sr.AOs
- b) AOs
- c) AAOs
- d) SOs/Supervisors
- e) Sr. Auditors/Auditors
- f) Stenos
- g) Clerks
- h) Record Keepers
- i) Other Posts
- j) Group 'D'

Total-III

Total I to III

Signature _____

Designation _____

ANNEXURE-VI
(Referred to in para 17.2)
FORM-E
GROUP 'A' OFFICERS

STATEMENT OF REVISED ESTIMATES 2006-07 AND BUDGET ESTIMATES 2007-08
OF THE OFFICE OF THE _____

(In thousand of Rupees)

Estimated number of posts on 1 st March			Group Head Sub-Head of demand other details	Budget Estimates 2006-07	Revised Estimates 2006-07	Budget Estimates 2007-08	Brief reasons for variation between Col.3 & 4 between Col.4 & 5
2005	2006	2007					
1			2	3	4	5	6

GROSS EXPENDITURE

1. Salaries
 - i) Pay
 - ii) Dearness Pay
 - iii) Dearness Allowances
 - iv) Interim Relief
 - v) Total Other Allowances (Incl. LTC & TA)

TOTAL SALARIES

Note 1) According to the Revised classification in force with effect from 1.4.74 advances of Pay and T.A. to Government Servants on transfer are to be accounted for under the same final account to which salary and T.A. are ordinarily adjusted. This change in classification of such advances should be kept in view while framing the estimates for expenditure under salary and Travel Expenses.

Note 2) The estimates in respect of "Dearness Allowance" are to be included under the head 'Salaries'.

Signature _____

Designation _____

ANNEXURE-VII

(Referred to in para 17.2)

FORM-F

GROUP 'A' OFFICERS

**STATEMENT SHOWING THE ACTUAL EXPENDITURE FOR THE LAST
THREE YEARS AND BUDGET EXTIMATES FOR THE
CURRENT AND ENSUING YEAR**

OFFICE OF THE _____

(In Thousands of Rupees)

Head	Actual for the last three years 2003-04 2004-05 2005-06	BEs 2006-07	Actual for the last 7 Months 2005-06	Actuals for the first 5 Months 2006-07	Provision for remaining months 2006- 07	Revised Estimates 2006-07	Budget Estimates 2007-08
1	2	3	4	5	6	7	8

- 1) Salaries
 - i) Pay of Group 'A' Officers
 - ii) Dearness Pay
 - iii) Dearness Allowance
 - iv) Interim Relief
 - v) Other Allowances
 - a) CCA, HRA & Other Fixed Allowances
 - b) Honorarium
 - c) Children Education Allowance
 - d) Leave Travel Concession
 - e) Transport Allowance
 - f) Any Other Item

TOTAL OTHER ALLOWANCES

TOTAL SALARIES

- i) Medical Treatment
 - 1 Travel Expenses
(Excluding L.T.C.)
 - ii) Domestic T.E.
 - iii) Foreign T.E.
-

GRAND TOTAL

Signature _____

Designation _____

ANNEXURE-VIII
(Referred to in para 17.2)
FORM-G

FOR GROUP 'A' OFFICERS

STATEMENT SHOWING THE REVISED ESTIMATES FOR 2006-07 FOR THE OFFICE OF THE _____

(In thousand of Rupees)

SALARIES										Travel Expenses			Grand Total	Remarks	
Pay	DP	DA	IR	OTHER ALLOWANCES						Total Salaries	MT	DTE	FTE		
				CCA, HRA & Other Fix. All.	Honorarium	CEA	LTC	Any Other Item	Total Other Allowances						
1	2	3	4	a	b	c	d	e	5	6	7	8	9	10	11
1) Expenditure upto 31.8.2006															
II) Provision for the remaining part of the current year 2006-07 in respect of persons in position as on 1.9.2006															
TOTAL I & II															
III) Provision for vacant posts in the existing sanctioned strength															
TOTAL I to III															

Expenditure upto 31st August 2006 (rounded in thousand) will ordinarily include expenditure on salaries for the year 2006-07. Any variation in excess of 5% between the actual under the sub-head salaries upto 31st August 2006 and to provision proposed for the remaining part of the year in respect of Men-in-Position should be suitably explained.

Signature _____

Designation _____

ANNEXURE-IX
(Referred to in para 17.2)

FORM-H

FOR GROUP 'A' OFFICERS

STATEMENT SHOWING THE BUDGET ESTIMATES FOR 2007-08 FOR THE OFFICE OF THE _____

(In thousand of Rupees)

SALARIES											Travel Expenses				Grand Total	Remarks
Pay	DP		DA	IR	OTHER ALLOWANCES						Total Salaries	MT	DTE	FTE		
					CCA, HRA & Other Fix. All.	Honorary	CEA	LTC	TA	Any Other Item						
1	2	3	4	a	b	c	d	e	f	5	6	7	8	9	10	11

II) Provision for full year in respect of Men-in-position as on 1.9.2006

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II) Provision for vacant posts in the existing sanctioned strength (For Full Year)

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TOTAL I to II

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Signature _____

Designation _____

CHAPTER-18

OFFICE DISCIPLINE, CONDUCT AND RELATED MATTERS

18.1 Office Hours

18.1.1 The hours of attendance on all working days are from 9.30 A.M. to 6.00 P.M. with lunch interval of half an hour between 1.30 P.M. to 2.00 P.M.. All Saturdays and Sundays will be closed days.

(CAG's letter No.692-Audit-I/86-87/IV-86(101) dated 26.9.86)

Note: It is the responsibility of Asstt. Accounts Officers/Section Officers including Supervisor to ensure that the absence of the members from the sections for lunch does not exceed timings.

18.2 Punctuality in Government offices – Action to be taken for late attendance

18.2.1 The members of the staff should attend office punctually at 9.30 A.M. to sign the Attendance Register (Form S-37) in the section. Those who come late after 9.30 A.M. are liable to be marked late by the Asstt. Accounts Officer/Section Officer including Supervisor or by the Supervisory officer. The Branch Officer and the Asstt. Accounts Officer/Section Officer including Supervisor should also ensure that whenever a member of the staff is absent or on leave, the relevant column should be filled in properly by making a cross

against the person concerned or by writing C.L. or E.L. etc. The register should be closed by the Asstt. Accounts Officer/Section Officer/Supervisor promptly at 10 minutes past the prescribed time (i.e. at 9.40 A.M.) and submitted to the Branch Officer after making a circle in red ink against the names of those who had not come by that time.

- 18.2.2 a) **Arrival** : Every member of the staff will on arrival, record his initials in ink/ball pen together with the time of arrival in the relevant date column against the letter A (Arrival). The Register will be initialled by the Asstt. Accounts Officer/Section Officer/Supervisor (or) his absence by the next senior person present) at the bottom of the date column in token of scrutiny and will be sent to the officer-in-charge. Any person arriving thereafter will mark his attendance in the register in the room of officer-in-charge.
- b) **Departure** : While leaving office every member of the staff will record his initials with the time of departure in the space against the letter D.
- c) It has been observed that whereas initials are recorded by officials against A(Arrival) though without noting the time, no initials and time are given against D(Departure). All members of the staff are directed to adhere to the instructions noted above strictly and record

their initials in ink/ball pen together with the time of their arrival and departure in the relevant column provided in the Attendance Register.

18.2.3 The compliance of these instructions will be ensured by the Asstt. Accounts Officer/Section Officer/Supervisor and it will be their personal responsibility to watch that the Attendance Register are maintained properly. The Asstt. Accounts Officer/Section Officer/Supervisor of each Section will take register personally to the Branch Officer concerned every day at 6.05 P.M. to obtain his initials.

18.2.4 The Branch Officer should ensure that the attendance registers of all sections reach him well in time.

18.2.5 The Group Officer should carry out surprise checks of one or two sections daily to see that the procedure of closing the attendance register is being followed scrupulously.

18.2.6 The Accountant General will also ensure that not only the subordinate staff, but also the Supervisory staff come to office in time and that lunch hour/time is also scrupulously observed by one and all.

(Authority : CAG letter No.3825-NGE.I/12-73 dated 30.10.1974, page 100/c of file No.G.D.I/G.D. Manual/Vol.IV)

18.2.7 It is further impressed that any member of the staff coming to office after 9.40 A.M. but before 1.30 P.M. or leaving office before 6.00 P.M. will normally forfeit half day's casual leave. They should, therefore, observe the office timings scrupulously.

18.2.8 Occasional late attendance due to unavoidable reasons, e.g. illness in the family, a cycle puncture, late running of buses/trains etc., may be condoned. There is, however, no justification for frequent late attendance for these reasons. It has been decided that half a day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance upto an hour on not more than two occasions in a month, may be condoned by the Asstt. Accounts Officer/Section Officer/Supervisor in respect of the staff working under him, if he is satisfied that it is due to unavoidable reasons like those mentioned earlier. In case this course does not ensure punctual attendance of the Government servant, suitable disciplinary action will be taken against him, in addition to debiting half day's casual leave to his casual leave account on each occasion of such late attendance.

(Authority : CAG's office order No.P.4-65 D(P)/73 dated 6.3.73 file No.G.D.I/G.D. Manual (Vol.IV)

18.2.9 In the case of a Government servant who, having exhausted his casual leave, attends office late upto one hour at a time for unavoidable reasons mentioned in para 18.2.8 above, such late attendance may be condoned on not more than two occasions in a month. If, however, he attends office late on subsequent occasion in a month, disciplinary action may be taken against him.

