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**MANUAL
OF
OFFICE PROCEDURE
2016**

**OFFICE OF THE ACCOUNTANT GENERAL
(ACCOUNTS & ENTITLEMENT)
UTTARAKHAND, DEHRADUN**

**ISSUED BY:
THE AUTHORITY OF ACCOUNTANT GENERAL (A&E)
UTTARAKHAND, DEHRADUN**

PREFACE

1. The Office of the Accountant General (A&E) Uttarakhand was established at Dehradun in May, 2002. The Administrative Control of the office was under Office of the Accountant General (A&E) U.P, Allahabad. The Office was bifurcated on 01.06.2006 from Office of the Accountant General (A&E) U.P, Allahabad. The office of the Accountant General (A&E), Uttarakhand, Dehradun is in existence w.e.f. June 2006.
2. Every possible effort has been made to make the Manual up-to-date by incorporating therein the latest orders of the Government of India and Comptroller & Auditor General. An attempt has also been made to incorporate in it the important office orders with a view to make the Manual helpful to the officers and staff. Besides, the provisions which have become obsolete have been deleted.
3. This Manual contains instructions for the proper conduct of office work in general as well as the detailed procedure of working in the Administration and Personal Claims Sections.
4. The provisions made in this Manual should be taken as supplementary to rules in authorized Codes and Manuals and should be read in conjunction therewith. Paras of this Manual should not be quoted or referred to as an authority in any correspondence outside the office.
5. Every member of the staff of this office is expected to fully conversant with the rules and procedure laid down herein. Ignorance of orders will not be accepted as an excuse for departing from the provisions of the Manual or for omitting to carry out its directions.
6. Any defect or omission in this compilation as also any suggestion to improve the existing rules or procedure should be brought to the notice of Sr. Deputy Accountant General (Admn.)

(ASHOK SINHA)
ACCOUNTANT GENERAL

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CHAPTER I

GENERAL CONSTITUTION OF THE OFFICE

PARA-1: BRIEF HISTORY

We are the inheritor of the ACCOUNTANT GENERAL, NORTH WESTERN PROVINCES AND OUDH, AGRA; which came into existence on 1st May, 1858. In October, 1862, the office was shifted to ALLAHABAD. On 1st April, 1926 first phase of separation of Audit and Accounts work took place. Director of Audit of the United Provinces was nomenclatured and assigned the Audit work; whereas the Chief Accounts Officer of the provincial Government took over the accounting responsibility. On 24th January, 1927 separate cadre of Pay & Accounts Officers, under Central Pay & Accounts Office, was formed for Central Government Accounting controlled by Finance Department of Government of India. Again the Accountant General, United Provinces came into being on 1st November, 1931. After independence of India, United Provinces was converted into Uttar Pradesh, from 30th January, 1950. On 1st November, 1971 the office was bifurcated into that of Accountant General, I & Accountant General II, on functional basis. Next reorganization took place on 1st February, 1977 due to rapid expansion in Revenue Audit and phenomenal growth in expenditure. The offices of the Indian Audit & Accounts Department were restructured into separate Audit and Accounts & Entitlement offices with effect from March 01, 1984. The offices of the Accountant General (Accounts & Entitlement)-I and Accountant General (Accounts & Entitlement)-II, thus, came into existence from that date. The office of the Accountant General (Audit)-I was also co-located with the Accounts & Entitlement offices in the old premises. Principal Accountant General headed the (Accounts & Entitlement)-I office from 9th September, 1985 to 8th December, 2002, thereafter the post of Principal Accountant General was shifted to the Audit-I Office. The office of Accountant General (A&E)-1 was again upgraded as office of the Principal Accountant General (A&E)-I on 2nd August, 2010. This was again renamed as office of the Accountant General on 15th June 2011. The offices are mainly housed in a monumental building of grandeur, which was originally the abode of the High Court of Judicature. An engineering marvel designed by Lord Peele in 1872, it is one of the four identical mansions, in a cluster. The Audit Offices were shifted to “**Satyanishtha Bhawan**” in January 1996. with the creation of separate state of Uttarakhand and office of the Accountant General in that state the work relating to preparation of accounts and maintenance of GPF etc. pertaining to that state was transferred to office of the Accountant General Uttarakhand.

Office of the Accountant General Uttarakhand came into existence w.e.f. 09.05.2002 and the cadre of office of the Accountant General (A&E) Uttarakhand, Dehradun was separated w.e.f. 01.06.2006. Before separation, the cadre controlling authority was office of the A.G. (A&E)-I U.P., Allahabad.

PARA-2: OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E):

(I) ADMINISTRATION WING:

Consists of Pr. Accountant General's Secretariat, Deputy Accountant General (Admin. & A/cs) Cell, Administration sections I to IV, ITA, Welfare, Legal Cell, Hindi cell, General Department, Pay & Accounts Sections, Dak & Dispatch, and Information Technology Support Group (ITSG).

Administration Sections: This section deals with cadre controlling work, e.g. appointments, promotions, Gradation list, inter-offices and inter co-ordination transfers, disciplinary cases, Budget controlling, Right to information cases, Court cases filed by serving/retired government servant of

IA&AD working in Accounts & Entitlement Office, maintenance of rosters for appointments and promotions, correspondence with other offices, sending returns and information to the Office of the Comptroller & Auditor General of India (Hqrs' office) as and when required. Notwithstanding, SAS (Civil Audit) passed candidate- regarding Deputation and permanent absorption.

Pr. Accountant General's Secretariat: Secretarial and confidential work of the Pr. Accountant General is performed in this Secretariat.

Deputy Accountant General (Administration) Cell: This Cell assists Deputy Accountant General (Administration) in confidential work

Internal Test Audit Section: Periodical check of working of each Section/sphere of work is conducted as per provisions contained in ITA Manual and results thereof directly submitted to the Principal Accountant General. Further, at the time of Inspection of the Office by Director General/Inspection of the Hqrs. Office, ITA Section acts as a pool between this Office and Director General/Inspection and his/her team.

WELFARE SECTION:

It consists of one Section, namely Welfare Section under charge of Sr. A.O. Main work of this wing is Welfare activities, Organization of various cultural and sports activities, matters relating to Benevolent Fund, liasoning with Recreation Club and looking after about general welfare of the officers and the staff. This wing works for both the Accounts and Entitlement Offices. The Welfare Section has one Welfare Assistant. The matters are routed through Deputy Accountant General (Administration) to be submitted to the Accountant General (A&E).

Hindi Cell: The section deals with matters relating to use of **Rajbhasha** (Hindi) in A&E office and reporting thereon.

Pay & Accounts Office: It maintains initial accounts thereof, passes bills received from Personal Claims Sections routed through respective Cash Branches, issues cheques against them, maintains individual Provident Fund accounts of Officers and staff of those offices, issues Pension related authorities in respect of them.

Information Technology Support Group (ITSG): An integrated Core Group for looking into problems of Hardwares, Softwares, and Biometric attendance system has been formed, namely Information Technology Support Group (ITSG).

General Department: Deals with procurement of Hardwares and Softwares, materials, stationery, etc., necessary for upkeep of the A&E Office. Inward Dak and Outward Despatch letters are monitored. This Branch is also responsible for Reception, maintenance of office premises and liasoning with Central Public Works Department in this regard; maintenance of Library, getting typed outgoing letters either with the help of computers or manual type writers, etc..

Personal Claims Sections and Cash Section: This section deals with matters relating to personal claims, Pension cases and issuance of CGHS cards and other related matters of Central Government Health Scheme, making entries in service books of all cadres, maintenance of leave of non gazetted staff pertaining to A&E-I staff and Officers. Cash Section deals with Cash transactions incurring through Cash/Cheques.

Examination Section: The section deals with examinations, prescribed by Hqrs. office for promotional avenues of officers and staff of A&E offices.

Training, to A&E Office-officers and staff, prescribed for Departmental Examinations and In-House training requirements to improve the working standards of the offices. Other, namely, EDP Training Section deals with Computer based EDP training requirements of the Officers/staff members of the Offices.

Organization & Methods (O&M) Section: The section deals with updating of Manuals and conduct of systems and procedure studies with a view to achieve optimum level of efficiency. O&M Techniques include Organizational Analysis (the objectives of an Organization, the functions of the components of the Organization, the duties & responsibilities of the individuals working therein, Inter-relationship between the functions and individuals), Method Study (a systematic and analytical approach to problems which enables all the relevant factors to be evaluated so that decisions may be made), and Work Management (Time Study, Activity Sampling, Pre-determined Motion Time Systems, Synthesis and Analytical Estimating). The section also prepares annual Administrative Report - as well as monthly updates on it - depicting state of work of office to be finally hosted on office website. The section also assesses higher level training needs of officer and staff of office of AG (A&E)-I and sponsors them for various training programme at RTIs, iCISA BPST etc.

PARA-3 CHANGE IN STAFF

The sanctioned strength of each control/department is fixed with reference to their respective function, sanction for which is received from Headquarters' office from time to time. Changes of personnel between different controls require approval by Group Officer in charge of Administration and Principal Accountant General for non-gazetted staff and Gazetted Officers respectively.

PARA-4 LIMITATIONS ON CHANGE IN STAFF BY GAZETTED OFFICERS WITH IN A GROUP

Increase in the working strength of any section can be done only with the prior approval of the Pr. Accountant General. Any interchange between Staff/Officers of different sections within a Group should not be carried-out without the prior approval of the Group Deputy Accountant General. In all cases where inter change is permitted by the Group Officer, the relevant papers should be sent to the Administration Section for information and record.

PARA-5 INCUMBENCY REGISTER:

Each Assistant Accounts Officer shall maintain an "Incumbency Register" in respect of all the groups in his section in the following form. The Register will remain in his personal custody and he will make it over to his successor as and when any change takes place.

Group & Duties	Name of Incumbent	From	To	Sign. Of the Incumbent	Initials of the Incumbent	Sign. Of the Gazetted Officer
1	2	3	4	5	6	7

Separate pages should be allotted to each group in section. In addition, the incumbency of the Assistant Accounts Officer should also be shown on a separate page in the register. The Assistant Accounts Officer will ensure that the duty lists are properly drawn in this register and that the continuous record of the incumbents with their specimen signatures and initials and their duties with dates is properly maintained. The Incumbency Register should be submitted to the Gazetted Officer-in-charge of the section on 3rd of every month and to Group Deputy Accountant General on the 5th of April, July, October and January each year. A note to this effect should be kept in the sectional Calendar of Returns.

PARA-6(A) PROPOSALS FOR THE CREATION/CONTINUANCE OF TEMPORARY POSTS IN VARIOUS GRADES ETC.

The Comptroller and Auditor General has ordered that while asking for creation/continuance of temporary posts in the IA & AS, Accounts Officers and other grades, a consolidated reference should not be made for posts in various grades. Separate references are necessary to be made regarding (i) I.A. & A.S. posts. (ii) Accounts Officers post and (iii) other posts as action in respect of IA&AS, Accounts Officer's and other posts is taken separately by different sections in his office.

PARA-6 (B) ACCURACY OF STATISTICS

The Statistics collected in an A&E Office for report to higher or outside authorities should be accurate, especially when the decision regarding the requirement of staff in an Accounts Office depends on these statistics. The Comptroller & Auditor General has prescribed the following procedure to secure the accuracy of statistics prepared by Accounts Office:-

(i) In future when request for additional establishment are made on the basis of statistics of works, the statistics should be thoroughly checked by a responsible person say Sectional In-charge in the Internal Test Audit Section who has nothing to do with the revision of establishment and then reviewed by the Branch Officer in-charge of ITA Section who should satisfy himself that the statistics prepared are prima facie correct.

(ii) Both the preparer and the examiner of these statistics should set their initials with names in this statement in token of their having done so.

(iii) All papers (including the detailed statements) leading to these statistics in connection with the revision of establishment should be prepared permanently.

CHAPTER II

GENERAL OFFICE PROCEDURE AND SYSTEM OF CORRESPONDENCE

SECTION A – GENERAL OFFICE PROCEDURE

Para-7(A) GENERAL INSTRUCTIONS FOR ATTENDANCE:

The regular hours of attendance of the Officers and employees are from 9.00 A.M. to 5.30 P.M. with half an hour lunch break on all working days from 1.00 to 1.30 P.M. but when the work is in arrears or in the interests of public service require these hours may be extended and the officials who is/are required to work on non-working hours or on holidays must do so as part of his/their regular duties. It is the duty of the Assistant Accounts Officer to prevent the accumulation of arrears and they are authorized to require the attendance of their subordinates before and after the usual office hours and on holidays, if necessary to bring the work upto date. In the General Department the Head Despatcher/Daftari whenever required to sit late beyond office hours may be allowed to attend office late the next working day to the extent they had to sit late hours for carrying late speed post, dak etc.

Late attendance upto one hour, on not more than two occasions in a month may be condoned by the competent Officer, if he/she is satisfied with the explanation by the individual. For each occasion of late attendance not condoned, a half day Casual Leave should be forfeited and debited to the casual leave account in the Casual Leave Register. Similarly, half day Casual Leave is to be deducted for leaving office before specified time.

PARA-7(B) PUNCTUALITY IN ATTENDING OFFICE AND PENALTY FOR LATE ATTENDANCE UNDER OLD SYSTEM

(a) The members of the staff are expected to attend office punctually at 9.00 A.M. and sign the attendance register kept in the section.

The attendance register will be initialed by the Assistant Accounts officer of the section and submitted immediately to the officer in-charge of the section by 9.10 A.M. (i.e. within ten minutes of the official hour of opening.)

In this connection the following instructions should be carefully followed:

- (i) Each Assistant Accounts Officer will close the attendance register at 9.10 A.M. sharp.
- (ii) A red circle will be marked by the Assistant Accounts Officer against all those who have failed to turn up by 9.10 A.M.
- (iii) The Assistant Accounts Officer will ensure delivery of the attendance register, after closing, to his Branch Officer latest by 9.15 A.M.
- (iv) All late comers coming upto 10.00 A.M. will sign their attendance in Branch Officer's room duly recording the time of their attendance.
- (v) Each Branch Officer will close the register further after marking letter 'A' in the red circle in respect of all those who have not turned up till 10.00 A.M.
- (vi) The Branch Officer will thereafter get the attendance register delivered to his Group officer at 10.00 A.M.