18.2.10 If an official who has no Casual leave to his credit, comes late without sufficient justification and the administrative authority concerned is not prepared to condone the late coming but does not, at the same time, propose to take disciplinary action, he may inform the official concerned that he will be treated as on unauthorized absence for the day on which he has come late, and leave it to the official himself either to face the consequences of such unauthorized absence or to apply for earned leave or any other kind of leave due and admissible for that day, as he may choose. If he applies for earned leave or any other kind of leave due and admissible for the entire day, the same may be sanctioned by the competent authority.

(Authority : G.O.I., M.H.A., Deptt. of P.A.R. O.M. No.28043/3/82-Ests.(A) dated 5.3.82 received vide CAG's Circular No.NGE/27/1982 dated 30.3.1982, File No.SKL. G.D.I)

18.2.11 **Absence during office hours** : No officials should leave office during office hours without the permission of his Asstt. Accounts Officer/Section Officer/Supervisor nor Asstt. Accounts Officer/Section Officer/Supervisor without that of the Branch Officer.

(Authority G.O.I., M.H.A. O.M. No.F.47/7/60-Estt.(A) dated 25.8.1960 communicated in CAG's letter No.1214-A-11-233/60 dated 20.9.1960)

18.3 Government Servants conduct – General

18.3.1 All the members of the office are expected to be conversant and comply with the provisions of Central Civil Service (Conduct) Rules, 1964, as amended from time to time and instructions/clarifications issued by the Government of India/Comptroller and Auditor General of India.

18.3.2 Activities which are not permissible

The following are some of the activities which are not permissible for a Government servant: -

- 1) No Government servant should act otherwise than in his best judgement except when he is so directed by his official superior.
- 2) Government servants should so conduct themselves in public as to leave no room for an impression to arise that they are likely to favour

persons belonging to any particular religion, in their official dealings.

- 3) Government servant should not be a party to a joint representation relating to matters of common interest.
- 4) Using official position or influence directly or indirectly to secure employment for any member of his family in any company or firm.
- 5) Dealing with any matter or giving or sanctioning any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or interested in the matter or contract.
- 6) Being a member of or associated with any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity. Convassing or otherwise interfering with or using his influence in connection with an Election is also prohibited.
- 7) Proposing or seconding the nomination of a candidate at an Election or acting as a Polling Agent.
- 8) Participating in the activities of the Indo-Foreign Cultural Organizations such as the Indo-General Association, Indo-Soviet Cultural Society, etc.

- 9) Participating in the activities of RSS and the Jamaat-e-Islami or any of its organizations.
- 10) Participating in the activities of Dharma Parchaak Sanstha and Door Darshi Party.
- 11) Joining or being a member of an association the objects of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.
- 12) Participating in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence.
- 13) Resorting to or abetting any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.
- 14) Making any statement to Press or for a broadcast in radio or in a public utterance which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government.
- 15) Communicating, otherwise than in good faith of performance of official duties, directly or indirectly, any official document or any

part thereof to any Government servant or any other person to whom he is not authorized to communicate such document or information.

- 16) Private or personal correspondence on official matters with Foreign Embassies/Missions/High Commissions.
- 17) Collection of subscription for the Jawaharlal Nehru Memorial Fund from others.
- 18) Acceptance of passage money and hospitality by officers of Government from foreign contracting firms not permissible.
- 19) Canvassing business for Insurance Agency, Commission Agency owned or managed by members of his family shall be deemed to be a breach of sub-rule (I) of Rule 15 of CCS (Conduct) Rules.
- 20) Frequent purchase or sale or both, of shares, securities or other investments.
- 21) Making himself, or permitting any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties.
- 22) Lending or borrowing or depositing money with any person or firm or private company within the local limits of his authority or with whom the Government servant is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private company.

- 23) Lending money to any person at interest or in a manner whereby return in money or in kind is charged or paid.

Note: This does not apply to temporary loans taken from personal friends and relatives.

- 24) Bringing or attempting to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government.

- 25) To give or take or abet the giving or taking dowry.

- 26) To demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

- 27) Entering into or contracting a marriage with a person having a spouse living. However, the Central Government may permit a Government servant to enter into or contract any such marriage, if such marriage is permissible under the personal law applicable to the Government servant and the other party to the marriage.

Note: A Government servant marrying a person other than an Indian National shall forthwith intimate the fact to the Government.

- 28) Being under the influence of any intoxicating drink or drug during the course of duty. Non-observance of any law relating to intoxicating drinks or drugs in force. Consumption of such drinks or

drugs in public places and excessive consumption are also prohibited.

- 29) Acting as an arbitrator for a private firm in a dispute arising out of a claim against Government.

The Commission of above activities will attract the provisions of CCS (CCA) Rules, 1965.

18.3.3 Penalties under CCS (CCA) Rules, 1965

Penalties as laid down in Rule 11 of Central Civil Services (CCA) Rules, 1965 can also be imposed on a Government servant, of course according to the gravity of the offence, after following the procedure prescribed in Rules 14 to 19 *ibid* in the following cases: -

- i) if the Branch Officer is not satisfied with his work;
- ii) loss sustained by Government through fraud or his negligence;
- iii) unauthorized absence from duty;
- iv) involvement in criminal misconduct.

The various authorities and the penalties which they are competent to impose on Group 'B', 'C' & 'D' Government servants are contained in **Annexure** to this Chapter. The CCS (CCA) Rules, 1965 also principles to regulate the enforcement of responsibility for any disorderly conduct or misdeed of a Government servant.

18.3.4 Speedy follow-up action in disciplinary cases

In order to watch the speedy follow-up action in respect of pending disciplinary cases, it has been laid down by the Central office that half yearly return in the prescribed proforma showing the position of all disciplinary cases for the half year ending March and September may be sent so as to reach the office positively by 30th April and 31st October respectively and these should include disciplinary cases initiated upto the end of preceding financial year.

(CAG's confidential letter No.6667-N.2.II.82 dated 28.12.1982)

18.3.5 For quick disposal of disciplinary cases, guidelines issued vide confidential D.O. letter No.134/2/83-AVD.I dated 2.5.85 from Secretary (P), Department of Personnel and Training confidential O.M. No.118/1/85—AVD.I dated 11.12.85 may be referred to.

(CAG's confidential letter No.765-GE.I/5085 dated 14.2.1986)

The Headquarter office has also issued instructions for expeditious disposal of disciplinary cases vide their confidential letter No.944-N.2/9-87-II dated 19.8.87

Wherever a large number of oral inquiries are pending, the Department should earmark some officer to complete the inquiries within a time limit to be indicated by the disciplinary authority. The

competent authority, within its financial powers may consider suitable honorarium (subject to a minimum of Rs.1000/- and Maximum of Rs.2000/- in respect of Inquiry Officer and a minimum of Rs.500/- and maximum of Rs.1000/- to the Presenting Officers) where inquiries are not part of their sphere of duties. The amount payable on each occasion may be decided on merits taking into account the quality/volume of work and its quick and expeditious completion. The orders will take effect from the date of issue and will also apply to inquiries in progress.

A retired Government servants who appointed as Inquiry Officer may be paid a lumpsum remuneration of Rs.5,000/- per inquiry report with an additional Rs.1,000/- for every additional charged officer where more than one charged officer is involved.

The grant of honorarium in the case of serving Government servants who are appointed as Inquiry Officer and Presenting Officer and lumpsum remuneration to retired Government servants appointed as Inquiry Officers as mentioned above will be further subject to the following conditions: -

- i) The competent authority should exercise its utmost care in the matter of grant of honorarium and may do so only in absolutely deserving cases. The honorarium in such cases may normally be regulated under the financial powers delegated to the Ministries/Departments and taking into account the quantum of work involved in individual disciplinary cases.

- ii) The number of disciplinary cases may be restricted to 10 cases in a year, with not more than 2 cases at a time for serving Government servants and 20 cases with not more than 4 cases at a time for retired Government servants.
- iii) The full amount of honorarium should be paid only when the inquiry is completed within a period of six months. If there is a delay in completion of the inquiry which is not due to non-cooperation of the charged officer or due to stay orders, etc., the honorarium should be reduced by 50%.
- iv) Before the honorarium payment is made to Inquiry Officer/Presenting Officer, all case records and inquiry report may be handed over to the Disciplinary Authority by the Inquiry Officer/Presenting Officer.

(Govt. of India, Ministry of Personnel, P.G. and Pension, Department of Personnel & Training .M. No.1.34/4/99-AVD.I dated 29.6.2001 received vide CAG's endorsement No.30-Audit(Rules)/25-92/Gr.IV-200 dated 16.8.2001)

18.4 Representation from Government servants on Service matter – Advance copies

- 18.4.1 Whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of the office or such other authority at the lowest level, as is competent to deal with the matter. An appeal or representation to a higher authority has already rejected the claim or refused relief or ignored or unduly delayed the disposal

of the case. Representations to still higher authorities (e.g. those addressed to the President, the Government, or to Honourable Ministers) must not be made unless all means of securing attention or redress from lower authorities have been exhausted. Even in such cases, the representation must be submitted through the proper channel (i.e. the Head of the Office, etc., concerned). There will be no objection, at that stage, to an advance copy of the representation being sent direct.