- (vii) Late comers arriving between 10.00 and 1.30 P.M. will sign the attendance register in the Group Officer's room duly recording the time of attendance.
- (viii) The Group Officer will add another 'A' in red circle for those who do not turn up till 1.30 P.M..
- (ix) The Group Officer will return the registers to the B.O.'s concerned at any time between 2.30 P.M. and 5.00 P.M. with direction to have the attendance taken in the sections immediately thereafter. Thus, each member of staff will record his attendance twice every day-once in the forenoon and again in the afternoon.
- (x) The late attendance with double 'A' ('AA') in red circle will count as a 'casual leave' provided the person concerned puts in an application for its ex-post-facto sanction, failing which it will be treated as unauthorized absence from duty and dealt with as such.
- (xi) Each red circle with or without letter 'A' will be treated as half casual leave, provided that red circles, without letter 'A' upto a maximum of two in a month, may be condoned by Assistant Accounts Officer in case of not-habitual 'late comers', at his sole discretion.
- (xii) Each Assistant Accounts Officer will prepare a summary of attendance at the end of each month and submit it to his Branch Officer/Group Officer by the 5th of the following month for review.
- (xiii) For regulating the movement of staff during working hours a "Date -Wise Record of Movement" in the following proforma would be maintained. Entry will be made by each member of the section before leaving the section.

DATE-WISE RECORD OF MOVEMENT

Date	Time of leaving	Time of return	purpose	with Permission(P) or without(W)

Note:- Only absence of more than 15 minutes will be recorded in the Register.

- (xiv) In so far as Group 'D'/MTS employees are concerned, their attendance will be taken at 8.45 A.M. every day in the General Department and closed at 9.00 A.M. For this an Accountant will be deputed, by Branch Officer/General Department from General Department Section by weekly rotation to reach office at 8.45 A.M. who will be permitted to leave office half an hour earlier during the week i.e. by 5.00 P.M.. The Accountant will also conduct an inspection of Group 'D'/MTS uniform to ensure that the entitled categories wear the prescribed uniforms. Group 'D'/MTS employees not present in full uniform will not be allowed sign their attendance, apart from any other administrative action that may be taken against them. They will also have to sign their attendance in their respective sections at 9.00 A.M daily.
- (xv) Each Group Officer/Branch Officer shall also conduct surprise inspections from time to time to ensure that the above instructions are being faithfully complied with by all the concerned staff and each Section Officer is maintaining the 'Register of Movement' as well as a strict

control on the attendance in his section. Any remissness in this regard should be viewed seriously.

(Authority: Office order No. Admn. IV/1-4/Misc. Order/2586 dated 12.02.1971 and 2606 dated 03.03.1971)

PARA-8 OFFICE ORDERS

Office orders should be issued on important subject e.g. general office procedure, and audit procedure etc. All other matters should be communicated in the form of office memos. A particular office order should be prepared in the section where the case relating to it arises and got approved by the Group Officer/ Accountant General. It should thereafter, be entered in the office order register and a serial number assigned to it. The brief subject and the case file number should invariably be given in the office order itself as well as in the register.

PARA-9 DIARISING OF OFFICE ORDERS

Office orders should be diarised in the sectional diaries and thereafter delivered to and received by assistant or the diarist (for whom they are marked by the AAO of the section for disposal). Like letters, the office orders will be received under their dated initials. In the diary they should be shown as disposed of after the AAO has seen that proper action has been taken thereon. Separate files may be opened each year for filing office orders received from different controls.(Authority No.TM/5578/11-33 dated 03.02.1967)

PARA-10 GUARD FILES OF OFFICE ORDERS

For proper functioning of the office and control over it, Para 2.42 of Comptroller & Auditor General's Manual of Standing Orders (Administrative)-Volume I lays down for maintenance of "Guard Files" containing copies of important orders for consultation by all officers and subordinates. Further, files should be maintained according to individual cases governed by these orders and should be files in a compact file containing all current orders on a particular subject even if they are issued in different years. For above purpose an index of the General Files is required to be opened and kept in each section. At the time of transfer of charge every Gazetted Officer should hand over to his successor complete guard file of Office orders inviting his attention to important ones on which action is not complete or has yet to be taken.

PARA-11 INCORPORATION OF OFFICE ORDERS IN MANUALS

As soon as a procedure incorporated in an office order has sufficiently crystallized, it should be incorporated in the relevant Manual by the Section concerned. The following due date are prescribed for the annual review and for the submission of the certificates by the sections and Gazetted Officers and should be noted in the Calendar of returns of the Sections concerned.

Annual review of file of Office orders	Work to commence on 1 st May and to be completed on 15 th May
Completion Certificates to be furnished by the sections and Gazetted Officers	1 st June

PARA-12 DEPARTMENTAL ORDER BOOK

A general office order book will be maintained by each section and will contain all instructions issued by the Branch Officer to his subordinates from time to time. All important orders and rulings which have any bearing on the working of the department concerned should be noted in this order book each entry being approved and signed by the Asstt. Accounts Officer. When a gazetted officer has occasion to lay down a ruling for the guidance of his section which may affect other section, he should before doing so discuss the matter with the Gazetted Officers of the sections concerned, and any difference of opinion arising there from should be submitted to the Principal Accountant General through the Deputy Accountant General concerned for final orders. All such decisions of the Principal Accountant General and also his decision on questions arising out of an article of the prescribed rules or codes or of some rule or order of Government which are not issued in the form of office orders, should be entered in the Departmental Order Book.

PARA-13 NOTE BOOK OF ACCOUNTANTS

A note book in suitable form should be maintained by each auditor for keeping notes of all points which have to be kept in mind as requiring action to be taken thereon, but which cannot be noted in any of the Sectional Registers. The note-book should be reviewed monthly by the Assistant Accounts Officer.

PARA-14 GENERAL DUTIES OF ASSISTANT ACCOUNTS OFFICER

(i) The Assistant Accounts Officer is responsible for the work of his section and is expected to see to the regular and efficient discharge of it. He is required to see that system and discipline are maintained and that the work at all times fairly and judiciously distributed, each member of the section being efficiently trained and fully occupied. He should bring to notice any tendency to redundancy or duplication of work and in causes of absence of auditors or pressure of work should make proper arrangements for prompt disposal of business making redistribution.

(ii) He/she should see that the codes and regulations are correctly applied and strictly observed, and should on no account, allow any departure from any prescribed procedure without the express orders of superior authority.

(iii) He/she is also responsible for seeing that no undue delay occurs in the disposal of any document, that all returns due from the branch are rendered on due date, and that facts and results in all figured statements are correctly stated.

(iv) He/she is required to undertake personally the disposal of important cases, unofficial references and all other important work including notes, reminders, etc. from other sections. He marks and gives 'file orders' on all letters except letters from the Government and the Comptroller and Auditor General which will be filed under the orders of the Branch Officer.

(v) The Assistant Accounts Officer is also responsible to see that all the disposals are made strictly in accordance with the rules and orders applicable to the cases concerned. He should put up all doubtful points for orders.

(vi) The Assistant Accounts Officer is also required to see that the furniture and records of the sections are arranged in the most convenient possible way and that strictest economy is always observed in the use of forms and stationery.

PARA-15 REPORT ON STATE OF WORK

The Assistant Accounts Officer is personally responsible for drawing up report on the state of work in his section as it actually stands on the last day of each month in the form prescribed by the Principal Accountant General from time to time. He should see that no item of work is omitted from the statement and a certificate referred to in Note 2 to Para 21 of the Comptroller and Auditor General's Manual of standing orders is recorded thereon. The items should be arranged in definite order as may be prescribed.

This report after final approval by the Group Officer (Senior Deputy Accountant General/ Deputy Accountant General) concerned should be made over to the respective control sections for consolidation and submission to the Principal Accountant General/ Accountant General on the 10th of each month.

PARA-16 QUARTERLY ARREAR REPORT

A report in the form of a descriptive memorandum reviewing very briefly, but critically the state of affairs in respect of all the different sections or group of sections in his office, should be submitted by the Accountant General quarterly to the Comptroller and Auditor General showing the state of work as on 31st March, 30th June, 30th September and 31st December, so to reach the Headquarters Office before the 15th of April, July, October and January respectively. As far as possible the arrears should be computed in terms of mandays and the overall increase or decrease indicated in a separate paragraph of the report. All important measures, penal and others, taken or proposed to be taken to remove the arrears and defects, and expectations as to when they would be removed should invariably be indicated in the report.

PARA-17 POWERS OF MAKING REFERENCE TO OTHER SECTIONS

Assistant Accounts Officer of different sections may make reference to one another for information on questions of facts. On questions of opinion no reference should in any case be made to the Branch Officer in-charge of another section except by the Branch Officer-in-charge of the Section which makes the reference. This does not apply to cases when references are made to another section as a matter of current procedure.

PARA-18 TAKING WORK HOME

Taking away office files, vouchers, etc. by the Assistant Accounts Officer/Sr. Accountants/Accountants and Clerks when leaving office is strictly prohibited. If anyone has extra work which cannot be completed in ordinary course during office hours he should attend office early and stay late in the evening.

PARA-19 RESPONSIBILITIES ON TAKING AND MAKING OVER CHARGES

The following procedure should be observed whenever transfer of a Branch Officer takes place in this office:

(a) Every Branch Officer on transfer of his/her charge due to the Officer's departure from the office or to his transfer from one gazetted charge to another within office itself should hand over to his successor all Keys, valuables and other confidential documents, if any, and report the fact to the Group officer through his successor of his having done so. He should also draw up, for the information of his successor a memorandum of points of importance in connection with the working of the charge and of any important cases or types of work which are pending and likely to call for his special attention or scrutiny. Any serious defects that may exist in the working of any of the sections comprising the charge should be specifically mentioned in the memorandum. A list of all arrears whether of audit or other items of work should be appended to the memorandum. If any review of the audit of accounts allotted to the relieved officer has not been completed the same should also be mentioned.

The charge report of Branch Officer drawn up in accordance with the foregoing instructions should be put up to the Accountant General through the Senior Deputy Accountant General/ Deputy Accountant General concerned with his/her remarks, if any.

(b) The above memorandum should be drawn separately for the sections under each group. The portion relating to each group should be sent by the relieving officer to the Senior Deputy Accountant General/Deputy Accountant General concerned for information and orders on any points raised therein. The Senior Deputy Accountant General/ Deputy Accountant General will, then, call for a report of the relieving officer on all points requiring action and also on the clearance of arrears, if any, in consultation with the group Co-ordination section.

(c) Where the charge transferred is that of a Senior Deputy Accountant General/ Deputy Accountant General, the memorandum should contain information required in paragraph (a) above both in respect of the direct and the supervisory charges and will be submitted to the Accountant General for information and orders.

(d) Whenever there is a change in the charge of Assistant Accounts Officer, Senior Accountant/Accountant a regular charge report should be prepared and signed by the outgoing Assistant Accounts Officer/Senior Accountant or Accountant as the case may be.

(e) Every Assistant Accounts Officer/Sr. Accountant/Accountant/Clerk when taking over charge of his/her duties from another, even temporarily, is expected to ascertain whether the work is absolutely up-to-date, and to report at once to his immediate superior any arrears or irregularities he may notice, in order that prompt action may be taken. If no such report is submitted the officer assuming charge remains responsible for the state of work under his charge including any arrears or irregularities which may exist. The Assistant Accounts Officer is also responsible to see that the furniture and various codes and books of reference as per list kept; in the section exist.

The Sectional copy of the charge report should - after Deputy Accountant General's or Accountant General's perusal be filed in the section concerned in a case cover neatly tagged.

(f) Whenever an Accountant/clerk makes over charge to another he must take a receipt in detail for all papers he hands over, and the Assistant Accounts Officer of the section must see this receipt before he allows the auditor/clerk to leave his section. In case where no charge is made or taken over owing to the absence on grounds of illness or otherwise, the Assistant Accounts Officer should overhaul the absentee's table and make out a list of the papers found. The list should then be sent to

the absentee and he may be asked to state whether there were any papers with him other than those mentioned in the list and if so, to communicate their whereabouts. The absentee will be held responsible for the loss of any paper which was received by him but has not been accounted for.

PARA-20 GENERAL INSTRUCTIONS ON ADMINISTRATIVE AND OTHER MATTERS

A Branch Officer may not, without the prior sanction of Senior Deputy Accountant General/Deputy Accountant General under whose direct control he/she is working or the Accountant General, reverse any deliberate orders of an important nature passed by his predecessor.

PARA-21 CALENDAR OF RETURNS

Every Assistant Accounts Officer will maintain a Calendar of returns in Form S.Y. 264 showing all statements, returns, accounts, etc. due from his section with the dates fixed for their dispatch or submission as they are weekly, bi-weekly, fortnightly, monthly, quarterly, half-yearly or annually, arranged according to date, i.e. all those 'monthly' returns which are due on the first of each month should be entered first and then those due on subsequent dates. In the case of delay in the submission of any return an explanation should be given in the last column.

PARA-22 DETAILS OF CALENDAR OF RETURNS

As the Calendar of returns is an important control document it should be submitted by the Assistant Accounts Officer of each section to the Branch Officer every week on Monday. Branch Officer may ensure:-

- (i) that the calendar of Returns is used as a control mechanism and that its submission is not left to the whims of the staff working under them.
- (ii) that all the returns (both inward and outward) are included in Calendar of Returns and the same is certified by the Branch Officers.
- (iii) that the Calendar of Returns is submitted to the Branch Officer at prescribed interval and punctually so that its submission does not degenerate into a meaningless ritual.
- (iv) that the Assistant Accounts Officer remains personally responsible to make entries of dates in the Calendar of Returns.
- (v) that the Calendar of Returns is received once a week by the Branch Officer in-charge for review and the results of the review are recorded in the Calendar of Returns.

The Branch Officers should test-check the dates at the time of every submission of the Calendar of Returns in such a manner that each item of the Calendar of Returns comes under test check once in a year.