18.4.2 The treatment by the higher authorities of advance representations so received should be governed by the following general principles: -

- a) If the advance copy does not clearly show that all means of securing attention or redress from lower authorities have been duly tried and exhausted, the representation should be ignored or rejected summarily on that ground, the reasons being communicated briefly to the Government servant. If the Government servant persists in this prematurely addressing the higher authorities, suitable disciplinary action should be taken against him.
- b) If the advance copy shows clearly that all appropriate lower authorities have been duly addressed and exhausted, it should be examined to ascertain whether on the facts as stated, some grounds

for interference or for further consideration, appear prima facia to exist. Where no such grounds appear the representation may be ignored or summarily rejected, the reasons being communicated briefly to Government servant.

- c) Even where some grounds for interference or further consideration appear to exist, the appropriate lower authority should be asked, within a reasonable time, to forward the original representation with its report and comments on the points urged. There is ordinarily no justification for the passing of any orders on any representation without thus ascertaining the comments of the appropriate lower authority.

18.4.3 Some Government servants are in the habit of sending copies of their representations also to outside authorities i.e. authorities who are not directly concerned with the consideration thereof (e.g. Ministers, Secretary, Members of Parliament, etc.). This is a most objectionable practice contrary to official propriety and subversive of good discipline and all Government servants are expected scrupulously to eschew it.

(G.O.I., M.H.A. O.M. No.118/52-Ests., dated 30.4.1952)

18.5 Representations on service matter made by the relatives of Government servants

18.5.1 Relatives of Government servants sometimes make representations concerning service matters affecting Government servant. No notice will be taken of a representation on service matters submitted by a relative of a Government servant. The only exception may be a case in which because of the death or physical disability etc. of the Government servant, it is impossible for the Government servant himself to submit a representation.

(G.O.I., M.H.A. O.M. No.F.25/21/63-Ests.(A) dated 19.9.1963 received vide CAG's endorsement No.1135-NGE.II/232-63 dated 30.9.1963)

18.6 Seeking Redress in Courts of Law

18.6.1 Government servants sometimes threaten to approach the Court of Law for the redress of their grievances and ask for permission of the head of the office for such an action. The following questions arose in this connection, namely: -

- i) Whether a Government servant while in service can take his case to the Court of Law with or without the permission and

- ii) Whether the permission sought by a Government servant can be refused. The Government of India, Ministry of Law, who had been consulted in the matter have advised as under: -

There is nothing to prevent a Government servant from agitating his service grievances in a Court of Law. No permission of Government is required for a Government servant to take his case to the court. If anyone applies for permission through ignorance and permission is refused it might amount to contempt of court. However, if a Government servant loses his case in court, and, if Government considers that the case was frivolous, departmental action can be taken against him after the case is decided by the court.

(CAG's O.M. No.1266/NGE.II/82-57 dated 1.6.1957)

18.7 Withholding of Appeals

- 18.7.1 As soon as any appeal addressed to the Comptroller & Auditor General is withheld by the Accountant General, necessary particulars of the appeal should be entered in a register in Form No.5 to be maintained for the purpose in the Administration/CC Section. Returns showing the list of appeals withheld during the preceding quarter should be submitted to the Comptroller & Auditor General

on the 15th January, April, July and October of every year. If there is no case to report in any quarter, a 'NIL' return need not be sent.

(CAG's letter No.83-NGE.III/6-69 dated 8.1.69 File No.Admn.CC/5/96/K-184)

18.8 Report of arrest/conviction

18.8.1 A Government servant, who may be arrested for any reason may intimate the fact of his arrest and the circumstances connected therewith to his official superiors and they may take action as provided in Rule 1(4) of Chapter-3 – Suspension – General Instructions of CCS (CCA) Rules, 1965.

(Authority : G.O.I., M.H.A. Office Memo. No.25/70/49-Ests., dated 20.12.1949 forwarded vide CAG's endorsement No.477-NGE.II/121-51 dated 13.2.1952)

18.9 Action on conviction on a Criminal Charge

18.9.1 The following principles should apply in regard to action to be taken in case where Government servants are convicted on a criminal charges.

- a) In a case where a Government servant has been convicted in a Court of Law of an offence which is such as to render further retention in public service of a Government servant prima facie undesirable, the

disciplinary authority may, if it comes to the conclusion that an order with a view to imposing a penalty on the Government servant on the ground of conduct which had led to his conviction on a criminal charge should be issued, issue such an order without waiting for the period of filing an appeal, or if an appeal has been filed, without waiting for the decision in the first court of appeal, before such an order is passed, the U.P.S.C. should be consulted where such consultation is necessary.

- b) As soon as a Government servant is convicted on a criminal charge, he may, in appropriate cases, be placed under suspension, if not already suspended.
- c) In a case where the conviction is not for an offence of the type referred to in sub-para (a) above, the disciplinary authority should call for and examine a copy of the judgement with a view to taking such further departmental action, as might be deemed appropriate.

18.9.2 a) In an appeal/revision in higher court/higher than the first court, against conviction, succeeds and the Government servant is acquitted, the order imposing a penalty on him on the basis of conviction, which no longer stands, becomes liable to be set aside. A copy of the judgement of the higher court shall, therefore, be immediately procured and examined with a view to decide whether

the acquittal should be challenged in a still higher court/or whether, despite the acquittal, the facts and circumstances of the case are such as to call for a departmental enquiry against the Government servant on the basis of the allegations on which he was previously convicted.

- b) If it is decided to take the matter to a still higher court to institute proper proceedings, it should be taken with the least possible delay and the penalty imposed shall not be set aside during the pendency of such proceedings.
- c) If on the other hand, it is decided that a departmental enquiry may be held, a formal order should be made setting aside the order imposing the penalty on the basis of the conviction, and ordering such departmental enquiry.

In cases where the penalty imposed on the basis of the conviction was dismissal, removal or compulsory retirement from service the order should, also state that under Rule 10(4) of the CCS (CCA) Rules, 1965 the Government servant is deemed to be under suspension with effect from the date of dismissal, removal or compulsory retirement from service.

18.9.3 For appreciating properly the scope and implication of the words “on the basis of the allegations on which he was previously convicted” occurring in para 18.9.2(a) above the point to be taken note of is that

one identical set of facts and allegation may be sufficient to constitute a criminal offence as well as misconduct not amounting to criminal offence, but punishable under the CCS (CCA) Rules, or similar other rules. If the fact or allegations had come to be examined by a court of competent jurisdiction and the court has given a finding that the allegations are not true, then it is not permissible to hold a departmental enquiry in respect of a charge based on the same facts or allegations. If on the other hand, the court has merely expressed a doubt regarding the correctness of the allegation, then there may be no objection to holding a departmental enquiry on the same allegation if better proof than what was produced before the court or was then available is forthcoming. Then again if the court has held that the allegations are proved, but do not constitute the criminal offence with which a Government servant is charged, then also there would be no objection to hold a departmental enquiry on the basis of the said allegation if such proved allegations are considered good and sufficient ground for departmental disciplinary action. So also, it is permissible to hold a departmental enquiry after the acquittal, in respect of a charge which is not identical with or similar to the charge in the criminal case and is not based on any allegations which have been negated by the

criminal court. Furthermore, if the allegations had not yet been examined by a Court of Law but are considered good and sufficient grounds for departmental disciplinary action, there is no bar to taking such action.

18.9.4 In cases where neither of the courses mentioned in para (b) above is followed, a formal order should be issued setting aside the previous order imposing penalty. In cases where the penalty imposed was dismissal, removal or compulsory retirement from service full pay and allowances will be paid from the date of acquittal to the date of rejoining duty and the period counted as duty for all purposes whereas for the period from the date of suspension/removal/dismissal to the date acquittal pay and allowances will be allowed as directed by the competent authority under F.R.54(2) or F.R.54(3) and period treated as duty or non-duty under F.R.54(4) or F.R.54(5) as the case may be.

18.9.5 The U.P.S.C. should continue to be consulted, wherever such consultation is necessary, in all cases of conviction in a Court of Law including conviction for an offence involving corruption. Although in such cases, departmental action is taken on the ground of conduct which had led to an officer's conviction on a criminal charge, the quantum of punishment to be imposed on the convicted officers has

to be considered in consultation with the Commission on the merits of each case.

(Authority : G.O.I., M.H.A. O.M. No.F.43/57/64-AVD (III) dated 29.11.66 as emended by G.I.G.S. Department of Personnel O.M. No.371/3/74- AVD (III) dated 19.9.1975)

18.10 Charges of Corruption

18.10.1 If in a departmental enquiry an officer charged with corruption is unable to account for his possessions or pecuniary resources of income satisfactorily himself or any other person on his behalf e.g. dependants, the officer holding the enquiry is entitled to act on the presumption that such wealth was amassed by corrupt means. Such a principle has received statutory recognition in Section 5(3) of the Prevention of Corruption Act, 1947, and it is considered that its application in a departmental enquiry would not be unjust or inequitable.

(G.O.I., M.H.A. O.M. No.39/19/52-Ests., dated 8.10.1952)

ANNEXURE

(Referred to in para 18.3.3)

Description of Post	Appointing Authority	Authority Competent to impose penalties and penalties which it may impose with reference to items in Rule 11 of CCS (CCA) Rules, 1965		Appellate Authorities
1	2	Authorities 3	Penalties 4	5
<p>Indian Audit and Accounts Department</p> <p>All field offices (including Training institutions) subordinate to CAG of India other than Commercial Audit Offices & Commercial Audit Wing in Civil Audit Offices</p> <p>1. All Group 'B' Posts</p>	<p>Heads of Department in the rank of Pr.A.G./ A.G.</p>	<p>Heads of Department in the rank of Pr.A.G./ A.G.</p>	<p>All</p>	<p>Deputy Comptroller & Auditor General of India/Addl. Comptroller & Auditor General of India</p>

Description of Post	Appointing Authority	Authority Competent to impose penalties and penalties which it may impose with reference to items in Rule 11 of CCS (CCA) Rules, 1965	Appellate Authorities	
1	2	Authorities 3	Penalties 4	5
2. All Group 'C' posts	Sr.DAG/DAG/Officers of equivalent rank	Sr.D.A.G.	All in the rank of Pr. A.G./A.G.	Heads of Deptt.
3. All field offices (including Training Institutions, Commercial Audit Officers and Commercial Audit Wing in Civil Audit Offices) subordinate to the CAG of India	A.A.G./A.Os/Officers of equivalent rank	A.A.G./A.Os Officers of equivalent rank	All	Sr.DAG/DAG/Officers of equivalent rank
4. All Group 'D' posts				

While exercising disciplinary powers as per above revised schedule, the provisions contained in Rule 2(a) and clause (a) of sub-rule (4) of Rule 12 of CCS (CCA) Rules may be kept in view.

(CAG's letter No.900-N.2/137-88 dated 6.10.88 forwarding copy of Government of India, Ministry of Finance notification No.S.O.2815 dated 13.9.88 published in Part-II Section-3 sub-Section (ii) of the gazette of India dated 24.9.1988)

CHAPTER-19

HINDI TEACHING SCHEME AND INCENTIVES

19.1 General

19.1.1 The Government of India, Ministry of Home Affairs have issued a booklet titled as 'Compilation of Orders regarding the use of Hindi incorporating orders issued by the Government from time to time regarding official language policy of the union, items for which Hindi is to be used, noting and drafting in Hindi, items for which both Hindi and English are to be used, measures for facilitating the use of Hindi for official purposes, Translation of Manuals, forms, codes etc., and other miscellaneous orders/instructions.

19.2 Introduction of Hindi Teaching Scheme

19.2.1 According to the Presidential orders of 27.4.1960, training in Hindi of all Central Government employees, except for those belonging to a few specified categories, has been made compulsory. It is for this purpose that the Department of Official Language has set up the Hindi Teaching Scheme.

19.2.2 Latest instructions/orders and provisions on the following items relating to Hindi Teaching Scheme are available in Chapter 84 – Incentives for Hindi – of Swamy's Establishment and

Administration for Central Govt. office (10th Edition 2006) which incorporates orders received upto July, 2005: -

- | | |
|--|-------------------------|
| 1) Cash awards to employees passing the examination through training classes under Hindi Teaching Scheme and conditions for grant thereof. | Effective from 1.1.1995 |
| 2) Lumpsum awards to employees for passing the examination through own efforts and conditions for grant thereof. | |
| 3) Cash awards to employees acquitting creditably in Hindi Typewriting and Hindi Stenography examinations under Hindi Teaching Scheme. | |
| 4) Grant of advance for payment of fees for acquiring training in Hindi Typewriting/Stenography at private Institutions. | |
| 5) Employees preparing privately for appearing privately in the examinations conducted under the Hindi Teaching Scheme. | |
| 6) Grant of Personal Pay for passing Hindi/Hindi Typewriting/Hindi Stenography examination of Hindi Teaching Scheme. | |
| 7) Incentive Scheme for doing work in Hindi. | |
| 8) Incentive to officers for giving dictation in Hindi. | |
| 9) Conveyance charges/T.A. for attending Hindi examinations. | |
| 10) Conveyance charges for attending Hindi examination while on leave. | |
| 11) Treatment of attendance in Hindi Examination as duty. | |

The same may be referred to.

19.2.3 The A.G. and other Heads of Department in IA&AD may sanction cash award and personal pay under Hindi Teaching Scheme

(CAG's letter No.2746-NGE.I/124-71/ dated 1.11.72 and letter No.1181-NGE.I/49-74 dated 22.3.1974)

19.2.4 In so far as the employees of the Indian Audit & Accounts Department are concerned, Comptroller & Auditor General of India will exercise the powers of the Administrative Ministry for the purpose of above orders.

(Deptt. of Official Language, Ministry of Home Affairs O.M. No.12014/2/76-L(D) dated 2.9.1976)

CHAPTER-20

LEGAL MATTERS

Revised Scheme containing terms and conditions for the engagement of Standing/Additional Standing Government Counsel on behalf of the Government of India in respect of Civil Litigation and such Criminal Cases as may be entrusted to them in District and Subordinate Courts throughout India has come into effect from 01.10.1999. The provisions of the same are as under: -

I) SCOPE OF THE SCHEME

1) The Scheme will be operative in respect of all the civil litigation cases and such criminal cases on behalf of the Government of India (except the Railways and Income-Tax Departments) as may be entrusted to the counsel in the District and subordinate courts. They will conduct cases only in that court for which they have been specifically engaged. However, the counsel will not put in their appearance as a matter of course, in cases relating to Central Sales Tax unless they have been specifically instructed otherwise, in regard to any particular case.

2) Incharge of Litigation cases

i) In the case of Delhi/New Delhi, the Officer Incharge of the Litigation (LC) Section, Department of Legal Affairs, Ministry of Law, Justice & Company Affairs, New Delhi, will be incharge of the

entire litigation work on behalf of the Government of India before the District and Subordinate Courts at Delhi/New Delhi except such of the work for which separate arrangements have been made.

- ii) In the case of Chennai, Calcutta, Bangalore & Mumbai, Officer Incharge of the respective Branch Secretariat at those places will be the incharge of the entire litigation work on behalf of the Govt. of India except such of the work for which separate arrangements have been made.
- iii) In other places, the Standing Government Counsel in the District and Subordinate Courts will be incharged of the entire litigation work on behalf of the Government of India before the respective Court. However, he will function under the overall charge of the designated Officer Incharge of the concerned Branch Secretariat of the Department of Legal Affairs or of the Main Secretariat, as the case may be.

3) Allocation of cases to the Counsel

Allocation of cases to the Counsel in Delhi/New Delhi will be made by the Officer Incharge of the Litigation (LC) Section, Department of Legal Affairs, Ministry of Law, Justice & Company Affairs, New Delhi, or any other officer authorized by him. Allocation of Cases at Chennai, Calcutta,

Mumbai, Bangalore will be done by Officer Incharge of Branch Secretariats.

At other places, the allocation of cases to the Additional Standing Government Counsel will be made by the Standing Government Counsel in the concerned Courts who should ensure that, as far as possible the distribution of work amongst the Counsel is fair. The Standing Government Counsel will be responsible to submit monthly statements of distribution of briefs/cases and also refer any problem to the concerned Branch Secretariat of the Department of Legal Affairs or to the Main Secretariat, as the case may be.

II) DEFINITIONS

For the purpose of this Scheme, the expressions: -

- a) 'Counsel' means and includes the Standing/Additional Standing Government Counsel;
- b) 'Government of India' means and includes the Government of India and Government of a Union Territory also; and
- c) 'Law Officer' means and includes the Attorney General for India, the Solicitor General of India and Additional Solicitors General of India.

III) STANDING GOVERNMENT COUNSEL AND PANEL OF ADDITIONAL STANDING GOVERNMENT COUNSEL

- 1) There will be one Standing Government Counsel and a panel of Counsel consisting of Additional Standing Government Counsel to conduct the litigation cases on behalf of the Government of India before the District and Subordinate Courts. The strength of the Counsel engaged/empanelled may be determined by the Government of India from time to time.

IV) TERM OF ENGAGEMENT/EMPANELMENT

1) Initial/further Engagement/empanelment

The terms of engagement/empanelment of the Counsel would be for a period of three years or until further order whichever is earlier. The term may be extended further at the discretion of the Government of India.

2) Termination of Engagement/Empanelment

The engagement/empanelment of the Counsel would be terminable at any time without assigning any reason.

V) HEADQUARTERS OF THE COUNSEL

The Counsel will locate his headquarters, during the period of his engagement/empanelment as such, at the place of the usual sitting of the Court.

VI) DUTIES

The Counsel shall: -

- i) appear in the District and Subordinate Courts: -
 - a) at Delhi/New Delhi in the cases marked to him by the Officer Incharge of the Litigation (LC) Section, Department of Legal Affairs, Ministry of Law, Justice & Company Affairs, New Delhi.
 - b) at other places for which he has been appointed by the Government of India.
- ii) if so required, appear in the Tribunals, Commissions of Inquiry, before the Arbitrators, Umpires etc. at the or outside the headquarters;
- iii) advise the Government of India on matters incidental to such litigation and also, when any case attended to by him is decided against the Government of India and/or its officers, give his opinion regarding the advisability of filling an appeal from such a decision;
- iv) render all assistance to the Law Officers, Special or Senior Counsel, if required to do so, who may be engaged in a particular case before the District and Subordinate Courts, Tribunals, Commissions of Inquiry, before the Arbitrators/Umpires etc.;

- v) keep the designated Officers Incharge of Litigation (LC) Section of Delhi/New Delhi and of the Branch Secretariat/Main Secretariat of the Department of Legal Affairs, as the case may be, at other places, and the Department concerned, informed of the important developments in the case from time to time, particularly with regard to drafting, filing of papers, dates of hearing of the case, supplying copies of judgement etc.;
- vi) furnish, in the case of Delhi/New Delhi, to the Litigation (LC) Section and at other places to the Branch Secretariat/Main Secretariat, as the case may be, and also to the Departmental of Legal Affairs, Ministry of Law, Justice and Company Affairs, periodical statements and reports/returns, which may be called for from time to time;
- vii) render detailed account of the advance in the form of out of pocket expenses, in the case of Delhi/New Delhi to Officer Incharge of Litigation (LC) Section, and in the case of Mumbai, Chennai, Bangalore & Calcutta, to the Officer Incharge of the respective Branch Secretariat at these places and at other places to the Ministry/Department concerned; and

viii) perform such other duties of a legal nature which may be assigned to him by the Department of Legal Affairs, Ministry of Law, Justice and Company Affairs from time to time.