The Calendar of Returns should also be submitted monthly for review to Deputy Accountant General/Senior Deputy Accountant General and Accountant General and test checked periodically by Internal Test Audit Section.

PARA-23 DELAY IN SUBMISSION OF RETURNS

Assistant Accounts Officers are expected to let the Branch Officer know in good time whenever there is any apprehension that a return is likely to be delayed; and the Branch Officer when

he receives such a report is expected to make special arrangements to secure its punctual submission. When the Branch Officer finds it impossible to make such arrangements the matter should be reported to the Group Deputy Accountant General/Accountant General in advance.

PARA-24 (A) ADDITION/DISCONTINUANCE OF PRESCRIBED RETURNS, ETC. IN CALENDAR OF RETURNS

Any addition or deletion in Calendar of Returns must be made only under the orders of Group Officer. Returns etc. which have been prescribed by the Accountant General must not be discontinued without express orders of the Accountant General obtained in writing.

PARA- 24 (B) DISCONTINUANCE/ALTERATION OF PROCEDURE ETC.

No Sectional in-charge has authority to discontinue or alter a procedure prescribed by the Accountant General or Officer in-charge without express orders issued by the Accountant General or the Officer in-charge as the case may be.

PARA-25(A) STRICT OBSERVANCE OF PROCEDURE PRESCRIBED IN THE OFFICE MANUALS

Assistant Accounts Officers are responsible for seeing that the procedure allowed in their departments is that prescribed in codes and manuals and no departure therefrom should be allowed without special orders.

PARA-25(B) CHANGE IN PROCEDURE

Whenever a new code or manual issued by the Government of India, Comptroller and Auditor General of India or the State Government is received in this office, the concerned recipient of the code or manual should obtain orders whenever a subsequent change in codes/manuals of this office seem necessary. A report of completion of such examination should be submitted by the concerned Sectional in-charge to Organization & Methods (O&M) Section within a month of receipt of the Codes/Manuals, Any general changes in procedure concerning more than one Section should be brought to the notice of the coordinating Sections.

PARA-26 OLD PRACTICE AND PROCEDURE

It must be clearly understood that the "old practice of the office" is no authority for a departure from the instructions contained in the various manuals. If any such variation of procedure comes to the notice of an accountant he should bring it to the notice of his Assistant Accounts Officer with suggestions, if any, in writing. Cases of departure from the procedure prescribed in the manuals, coming to the notice of Assistant Accounts Officer must without fail be reported to the Branch Officer-in-charge with a reasoned recommendation that the instruction in the manual be mended to conform with the practice or unauthorized practice be discontinued and the procedure laid down in the manual concerned be strictly adhered to in future. When a member of the staff persistently disregards rules or instructions the matter should be brought to the notice of his superior authority.

PARA-27 EXAMINATION OF FAIR COPIES

Fair copies prepared in the Sections, as also fair copies of the 'Out today' letters and figured statements forming enclosures to outgoing letters are to be compared and initialed, as prescribed in the

General Department (GD) Manual, in the office copy by dealing person of the concerned matter in the Section concerned.

PARA-28 DATING INITIALS:

Whenever it is necessary for any staff member to initial any document, register, calculation, draft letter, etc., the initials must invariably be dated.

PARA-29 CALLS FOR PAPERS BY GAZETTED OFFICERS

When an officer makes calls for papers and references or queries to a Section, the Sectional in-charge is to ensure that the call is obeyed at once. In case, if reply cannot be furnished within 03 days an ad-interim reply must be submitted. He/she must examine the information or papers before submission to see that nothing is wanting and to report to the officer concerned (through proper channel) the reasons for any delay.

PARA-30 RETURN OF DOCUMENTS

As a general rule, documents once received in this Office should never be allowed to be returned. Original documents should never be returned unless it is absolutely necessary to do so, e.g. as evidence in a case, to verify signatures, etc., otherwise only details required should be given.

PARA-31 PERSONAL INTERVIEWS WITH THE ACCOUNTANT GENERAL

Any member of the office establishment may seek personal interview with the Accountant General in accordance with the orders in force.

SECTION B- SYSTEM OF CORRESPONDENCE

PARA-32 RECEIPT OF LETTERS AND OTHER DOCUMENTS AND OPENING OF DAK

All letters, Secret Covers, parcels and other documents, whether registered or not, addressed to the Accountant General or any other Group Officer by name, should not be opened but placed before him/her who after opening passes them on to his/her secretary for entering in the register of confidential and secret letters kept for the purpose. All covers received from Government of India and State Government addressed by designation should be opened in Dak Section and sent to the Branch Officers concerned through Dak Pads. The covers from the Comptroller and Auditor General are received directly in the AG's Secretariat where these are seen and specific orders, if any, marked on them by AG. After diarizing in the AG's Secretariat these are sent to the Group Officers concerned for transmitting the same to the Branch Officer of the Section.

PARA-33 DIARISING OF INWARD LETTERS AND OTHER DOCUMENTS

On receipt of inward letters from General Department through the Branch Officer, the sectional diarist will check the letters with the number noted in the transit register of General Department and put them up before the Assistant Accounts Officer He/she will note the name of the Accountants concerned on Assistant Accounts Officer will be personally responsible for seeing that such action is taken.

The diarist should diarize the letters received from General Department (Dak) section without break under the date on which General Department. (Dak) enters them in its dak register even if he/she

diaries those on a later date. If a section wants to transfer letters (mismarked and wrongly sent to it) to another section, the Assistant Accounts Officer of the sections should under their dated initials, make necessary addition to or deductions from the total number of letters marked by him on the top of the page of the sectional diary.

The diarist should note on his diary the serial number of letters received from General Department (Dak). Letters received from sources other than General Department (Dak) e.g. those received through the transit registers of other sections should not be mixed up with those received from General Department (Dak). The former should be diarized (together) immediately below the Dak register letters. The full number and date of the outward letter should be noted against the file which contains the inward register (so that the file which contains the disposal of the inward can easily be traced).

Where however, a letter is filed without any reply from us, the file number in which it has been filed should be noted in the inward diary. The practice of noting "Filed with case" "(F.W.C.)" (without file number) against the inward letter should be discontinued.

PARA-34 DESPATCH NUMBER

Similarly, in the case letters sent out from this office, the sectional letter, case and file numbers should be added before the running dispatch number. The first three will be noted on the draft by the dealing assistant and the last one will be added by the dispatcher. This will enable the diarist to deliver the letter of reply to the Assistant concerned for being dealt with in the proper file

PARA-35 PROMPT DISPOSAL OF LETTERS RECEIVED FROM COMPTROLLER AND AUDITOR GENERAL AND GOVERNMENT OF INDIA, MINISTRY OF FINANCE or MARKED "VERY URGENT"

All reference from the office of the Comptroller and Auditor General should ordinarily be marked "urgent/very urgent" be disposed of within a week or ten days of their receipt. References received from the Government of India, Ministry of Finance are to be disposed of within a fortnight, of their receipt. The time limit should be strictly observed in the disposal of U.O. references from the Comptroller and Auditor General and any failure in this regard will be viewed seriously.