VII) RETAINER AND OTHER PERQUISITES

1) Retainer payable to Standing Government Counsel

The Standing Government Counsel will be paid a monthly retainer of Rs.2000/- (Rupees two thousand only) which will include charges for staff, office rent, postage and all other establishment charges. The Additional Standing Government Counsel will not be entitled to any retainer and other perquisition mentioned herein.

2) The retainer will be paid by the Department of Legal Affairs, Ministry of Law, Justice & Company Affairs, New Delhi.

3) Perquisites

The Standing Government Counsel will be allowed the facility of telephone and furniture in the office allotted for the use of the Standing Government Counsel in the premises of the District and Subordinate Courts for connecting the cases on behalf of the Government of India. However, such a facility will be available to him subject to the availability of the premises and the requirements of the Department of Legal Affairs.

The Additional Standing Government Counsel will be entitled to the grant of telephone connection on priority basis. However, the expenditure in the Registration and installation of the telephone and all other expenditure connected with the utilization of this facility will be borne by the Additional Standing Government Counsel.

VIII) FEE PAYABLE TO THE COUNSEL

A) FOR HEARINGS ITEMS OF WORK

Rates of fee payable

a) Suits	i) Rs.600/- per day for appearance for effective hearing.
b) Motor Vehicles Act Claim cases	ii) Rs.200/- per day for non-effective hearing with not more than five such hearing in a case.
c) House rent cases	
d) Cases under the Public Premises (Eviction of unauthorized occupants Act)	
e) Labour Courts Industrial Tribunals	<u>NOTE</u> Where two or more suites together involve substantially identical questions of law or fact, the fee for the first suit shall be paid in accordance with the foregoing.
f) Cases under the Consumer Protection Act.	
g) Cases under the Arbitration Act, etc.	Clauses for the remaining suits, the Counsel may, for all the suits, claim at the rate of Rs.150/- per suit subject to a maximum of three cases on the whole irrespective of the fact whether all the suits are heard together or not.
h) Railway Claims Tribunal etc.	

B) FOR DRAFTING

- i) For drafting written statements and grounds of appeal etc., the Counsel shall be paid a fee of Rs.500/- per pleading.

- ii) For drafting other pleadings of miscellaneous nature, the Counsel shall be paid Rs.200/- per pleading.

Provided that if substantially identical complaints, pleadings, written statements, affidavits and grounds of appeal are drafted in connected cases, only one drafting fee will be payable in the main case and no separate drafting fee will be paid in connected cases.

C) FOR CONFERENCES

For conferences, the Counsel shall be paid a Conference fee of Rs.300/- per conference subject to a maximum of three such conferences for hearing in an individual case, Group of cases.

IX) OUT OF HEADQUARTERS

- 1) If the Counsel is required to go out of headquarters in connection with Central Government litigation e.g. for conference with a Senior Counsel, appearance in a Court, Commission of Inquiry, before the Arbitrators/Umpires etc., outside the headquarters, he will be entitled to a daily fee of Rs.900/- for the days of his absence from the headquarters including the days of departure, intervening holidays and arrival back at the headquarters, but no fee will be paid for the day of departure if he leaves the headquarters after Court hours or for the day of arrival if he arrives at the Headquarters before the court hours. The daily fee will be in addition to the usual fee as prescribed herein.

2) TRAVEL/HOTEL EXPENSES

In addition to the daily fee, the Counsel will also be entitled to travel expenses for travel by air (economy class) or first class by train, road mileage for the journey from his headquarters to the airport/railway station and vice-versa and from the airport/railway station to the place of his stay out of headquarters and vice-versa at the rates admissible to Gr.I/Class.I Officers of the Central Government. He will also be paid a lumpsum amount of Rs.300/- as conveyance charges for performing local journeys while outside the headquarters. He will also be entitled to a reasonable actual expenses for stay in hotel, subject to a maximum of Rs.600/- per day.

X) CLERKAGE

- 1) In addition to fees mentioned, above the Counsel will be entitled to 10% of the fees subject to a maximum of Rs.1800/- in a case or a batch of cases by way of clerkage.

XI) OUT OF POCKET EXPENSES/MISC. CHARGES

The actual amount required for court fees at the time of filing a case in the District and Subordinate Courts at Delhi and other miscellaneous expenses, a total amount not exceeding Rs.300/- should be obtained by the Counsel in advance from the litigation (LC) Section of the Department of Legal Affairs, Ministry of Law, Justice and Company Affairs, New Delhi. An

account of the expenses incurred should be rendered to that Section while presenting the final fee bill.

In the case of the District and Subordinate Courts in other places, such amount should be obtained from the Ministry/Department concerned and an account of the expenses incurred should be rendered to that Ministry/Department while presenting the final fee bill.

XII) RIGHT TO PRIVATE PRACTICE AND RESTRICTIONS

- 1) A Counsel will have the right to private practice which should not, however, interfere with the efficient discharge of his duties as a Counsel for the Government of India.
- 2) A Counsel shall not advise any party or accept any case against the Government of India in which he has appeared or is likely to be called upon to appear for or advise or which is likely to affect or lead to litigation against the Government of India.
- 3) If the Counsel happens to be a partner of a firm or lawyers or Solicitors, it will be incumbent on the firm not to take up any case against the Government of India in the District and Subordinate Courts or any case arising in other Courts out of these cases e.g. appeals and revisions in such courts or the High Courts or the Supreme Court of India.

XIII) GENERAL

The various terms used in this Scheme will have the following meaning: -

a) EFFECTIVE HEARING

A hearing in which either one or both the parties involved in a case are heard by the Court. If the case is mentioned and adjourned or only directions are given or only judgement is delivered by the Court, it would not constitute an effective hearing, but will be termed as non-effective hearing.

b) UNCONTESTED CASES

All suits and appeals are deemed to be ‘uncontested’, if these are withdrawn by the plaintiff/appellant or are dismissed or are otherwise decided by the Court ex-parte before the final hearing. No petition/revision petition (including any interlocutory application connected therewith) will be considered as ‘uncontested’ if it is decided by the court on preliminary legal objection or is withdrawn by the petitioner/appellant at or during any stage of the final hearing in the presence of the Government Counsel or is withdrawn by the Government at the time of its admission.

c) SUBSTANTIAL WORK

When the case has been admitted by the Court after hearing of preliminary-objections of filing of the affidavits/counter-affidavits etc., by the Counsel, ‘substantial work’ will be deemed to have been done.

d) IDENTICAL CASES

Two or more cases in which substantially identical questions of law or facts are involved and where the main difference is in the names, addresses of the parties concerned, amount of money involved etc. and where common or identical judgements are delivered irrespective of the fact whether all the cases are heard together or not.

- 2) In all cases, effective appearance is necessary for the Counsel to claim fee.
- 3) No fee will be payable in cases where no legal work is required to be done e.g. cases in which the interests of the Government of India are to be watched pending instructions, cases regarding transmission of record to the High Court, inspection of the Court record for ascertaining the position of the case or other information needed.
- 4) No fee will be admissible for preparation but the Government may consider payment of a separate fee for preparation in special cases involving arduous work.
- 5) If the Counsel appears at the instance of the Union of India for parties other than the Union of India whose case is not inconsistent with that of the Union of India, he will be entitled to only one set of fee.
- 6) Appeals, revision or petition arising from one common judgement or order will be together considered as one case, if they are heard together.

- 7) No fee will be payable to the Counsel if an advance notice about the adjournment has been issued or the adjournment of the case has been made at his request due to reasons personal to him.
- 8) The fee to the Counsel will be paid by the Ministry/Department concerned on presentation of a stamped receipt, and on submission of a copy of the document drafted, if it is a drafting fee, and submission of minutes or gist of proceedings, or a copy of order/judgement where it is necessary in case the claim is for appearance fee. The Counsel shall submit his fee bills within three months from the date on which the fee has accrued.
- 9) In the event of any doubt or difference regarding the fees, the fees determined by the Secretary, Department of Legal Affairs, Ministry of Law, Justice and Company Affairs shall be final and binding. He may, by an order in writing relax any of the provisions contained in.

(Krishna Kumar)

Joint Secretary & Legal Advisor to the Government of India

F.No.27(11)/99-Judl.

(Ministry of Law, Justice and Company Affairs, Deptt. of Legal Affairs O.M. No.27(11)/99-Judl. dated 24.9.1999)

CHAPTER-21

LIBRARY

21.1 General

21.1.1 Books and Publications (herein generally referred to as books) belonging to library shall be in charge of a Senior Accountant referred to in these rules as the 'Librarian who will be assisted by a Sectional Clerk in the discharge of his duties.

21.2 Receipt, Registration and Distribution of Books and Publications

21.2.1 The Librarian will enter all books and publications received in the office in the order of receipt in a 'Register of Books received' in form No.S.48 after obtaining orders of the Branch Officer, wherever necessary, and acknowledge receipt in all cases and note facts in the remarks column of the Register.

21.2.2 As a general rule, not more than one copy of a book will be placed in the Library. Copies of the books ordered to be kept in stock will be placed in separate almirahs and such books shall not be put up for references.

21.2.3 As soon as a new edition of a book is received, the Librarian will take orders as to the number of copies of previous edition to be maintained in the Library and as to the disposal of the copies, if any,

over and above the number so retained. The surplus copies of old editions will be kept in a separate almirah the contents of which will be examined by the Librarian on the 1st July of each year and orders of the Branch Officer obtained as to their disposal by sale or otherwise.

21.3 Procurement and issue of Engagement Diaries Engagement Calendars, Desk Calendar Refills

21.3.1 i) The officers of different categories are to be supplied with the following articles -

- a) A.G., Sr.D.A.G. Engagement Diary
- b) DAG's, AAG's Engagement calendar Diary and Desk calendar Refills
- c) S.Os posted in Headquarter Jaipur Desk calendar Refills

ii) Wall calendars are procured on the basis of one for each room.

iii) Indent for Engagement Diaries and wall calendars required for coming year are to be prepared and despatched so as to reach the Central Office by 15th July each year.

iv) Indents (in form S-96) for Engagement Calendars Diaries (CCS-8) and Desk Calendar Refills (CCS-10) are to be prepared and despatched so as to reach the Manager, Government of India, forms store Calcutta not later than 31st July, each year to enable that office

to complete supply thereof by 1st week of December each year. Indents reaching the Manager, after due date are liable to be returned unentertained.

(Authority : G.O.I. Forms store A-17/2836/A dated 22.11.79 – Page 444 of file No.GD.II/Cal./Diary/K-6/75-82 and CAG office circular No.712-NI/65-78 dated 24.2.82)

21.3.2 When almanac calendars and similar periodical publications are distributed in this office, a copy of the edition immediately preceding shall be retained in the Library and the remaining copies, if any, disposed of under the orders of the Branch Officer.

21.4 Procurement of Railways/State Roadways Guides

21.4.1 The Library Section will obtain each issue of India Broadshaw and Guide of State Roadways (as and when published) and make it over to OE Section. This section will retain the latest edition and one preceding edition of these publications.

21.5 Catalogue

21.5.1 The Librarian will maintain a catalogue in which the names of the books are so arranged that those of the same class are shown in the same place. Each book will bear a letter and a number, the former to represent the class and the later the serial number within the class. A

subsidiary number may also be given if the book is one of a series of the same kind.

- 21.5.2 The books will be arranged in the almirah in the order in which these are entered in the catalogue i.e. by consecutive serial number within the class. No entry in the catalogue may be cut out except under the initials of the Branch Officer and unless a remark to show the reasons for cutting it out are made therein.

(Para 2.15.1 (vi) of the M.S.O. (Admn.) Volume-I)

21.6 Issue of Books from Library

- 21.6.1 No book should be issued from the Library without a formal requisition from a person not below the rank of a Section Officer who will be held personally responsible for its return in good condition.
- 21.6.2 Books supplied to sections should be returned promptly. Retention beyond a period exceeding two months requires the written sanction of Branch Officer in-charge of the section.
- 21.6.3 When a book is issued by the Librarian, the requisition memorandum will be endorsed 'Furnished' under the dated initials of the Librarian. In the event of the books asked for not being available, the memorandum will be returned to its signatory with the endorsement

‘not available’. Application for more than one book should not be made on the same form. The signatory to a requisition memorandum is held responsible for the book issued in compliance therewith until it is duly returned.

21.6.4 The requisition memorandum complied with the endorsement will be retained in the Library as a voucher until the book is duly returned. On return of book to the Library, the requisition memorandum relating to it will be returned to the signatory. In the first week of each month a reminder should be sent to each section showing the names of books supplied more than one month before but not returned.

21.6.5 The Library will remain open from 10.00 a.m. to 1.30 p.m. daily for the purpose of complying with requisition and no books etc. will be issued before or after these hours unless they are very urgently required.

21.7 Scrutiny and Verification of Books

21.7.1 The Branch Officer should visit the Library at intervals and see that the books are properly arranged and cared for. The Librarian is responsible for seeing that the catalogue of books is properly prepared and kept upto date. He should ensure that the books marked

in the 'Register of Books' are entered in the Catalogue at the proper place and should initial the register in token of the same. He will also examine the requisition memoranda relating to outstanding books at periodical intervals and see that there is no undue delay in the return of books.

21.7.2 A verification of the books in stock in the Library should be carried out on 26th April annually by Section Officer selected for the purpose. The Officer In-charge should visit the Library at intervals and to see that the books are properly arranged and cared for.

21.7.3 The Section officer and the Branch Officer on receiving charge of a post to which the care of the office Library is attached, must satisfy himself as to the state of the Library. Unless, he reports specially to the contrary, it will be assumed that he received the Library in good order. This applies to a relieving Librarian also.

(Authority : Para 2.15.1 & 2.15.2 of CAG's MSO (Admn.) Vol.I)

21.8 Maintenance of Register for MSO (A&E) and Secret Memorandum of Instructions regarding extent of audit

21.8.1 A proper register of stock for the copies of the MSO (A&E) and Secret memorandum of Instructions regarding extent of audit received from Press and from the Comptroller and Auditor General's

office should be maintained. A periodical verification of these books will be done in a manner as prescribed for other Library Books.

21.8.2 In the event of any loss of a copy of these books, orders of Accountants General should be obtained for write off from the stock account only after examining the circumstances in which the loss of books occurred and taking action against the persons at fault, where necessary.

However, loss of these books and action taken in this regard should promptly and invariably be reported to the office of Comptroller and Auditor General of India.

(Authority : Para 2.14.3 & CS No.113 dated 20.4.88 of MSO (Admn.) Vol.I)

21.8.3 The physical verification of copies of MSO(A&E) and Secret Memorandum of Instructions regarding extent of audit issued to various officers etc. will be arranged by the 5th of January and July each year in the following manner: -

- i) In case the officers to whom these books are issued are available in Headquarters at Jaipur, the books will be returned by them to the Library Section by the 5th January and July every year for purpose of half yearly physical verification.

- ii) In case the officers to whom these books are issued happen to be at outstation. The Section Officer/Asstt. Accounts Officer will produce the book before Asstt. Accountant General or Sr. Accounts Officer/Accounts Officer (Inspecting Officers) while they are on inspection duty and obtain the following certificates from him: -

“I have duly verified the following books issued to Shri _____
Section Officer and found that the books were in good condition.”

Sl.No.	Name of Book	Book No.
		Asstt. Accountant General/ Sr. Accounts Officer/ Accounts Officer (Insp.)

The certificate thus obtained will be sent to the Branch Officer (Library).

The report of loss of Secret Memorandum of Instructions as well as its transfer from one office to another should continue to be reported to Headquarter office as prescribed in para 2.14.3 of the CAG’s MSO (Admn.) Vol.I.

(CAG’s letter No.806-Audit.II/3/87 dated 29.6.1987 (Page 32 of File No.Library/A&E/K-8)

- 21.8.4 Consolidated report of such physical verification would be submitted by the Library Section on the 7th of January and July each year to the Sr.Dy.A.G.(Admn.).

21.9 Write of Losses

21.9.1 Loss of Manual of Standing Orders (A&E)/(Admn.) is a serious matter which should be specially investigated and orders of the Accountants General obtained for write off from the stock account only after examining the circumstances in which the loss of books occurred and taking action against the persons at fault, where necessary. Recovery of the cost of these publications is not necessary. The loss of these books as well as its transfer from one office to another should invariably be reported to the office of Comptroller and Auditor General of India after taking necessary action in this regard.

21.9.2 Each case of loss of other books, codes manuals etc., supplied to the officers/officials under para 2.14.3 and 2.14.3.2 of CAG's MSO (Admn.) Vol.I should be dealt with on merits and action taken to regularise the loss by write off from stock or otherwise.

21.10 Disposal of Library Books of the Sections which are closed

21.10.1 As and when, any section is closed, it shall be the personal responsibility of the Section Officer of the section to hand over the books as per section's 'Register of Books' to the Library.

21.11 Distribution of Publications

21.11.1 The responsibility of distributing the publications and for ascertaining the number of publications required for use in the office as a whole and for making arrangements to obtain them, rest with the Library Section.

21.11.2 Library Section will obtain the orders of the Branch Officer (Library) in each case, whether the publication is a priced or un-priced, as to how many copies of the publication/book should be indented for and how they should be distributed. The distribution of the books will be made according to the orders obtained in each case. Suggestions/requisition for purchase of new books should invariably be sent to Library Section in writing through the respective Group Officers.

21.12 Supply of codes and Manuals to the Comptroller and Auditor General of India

21.12.1 i) One copy of the Manuals and all financial rules and orders issued in the form of codes, Manual or standing regulations by the Ministries/Departments of the State Government as soon as they are reprinted or revised should invariably be sent to the Comptroller and Auditor General for his office library.

Note: In cases where later editions have been published, only the latest edition need be sent.

(CAG's letter No.72-Rec.22/54 dated 9.4.54)

- ii) The copies of the Manuals of this office as soon as they are reprinted or revised should also be sent to the sister offices in exchange of the Manuals of these offices for which the sister offices may be requested. The correction slips issued to these manuals should also be sent/received regularly in order to keep the manuals up to date.

(AG's orders dated 17.11.64 – para 54/N file GD.Lib./34-A Pt.II)

21.13 Supply of Departmental Books/Publications to the candidates of S.O. (Grade) Examination/Departmental Examination for Accountants and Section Clerks

- 21.13.1 Departmental books to the candidates of S.O.G.E. Examination/Departmental Examination for Accountants/Section Clerk will be supplied approximately 3 months before the examinations from office library. These publications must be returned by them within three days of conclusion of the examination to be kept in stock for use by candidate for future examinations.