Since dak from Comptroller & Auditor General's office is seen by the Principal Accountant General before it is passed on to the sections, the secretary to the Principal Accountant General should send the acknowledgement with indication on the letter that acknowledgement has been issued in letter no. _____ Date _____ before the letter is passed on the sections. Demi Official letters requiring acknowledgement may be acknowledged by D.O. replies.

(Authority :Para. 68 of C&A.G.'s M.SO & C.A.G.'s letter No. 225-O&M/13-72 dated 21st April, 1972.)

PARA-36 RESPONSIBILITY FOR THE DISPOSAL OF URGENT LETTERS

If for any reason a letter or return marked "Very urgent" or "urgent" cannot be disposed of within the time referred to above the matter should be represented in writing to the Branch Officer in-charge and his orders obtained. Unless sanction has been given to an extension of the time fixed the Assistant Accounts Officer will be held personally answerable for any delay that may occur. The

Senior Accountants, Accountants,, Assistant Accounts Officers should not leave office if any urgent cases have been sent to the Branch Officer which require immediate disposal, unless the cases have come back from the officer or they have ascertained from the Officer that their presence would not be required.

PARA-37 UNSIGNED, INCOMPLETE AND MISSENT LETTERS

(1) On such a letter being referred to him/her the Assistant Accounts Officer will examine it carefully in order (1) to make sure that it is not for his section and (2) if possible, form an idea as to the section to which it relates. He/she will then, if he can do mark on the letter "probably for----- section" and send it at once to General Department such letters are not to be delayed in sections before being returned to General Department.

(2) If any document is received unsigned or incomplete in any respect, or is not required by this office the section concerned should take necessary action on it and not the General Department. It is only in cases in which a letter or paper has been wrongly delivered to this office or when a reminder is received to a letter which is not traceable that the General Department should at once send the letter or paper to the proper office, or call for a copy of the letter to which attention has been drawn.

PARA-38 LETTERS FOR TRANSMISSION TO OTHER OFFICE

Letters and documents sent to this office for transmission elsewhere especially those intended for the Local Government, Government of India or the Comptroller and Auditor General which are forwarded through this office should always be kept clean and should not bear any marks of notes, direction or orders except the office stamp which should be affixed in the margin. The diary number of any such letter should be entered on a slip of paper attached to the inward letter.

PARA-39 DISPOSAL OF INWARD CORRESPONDENCE

All letters not needing a reply must be disposed of within four days from the date of their receipt in the office. Ordinary letters needing a reply must be disposed of within a week.

PARA-40 PRELIMINARY STAGES IN DISPOSAL

If a case has to be circulated for opinion, or old papers have to be searched for, or the orders of a Gazetted Officer or of the Accountant General have to be taken, the Accountant dealing with the case must take the initial step, i.e. call for the papers or write his note immediately and all these preliminary stages must be completed, except in very exceptional circumstances, within a week.

PARA-41 TREATMENT OF INWARD LETTERS ON WHICH INTERMEDIATE ACTION IS REQUIRED BEFORE FINAL DISPOSAL

Letters falling under the following two classes should be treated as pending:-

- (1) When for the disposal of an inward letter, information is required which is not available in the office and a reference is made to another office.
- (2) When it is essential for the disposal of an inward letter to be deferred pending a certain occurrence.

The intermediate action taken for the disposal of a letter should not be treated as final disposal of letter and the number and date of the outward letter should not be entered in column 8 of the letter receipt diary. A note in red ink should, however, be made of the intermediate action taken in the remarks column of the diary. The inward letter should be promptly brought on to the "File pending register" where one is maintained and should be brought forward regularly in the weekly report until finally disposed of.

PARA-42 INWARD DOCUMENTS RELATING TO MORE THAN ONE CO ORDINATION

Letters, etc. which concern more than one co ordination should be dealt with in the following manner:-

- (1) The General Department will mark such a letter to the Administration Section which has to issue orders or to take urgent action on it and send it through the sectional transit register of that section. The section to which the letter is sent will, after taking action on the points with which it is concerned send the letter through its transit register in Form No. Sy 314 (not the sectional inward diary register) with a covering circulation slip in Form No. Sy 243 in which should be noted the name or names of the section or sections to which the letter is sent together with the date of issue shown distinctly after the printed text.
- (2) In cases of urgency the supply of a copy of such a letter to each of the section concerned by the original section will facilitate the disposal of it, but in such cases the order of the Branch Officers must be obtained before the letter is sent to the General Department for striking "type copies".
- (3) Letters which are concerned with another section even remotely should be shown to that section before final action is taken and no section should deal with a letter relating to a matter or subject which clearly pertains to another section.

PARA-43 COLLECTION OF INFORMATION FROM OTHER SECTION

When information is required to be collected from other sections for the disposal of a letter, the letter with a note will be circulated to the sections concerned. Such letters should be treated as urgent and no delay should be allowed in furnishing the requisite information.

PARA-44 (A) GENERAL SANCTIONS OF A FINANCIAL NATURE

A copy of General sanctions of financial nature affecting various departments is to be supplied by General Department to Administration section for submission to Principal Accountant General\ Accountant General explaining the financial implications and cognate matters. The Audit will be done by the Central Audit Sections.

PARA-44 (B) REMINDERS

Reminders received from the Government should be entered in a "Reminder Register" which should be maintained in every Section. The Register is to be submitted to the Branch Officer on every Monday and Thursday, so that he/she may see to the early disposal of the outstanding cases. A second and third reminder should invariably be submitted to the Group Officer and Accountant General respectively with the register and the original case within two days of their receipt. A note should be

kept in the Sectional Calendar of Returns. (Comptroller & Auditor General's letter no. 13-Adm/383-48 Bt.5149, Office Order no. TM/XX-1/1112 dated 05.02.1949.)

PARA-45 NOTES

Orders of Branch Officers should invariably be obtained on doubtful points through brief office notes. Brief notes of facts and relevant rules are to be written on the regular office notes. Sometimes the sections go on summarizing or even repeating the facts of Paper(s) under consideration ("P.U.C.") in the notes. This is not necessary. Only such salient points of Paper(s) under consideration on which the section wants to offer comments should be brought out in the notes categorically and briefly. Notes must always be kept separate from correspondence. Page reference or slips should be given in the margin and not in the body of the notes.

PARA-46 METHOD OF WRITING OFFICE NOTES

All office notes should be written on both sides of the paper, a quarter margins being left blank for the record of the orders passed by the officer to whom the note is submitted. They should be temporarily and courteously expressed and written, if possible in the third person and should be broken up into numbered paragraphs. It may be assumed that the paper under consideration will be read by the officer to whom it is submitted and that no paraphrase or reproduction or verbatim extracts of it are ordinarily necessary in the notes. A précis of its contents need be made only when the paper is of great length and complexity.

When a note is submitted, it should as far as possible confine itself to:-

1. The question at issue.
2. Circumstances leading upto if, necessary.
3. Rules and precedents bearing upon it
4. Suggestions for action.

The raising of relevant side-issue is not prohibited but it will usually be found convenient to start a new file for such matters. In some cases, the perusal of the papers under consideration will be sufficient and nothing will be required beyond a brief suggestion for action.

To facilitate the rapid disposal of cases and especially urgent cases, personal discussion be freely resorted to. A draft letter or telegram, as the case may be, should be prepared at any stage of a case, if it appears that the consideration and disposal of the case would be facilitated by submitting it in the form of a draft. Assistant Accounts Officers of the sections should not overlook the fact that there may be a case which either by its intricate nature or being urgent can be dealt by its intricate nature of being urgent can be dealt with adequately by the Branch Officer. In such cases, the papers should be submitted immediately "for orders." It is not essential that notes be written on all cases.

In important cases on which an officer has passed orders, either by approving the suggestions made in the notes or by a note of his/her own but has not actually suggested the phraseology to be employed, the draft should invariably be submitted to the officer before issue.

The section last dealing with an office note should see that there is at least one blank page attached on which the officer can record his remarks.

PARA-47 FILING OF LETTERS FROM COMPTROLLER AND AUDITOR GENERAL OR GOVERNMENT OF INDIA

Letters of the Comptroller & Auditor General or Government of India should not be filed by the section concerned without the orders of the Branch Officer-in-charge.

PARA-48 RECORD OF IMPORTANT CIRCULARS ISSUED BY THE COMPTROLLER AND AUDITOR GENERAL

The Comptroller and Auditor General has directed that the attention of Accountant General as well as of other officers, on return from leave, should be drawn to circular letters of general interest which may have been issued by the Comptroller & Auditor General during their absence on leave etc.

PARA-49 CORRECTION TO MANUALS ON ORDERS OF THE GOVERNMENT OF INDIA ETC.

Letters containing the orders of the Government of India, Comptroller and Auditor General or the Local Government which require corrections to be issued to the office Manuals, should be disposed of promptly. The corrections should be issued as early as possible. Only copies (renewed) should be supplied to the sections concerned for information and guidance instead of distributing copies of the orders. If any section wants to see the original orders it can refer to the section which received and circulated the orders. (Office Order no. TM/1096/60 dated 18.02.1939)

PARA-50 UNOFFICIAL FILES TREATED URGENT

Unofficial references should always be treated as urgent and Gazetted officers and Assistant Accounts Officer should see that such references are disposed of as soon as possible, and that on no account are they detained beyond a week. The sections concerned will put up along with the register of Un-Official references the particular files which have been delayed for more than a month from the date of receipt together with a brief note showing the reasons for the delay.

PARA-51 COPIES OF UNOFFICIAL NOTES TO BE RETAINED

All unofficial communications from this office to the Government of India, Comptroller and Auditor General, Local Government and Board of Revenue should be typed and office copies thereof retained. Copies of relevant portions of unofficial notes from officers making such references should also be kept in the case of important references such as interpretation of Rule etc.

PARA-52 DEMI-OFFICIAL AND OTHER CORRESPONDENCE ADDRESSED TO THE ACCOUNTANT GENERAL

All demi-official and other letters addressed to the Accountant General by name will be entered in register (s) maintained by Accountant General's Secretariat and sent with the register to the Gazetted Officer or Assistant Accounts Officer of the department concerned to whom they are marked by the Accountant General. It shall be the responsibility of the officer concerned to acknowledge their receipt personally in the register. Calls for copies of documents should not be too freely indulged in; in many cases, the required documents are already in the office, possibly with the writer himself/herself, and instances are not unknown in which executive officers have complained that copies of documents,

already in this office, have been called for, not once, but several times. No copies of documents should therefore be called for unless it is established that its original has not been received and that a copy is essentially required. For this purpose, drafts of letters calling for copies of sanctions should be attested by the diary clerk of the section and in the case of important receipts by the General sections also.

PARA-53 AD INTERIM REPLIES

Demi-official letters etc. should be disposed of within three days of their receipt in the sections. If it is not possible to dispose of a Demi Official letter within that time an interim reply acknowledging the Demi Official letter and stating the position (e.g. that the matter is receiving attention in the office) should be issued.

For other correspondence also, it is necessary that persons addressing this office should not be kept waiting for a reply for an unduly long time. If it is not possible to deal with such references, say within a fortnight an ad interim reply should be sent in such cases also and the writer should be kept informed of the position at regular intervals. In no case should the office sit on reminders, but an ad interim reply should be issued immediately on the day of receiving a reminder.

PARA-54 (A) TOP SECRET AND SECRET DOCUMENTS

Extracts from the memorandum of Instructions regarding the treatment and safeguarding of top secret and secret information and papers are reproduced below for information.

"Secret papers are intended only for the perusal of the officer to whom they are addressed and of a limited number of reliable persons whose duty it is to deal with them. Papers marked secret should, as far as possible, be addressed to an officer by name only."

PARA-54 (B) RECEIPT OF SECRET AND CONFIDENTIAL LETTERS

Covers containing secret and confidential documents addressed to the Accountant General by designation should be opened personally by themselves.

Secret covers addressed to the Accountant General by name are to be placed before him/her who after opening, passes onto his/her Secretary for entering in the register of Confidential and add Secret letters kept for the purpose and will send the same to the Group Officer concerned for necessary action.(Authority :Para 163 Of the General Department Manual 2nd edition,1981)

PARA-54 (C) INDEXING OF REALLY SECRET LETTERS

Custody of really secret and confidential letters presents some difficulty in offices. The letters of course remain in the custody of a responsible Officer. At the same time office should be aware of the existence of such a confidential letter on a particular subject so that Sectional in-charge may be responsible for inviting reference to the confidential/secret letters, in question, whenever a case to which the orders therein relate is put up. As soon as the secret & confidential letter is received, the Section concerned should be notified by the officer. This may be done by issuing a memo in the following form and the fact of issue of the memo noted on the secret & confidential communication itself.

Secret/Confidential letter no. ----- Dated-----from the-----on the subject-----
-is in the personal custody of----- (filed in -----)

Please note and diarize.

Sr. A.O./A.O.

Sr. D.A.G./D.A.G.

P.A.G./A.G./

These memoranda should be pasted in the chronological order in the guard file in the section in which these are received and a suitable index also recorded on the guard file cover. This file should be reviewed by the sectional in-charge frequently to keep himself acquainted with the orders in regard to which he/she has to invite a reference whenever cases to these orders relate are put up. (Extract of instructions contained in Comptroller & Auditor General's letter no. 50-RS/4-51 dated 15th February, 1952)

PARA-55 DESPATCH OF PAPERS BY POST

Top secret and secret papers when sent by post must invariably be enclosed in double covers, the inner cover being marked top secret or secret as the case may be and addressed to the officer for whom it is intended, while the outer cover should bear only the usual official address and the designation of the dispatching officer. Letters or packets containing Top Secret or Secret papers when sent by post should invariably be registered/ insured and should be sent "acknowledgement due". Dispatch section should not accept any inner cover handed over to them if the inner cover is not in accordance with above instructions. In no case, outer cover should be marked secret/confidential. The dispatch number marked on it should also not contain any such indication.

PARA-56 FORM OF ADDRESS

The form of address to Government, to the Comptroller and Auditor General and to heads of departments should as a rule be 'I am to request'. "I am to invite a reference" "I am to forward" etc. The letters should begin with salutation "Sir" and terminate with subscription "Yours faithfully" followed by signature and designation of the person signing the letter.