(Authority : DAG's order dated 31.7.65 – File No.GD.III/L.MSO/65-66/Pt.I)

21.14 Corrections of codes, acts, manuals, books of reference etc. in the Library

21.14.1 The Librarian will get pasted under his personal supervision all correction slips of codes, acts, manuals, books of reference etc. which are kept in the Library. He will be responsible to see that all books of reference in the Library are kept corrected and uptodate.

21.15 Write off of old editions

21.15.1 All the manuals are now being printed in diglot edition. Some manuals have already been revised or updated. It has, therefore, been decided that after the receipt of diglot editions, the Library will take the following action: -

- i) Destroy such codes and manuals which have been revised after retaining five copies of them as laid down in paragraph 4.40 of the CAG's manual of office procedure;
- ii) Retain English version of codes and manuals which have been only updated and take steps to update the available copies so that they may be useful in day to day work as well as examinations; and
- iii) Re-prints are not to be treated as revised editions and should not be destroyed.

(Circular and AG's office circular No.28-TA.I/82 O.No.926-TA/113-82 dated 30.7.82)

21.16 Compilation/Revision/Updating of Local Manuals

21.16.1 Copies of local manuals need not be sent to the Headquarters office for approval. Accountant General is competent to approve local manuals relating to his office.

21.16.2 Five copies of each of the revised manual after printing in diglot form should be sent to the Headquarter office Library.

(Authority : CAG's No.858-OM-IV dated 5.8.88)

21.17 Circular letter to be shown to Gazetted Officers returning from leave

21.17.1 The Comptroller and Auditor General has decided that the attentions of all officers, on their return from leave, should be drawn personally to circular letters of general interest which have been issued to Sr. Accounts Officers/Accounts Officers during their absence of leave. For this purpose, a stock file of such letters received from the Government of India, the Comptroller and Auditor General etc. is kept in duplicate in the office library, one set alone being intended to be lent.

21.18 Supply of Books (Codes and Manuals) to IA&AS probationers for the Departmental Examination

21.18.1 Most of the books codes and manuals required for the departmental examinations by the IA&AS probationers are not available in the

field offices and the IA&AS probationers feel handicapped in preparing for the examinations for the passing of which they are given stipulated chances. In this connection, Dy. Comptroller and Auditor General of India has observed that it is the departmental's responsibility to ensure that the probationers have the books necessary for the preparation for their examinations and that all field offices would be instructed to supply personal copies, wherever necessary, and also stock sufficient number of books required for the probationers.

21.18.2 Library Section has, therefore, to ensure that the books required by the probationers in connection with the Departmental Examinations are invariably supplied to them. It should also be ensured that adequate number of books are kept in stock for their use.

(Authority : CAG's letter No.63-Exam./130-85-II)

CHAPTER-22

MISCELLANEOUS

22.1 Communication of sanctions to the Audit Office

22.1.1 All sanctions accorded by the Accountant General in favour of the staff of this office under Rules 191 to 214 of the Compilation of General Financial Rules, 2005 should be communicated to the Officer-in-charge, Post and Telegraph Audit, Jaipur being the Audit Officer, with a certificate as to the availability of funds.

(Authority : CAG's letter No.367-Admn.61-50 dated the 27th February 1950)

22.2 Gradation List

22.2.1 The Gradation List of all the officers and staff of this office is prepared every year on the following pattern laid down by the Comptroller & Auditor General's office, which is uniform for all office in the Indian Audit & Accounts Department.

a) The Gradation List will be divided in four sections as detailed below:

-

Section-I Group 'A' Officers as on 1st March of the year.

In this section names and designations of Group 'A' officers are shown.

Section-II This section is divided in two sub-sections i.e. sub-section-II(1) & II(2).

Sub-section-II(1) – This section contains the names of posts of Group ‘A’.

Sub-section-II(2) – This section embodies sanctioned strength of ‘B’ to ‘D’ officers/officials of A.G.(A&E) office.

Section-III This section contains: -

- 1) Serial No.
- 2) Full name
- 3) Identification No.
- 4) Category
- 5) Permanent Index No.
- 6) Qualification
- 7) Date of Birth
- 8) Date of appointment
- 9) Date of promotion
- 10) Date of confirmation
- 11) Post on which confirmed
- 12) Departmental Examination passed
- 13) Pay
- 14) Date of last increment
- 15) Remarks

Section-IV List of Persons on deputation/foreign service within IA&AD & outside

This section is comprised of the following two lists of officials divided into five columns namely: -

- (1) Serial No. (2) Name (3) Designation (4) Date of Relief &
- (5) Organization where he is on deputation/foreign service.

1. List of persons on deputation to other offices within the Department;
2. List of persons on deputation to offices outside the IA&AD.

22.3 Providing immediate relief to families of Government servant who die while in service

22.3.1 The relief will be allowed in the form of advance equal to two months basic pay plus stagnation increment and dearness pay taken together subject to a maximum of Rs.8000/- in accordance with the provisions of Scheme for providing immediate relief to the families of Government servants who die while in service.

(G.F.Rs 263-264 and G.I.D. thereunder and O.M. No.27(7)-EV(B)/72 dated 20.12.72)

22.4 Compassionate Fund

22.4.1 The Comptroller & Auditor General has issued the following instructions for the grant of financial relief to the families of those Government servants (in the Indian Audit and Accounts Department) who meet premature death and leave behind them their dependants in indigent circumstances: -

- a) The Government of India have constituted a “Compassionate Fund” by means of an annual grant which is cumulative, the unexpended

balance being carried forward from year to year. No application will be considered from those who are eligible for family pension or death cum retirement gratuity. Full details pertaining to the rules regulating the Fund and the conditions etc. under which the grant from the Fund will be admissible have been given in Appendix-8 of the Swamy's Pension Compilation;

- b) Dependants of those eligible for family pension or death-cum-retirement gratuity will be allowed the relief to the extent admissible under the New Pension Rules; and
- c) There will, however, be certain cases of exceptional character which will not fall within the purview of the provisions of sub-paras (a) & (b). In such cases the Associations of the non-gazetted staff should be given the idea of having local Benefit Funds collected and administered by themselves. The Gazetted Officers may also be invited to contribute their mite to such funds.

(Letter No.1675-NGE.I/205-56 dated 21.9.56 from the C.A.G. O.E. case file No.3-II/56)

22.5 Benevolent Fund

22.5.1 This fund was set up on 1.9.1961 under the patronage of the Comptroller & Auditor General of India. The affairs of the fund are administered by a Governing Body at New Delhi assisted by the

Regional Committees. The Committee for Rajasthan Region is functioning in this office and it covers also the P&T Audit Office, Jaipur.

The membership of the fund is open to the staff working in the concerned offices.

22.5.2 Assistance from the Benevolent Fund will be given in accordance with the provisions of Brochure on IA&AD Fund (incorporating amendments to rules & important decisions of the Governing Body upto December, 2004), available with the Secretary, Benevolent Fund.

22.6 Special Distress Relief Fund

22.6.1 This fund was established with effect from 2.10.75 and it is administered by a governing body constituted in this office under the provisions of the rules of the fund which came into effect from 1.1.2000.

22.6.2 The fund is a purely voluntary organization actuated by humanitarian consideration for the fellow members of the office. The object for which the fund is established are: -

- i) To give relief to the distressed dependant family of such serving/deceased employees who were members of this fund at the time of death.

- ii) To receive and realise subscriptions, donations, grants in aid and interest and all other sums that may be due to or receivable by the fund.
- iii) To lodge the moneys of the fund in a Saving Bank Account or otherwise to invest the money of the fund not immediately required for its purpose in an appropriate manner.

22.6.3 The benefit of the fund will be extended to the members of the fund and their dependant family members (as reported in Service record) in 3 acute diseases viz. (i) Cancer (malignant Carcinoma), (ii) Kidney Transplantation and (iii) Heart disease in which by-pass surgery/open heart surgery has been prescribed subject to certain conditions detailed in the Rules *ibid* available with the Secretary, Special Distress Relief Fund.

22.7 Honorarium

22.7.1 **General :** The honorarium is a recurring or non-recurring payment as remuneration for special work of an occasional or intermittent character.

22.7.2 Grant of honorarium to examiners of the various examination/tests held in the IA&AD

It has been decided to grant honorarium at the revised rates mentioned below to the officers who are nominated as Examiners of the

- i) Departmental Examination for Accountants/Auditors

- ii) Initial Recruitment Examination of Divisional Accountant
- iii) Divisional Accountant Grade Examination
- iv) Incentive Examination for Sr. Auditors/Sr. Accountants
- v) Departmental Examinations for Clerks
- vi) Limited Departmental Competitive Examination for Matriculate Group 'D'
- vii) Preliminary (Section Officers Grade) Examination: -
 - I) For setting question papers
 - a) Less than three hours Rs.300
 - b) Three Hours Rs.320
 - II) For valuation of answer papers
 - a) Two hours or less Rs.4.00
 - b) Two and half hours Rs.5.00
 - c) Three hours Rs.6.00

In cases where the amount of honorarium worked out falls below Rs.10.00, a minimum amount of Rs.10.00 (Rupees ten only) shall be payable.

These orders take effect for all examinations to be held from 1.1.2007 and will cover pending cases also.

(CAG's letter No.563-NGE(Entt.)54-2002 dated 19.12.06)

22.7.3 Honorarium for invigilation duty etc.

- a) The officers and staff appointed as invigilators for invigilation duties under various departmental examinations viz. Recruitments,

Departmental Examination for Accountants, Section Officers Grade Examination, Confirmatory examination for Clerks etc., may be paid honorarium at the following rates: -

Sr.Accounts Officers/Accounts Officers	Rs.80/-per day
Section Officers/Assistant Accounts Officers	Rs.60/-per day
Accountant/Sr. Accountant/Clerk	Rs.40/-per day
Group 'D' staff	Rs.30/-per day

For only one session, the amount will be half of the above rates.

These above rates will be applicable in respect of examinations held on Saturdays/Sundays/Holidays also

These revised orders take effect from the date of issue of orders.

(CAG's letter No.561-NGE/Entt./48-84 (III) dated 1.8.96 – Page No.4 of File No.Admn.I/A&E/10(9) Guard File/96-Volume-II)

- b) the Presiding Officers, would normally be drawn from IA&AD cadre not below the rank of the D.A.G. and no honorarium will be admissible to them.
- c) Sometimes, however, it may not be possible to depute, IA&AD Officers as presiding officer or the various departmental examinations and occasions may arise when some Sr. Accounts Officers are entrusted this work. It has, therefore, been decided that

whenever the work of presiding officer is entrusted to an officer below the rank of D.A.G. such officer may be paid honorarium @ Rs.80/- per day (as per the rates for invigilation duty) prescribed above.

- d) The Accounts Officers who are made incharge of type test for Group 'D' promoted as clerk are accordingly entitled for payment of honorarium.

(CAG's letter No.1211-NGE.I/107-72 dated 24.4.74 read with letter No.3675-NGE.I/66-67 dated 13.10.80, No.4253-NGE.I/27-80 dated 15.12.81, No.1574-NGE.I/40-81 dated 25.4.81, No.21-NGE./27-80 dated 27.1.83 and No.1069-NGE.I/27-80/12 dated 12/13.4.83)

22.7.4 Honorarium for typing papers of Departmental Examination

The Stenographer who types the paper of the departmental examination(s) may be paid honorarium for each paper equal to the honorarium payable for invigilation/examination duties to Accountants for session. Honorarium may be paid separately for Hindi and English Version(s) of the paper(s).

(AG's orders in file No.Admn.I/F.205/Guard File Vol.VI)

22.7.5 Honorarium to lecturers (Guest Faculty) for In-house Training

For lectures delivered by Accounts Officers/AAOs/Section Officers to candidates for Section Officers Grade Examination, honorarium shall be paid at the following rates: -

	Rates for a lecture/ session of 75 minutes duration
(i) For Guest Faculty from IA&AD	Rs.300/-
(ii) For expert Guest Faculty outside IA&AD for specialised lectures	Rs.400/-

These Revised rates of honorarium will come into force from 1.9.2006.

(CAG letter No.398-/NGE/Entt./54-2002 dated 22.8.2006)

22.7.6 Honorarium in connection with Hindi Workshops

The rate of honorarium payable to officers/staff for delivering lectures in Hindi Workshops will be Rs.240/- per hour subject to a maximum of Rs.2400/- per trainer in a single course. Each lecture will not be less than one hour's duration. Total amount of honorarium payable to all Guests shall not exceed Rs.7200/-.

(Govt. of India, Ministry of Home Affairs, Deptt. of Official Language O.M. No.14034/16/2000/Ra.Bha.(Prashi.) dated 19.3.2001 received vide CAG's endorsement No.9/Lekha Prariksha Niyam/67-

98/2001/III/32 dated 21.5.2001 (Page 230 of File No.Rajbhasha Kakshya/Karyashala/K-31/2000-06)

22.7.7 Grant of awards for meritorious work

The scheme of grant of cash awards for meritorious work was introduced vide Headquarter Office circular letter No.1717-NGE.I/76-81 dated 10.6.82

It has been decided vide Headquarter office letter No.1236-N.I/35-88 dated 29.6.88 that the existing scheme for the grant of cash awards for meritorious work will be merged with the scheme of issue merit certificates for outstanding work done. Henceforth a merit certificate and cash award will be given to the same individual for consistent meritorious work done by him during the period under review. The amount of cash award is left to the discretion of the Heads of Department. It may, however, be ensured that the amount paid in each individual case should not exceed Rs.1500/- during a year.

For this purpose the Section officers/Assistant Accounts Officers/Accounts Officers and Group Officers should forward the name of official(s) for grant of cash award and issue of merit certificate by end of February each year to T.M. and Admn.I Sections respectively which, in turn, will send a consolidated report

pertaining to the sections of Accounts and Entitlement Group and Administration Group and the Section under the direct charge of the Accountant General (A&E) to Confidential Cell by the 10th March mentioning details of commendable/meritorious work done during the year and the circumstances under which that work was performed by the individual concerned under the specific recommendations of the respective Group Officer. Confidential Cell will consolidate the recommendations so received and take further necessary action for grant of cash award and merit certificate as per procedure laid down for the purpose.

While recommending the names for grant of cash awards for meritorious work and issue of merit certificate, following factors should be kept in view: -

- i) The amount of the cash award will be as decided by the Head of the Department.
- ii) The same employee should not be recommended for the award year after year. There should be a minimum gap of 3 years between the two occasions for the grant of award to the same person.

- iii) The expenditure for the grant of award shall be debited to “Honorarium”. No separate allotment will be made for this purpose. The expenditure under the head “Honorarium” should not exceed under any circumstances on the ground of grant of cash awards to the employees.
- iv) The guidelines laid down on F.R.46(b) should be kept in view.
- v) While no guidelines can be laid down to determine what is meritorious work, it is felt that only work which will stand out and be recognized as meritorious by almost any one who comes across it should be considered to be deserving for award, not only the quality and quantum of work, but also the circumstances in which the work is done may be taken into account. Similarly the merit certificate should not be issued for general outstanding work of an individual which can be referred in the confidential report. It should be for a specific outstanding work.
- vi) Particulars of names of awardees, reasons for the grant of awards, amount of awards, total amount sanctioned to the awardees during the financial year, etc. should be distinctly

included in the Half Yearly Report of honorarium sent to the Headquarters Office.

(Office Order No.5 issued vide No.Admn.CC/4-8/82-87/Vol.1 dated 25.10.89)

22.8 General Provident Fund

22.8.1 The rules regarding the General Provident Fund for the Central Government Employees are contained in the General Provident Fund (Central Services) Rules, 1960.

22.9 Observance of courtesies by officers of the Government of India in their dealing with Members of Parliament

22.9.1 Due courtesy and regard should be shown to the Members of Parliament in accordance with the instructions contained in G.O.I., Deptt. of Per. & Trg. O.M. No.11013/10/88-Estt.(A) dated 23.6.88 codified as G.I.D. No.(17) below Rule 1 of Central Civil Services (Conduct) Rules, 1964.

22.10 Filing System

22.10.1 The files to be maintained in the Administration Group shall be numbered according to the new filing system described in **Annexure** to this Chapter.

(Office Order No.Admn.I/1-5-5(3) dated 1.3.1982)

22.11 Calendar of Returns

22.11.1 A Calendar of Returns shall be maintained by each of the Admn./OE Sections in the prescribed form for the observance of the due dates fixed for the various items of work. The Calendar should be submitted by the Section Officer/Assistant Accounts Officer to the Branch Officer on every Tuesday and to the Sr. Dy. Accountant General (Admn.) on Tuesday of the 3rd week of every month. It will be the responsibility of the concerned Section Officer to ensure that the Calendar of Returns maintained by it contains all the returns required of it and is uptodate.

ANNEXURE

(Referred to in para 22.10.1)

New filing system for Administration

- I) There will be following four main categories of files to be maintained in the Administration Group (Administration, OE, GD and Welfare Cell).

File Category No.1	Instructions on policy and General matters (subjectwise files and sub-files to be opened like 1-A, Instructions regarding recruitment 1-A.I Instructions regarding recruitment of Group 'D' and so on.
File Category No.2	Instructions regarding maintenance and submission of Returns and Reports (subjectwise file and sub-files to be opened like 2-A. Returns and Reports regarding recruitment to be submitted to Central Office and so on).
File Category No.3	Correspondence regarding actual submission of Returns and Reports files and sub-files to be opened under the same subject heads and sub-heads as of file category No.2
File Category No.4	Correspondence: Files and sub-files to be opened according to requirement under the subject head and sub-heads of file category No.1.

In the case of file categories No.2 & 3 there will be further sub-divisions of the files as shown below: -

File Category-2 Main subject of the file	Instructions regarding Returns and Reports. A-Instructions regarding Returns and Report on recruitment.
Sub-Division of file as to whether the Return/Report is to be submitted or to be received.	To be denoted by suffix 1 or 2 after A. e.g. 2-A-1 Instructions regarding Returns and Report on recruitment to be submitted.

Further sub-division as to from whom the Return and Report is to be submitted/received.	To be indicated by numerals in bracket regarding 2-A-1(1) to be submitted to Central Office.
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- II) A list of commonly used file headings is to be maintained by Admn.I Section and a Control Register thereof will also be kept in Admn.I Section. If any new file heading is to be opened the same should be got entered in the said Control Register before hand. The respective sections will also keep their own Registers of Sectional Files.
- III) Every Instructions file should have inside the front cover (i) a chronological index of the various letters/orders/instructions recorded in that file and (ii) an index of orders/instructions for ready reference.

(Authority : O.O. No.Admn.I/I-J-5(3) dated 1.3.82)