PARA-57 MODE OF ADDRESSING

Following procedure should normally be followed with regard to the issue of outward communications.

Nature of communications received from	To be replied at the level of
1. Official letters from Secretary to Government of the state or Union Government.	By Branch Officer with the approval of Deputy Accountant General. Communication to Government on important matters of principle policy or professional opinion would be issued with the approval of Deputy Accountant General or in his absence by the Deputy Accountant General
2. Demi Official letters from Secretary, Joint Secretary, Commissioner of State Government & Officers of the rank of Joint Secretary & above of Government of India.	Deputy Accountant General
3. Demi Official Letters from Heads of Departments of State and Central Governments	
4. Comptroller & Auditor General of India.	Important communication to Comptroller & Auditor General of India by a Deputy Accountant General or other Officer with the concurrence of the Accountant General and the fact should be indicated on the letter itself.

PARA-58 RESPONSIBILITY FOR FACTS AND FIGURES

All information prepared in the departments of the office for Government or for controlling offices, must invariably be tested and vouched for by the Assistant Accounts Officer or the assistant in charge of the department supplying it. This includes all facts and figures which find a place in drafts and reports, as well as regular statements or statistical returns, Assistant Accounts Officers of the assistants in charge are not permitted to leave to their subordinates the duty of checking or bearing responsibility for results which have to issue under the name of Gazetted officer.

PARA-59 ASSISTANT ACCOUNTS OFFICERS' RESPONSIBILITY FOR DRAFTS WRITTEN BY HIGHER OFFICERS

When the Accountant General or another higher Gazetted Officer drafts a letter himself, it must be understood that the Assistant Accounts Officers of the section/department concerned is responsible for the correctness of any facts or figures the Accountant General or higher Gazetted Officer may state, just as if the letter was drafted by the Assistant Accounts Officer himself/herself. Assistant Accounts Officers are also responsible for bringing to notice any order of the Government or other authority which the Accountant General or higher Gazetted Officer may have accidentally overlooked. The drafts, after being passed by the Accountant General or higher Gazetted officer should invariably be returned to the Assistant Accounts Officer of the Section to which they belong.

PARA-60 METHOD OF PUTTING FILES/PAPERS TO THE ACCOUNTANT GENERAL/GROUP OFFICERS.

The following procedure should generally be observed whenever an 'office Note' or 'draft' is submitted to the Accountant General/Group officer for consideration and approval:-

1. ARRANGEMENT OF PAPERS

The two main parts of a file are (a) Notes and (b) Correspondence. The following instructions/arrangement of papers should normally be observed in the files:-

Notes portion should be placed on the left side and the Correspondence portion to the right side.

The notes side should contain notes recorded on papers under consideration (PUC) and the correspondence side communications received (PUC) and office copies of outgoing communications. All the files/cases containing Dak, the back papers (previous reference) on the subject and referred to in the draft and/or Note should then be placed beneath these papers.

Every page in each part of the file should be consecutively numbered in separate series. Correspondence should be arranged in chronological order and page numbered from bottom to top. On the notes side page numbers should be from top to bottom.

Every communication, whether receipt or issue kept in correspondence side should be given a Serial Number (preferably in red ink) on the top. The first communication will be marked 'Serial No.1' and the subsequent ones Serial Nos. 2, 3, and so on.

2 REFERENCING

2.1 GENERAL PROCEDURE:

To the Draft should be attached by a flag D.F.A. (Draft for approval). To the Inward Dak should be attached a flag PUC (Paper under Consideration). If more than one Inward Dak/ Communications be involved in the disposal, the main communication shall be marked PUC-I, others PUC-II, PUC-III and so on. To the back papers referred to in the PUC, DFA and Note and contained in the files/cases, should be attached slips with different alphabets. The flag should be attached covering the entire width of the file/cases in such a way that all the flags are visible. All the back papers should then be referenced by noting in the margin of the PUC/DFA/Note, in pencil, the alphabet of the flag attached to the page number and case number/file number of the back paper should also be noted in pencil below the alphabet of the flag.

2.2 NEED FOR PAGE REFERENCING:

The page reference of back papers is necessary as:-

- a) Slips/Flag are not permanent identification as these are to be removed after disposal of the PUC.
- b) Slips/Flag may fall out in transit from one place to another.
- c) To facilitate the location of previous references (back paper) at a later date after the flags/slips fall out/are removed.

3. LABELLING

Disposals demanding immediate attention should be labeled "Immediate" or "Urgent". The papers/files of confidential nature should be labeled as 'Confidential', 'Secret' or 'Top-Secret' as the case may be.

4. OFFICE NOTE

When prepared: An office note is prepared to analyze or discuss the issue and for obtaining orders or directions of the appropriate authority, such as:

- i. issues arising in the course of audit and in the discharge of other day to day work;
- ii. issues proposed by Departmental officers for advice or/and ruling.
- iii. issues involving interpretation of rules and/or orders arising in the process of disposal or Inward Dak.

PARA-61 DESPATCH OF VALUABLE DOCUMENTS

The Assistant Accounts Officer of the Section which issues a draft letter with which a valuable document is to be sent will be responsible for seeing that the receipt of the dispatcher is obtained on the sectional register of outward letter. It is essential that in such cases the valuable documents should pass through as few hands as possible and the Assistant Accounts Officer should therefore take special precaution in this respect.

PARA-62 COMMUNICATION OF DECISIONS

Decision communicated by this office should always be supported by rules. If there are not clear rules or orders on any point, the decision on it must issue with the approval of the Accountant General/Group Officer as the case may be. No reference to Comptroller and Auditor General's Manual of Standing Orders (A&E) I, Manual of Standing Orders (Administration) and Accountant Code, etc., should, however, be made in communications addressed to officers who are not supplied with a copy of these volumes.

PARA-63 SIGNATURES OF DOCUMENTS

Letters relating to the sections and subjects under the direct supervision of a Gazetted officer issue ordinarily on his signature though they are stamped as emanating from the Accountant General.

The name of the officer signing any letter should invariably be typed below his signature.

Provided that no communications of the following nature should issue except with the previous approval of the Accountant General or of his Deputy.

- (1) Letters implying dissatisfaction or censure and
- (2) Letters to Government, State of Union.
 - a) bearing on important question of audit or accounting
 - b) challenging decision or orders.
 - c) questioning the validity of any sanctions otherwise than for merely technical grounds and
 - d) containing proposals for writing off or waving recovery of over payments.

Such Communications should ordinarily be signed either by the Accountant General himself or by his deputy. In the alternative, letter should bear sufficient indication that it is being issued under the direction of the Accountant General.

Further, all letters to Comptroller and Auditor General other than on routine matter should ordinarily be issued under the signature of the Accountant General. If communications are issued to his office by a Deputy Accountant General or other officer with the concurrence of the Accountant General, the fact should be indicated in the letter.

In case where under the constitution or any other enactment, the Comptroller and Auditor General, is required to certify the figures based on the figures furnished by the Accountant General etc. the later should personally sign the statements and certify their correctness.

(Authority: Note to para 70 of the Comptroller & Auditor General's M.S.O & C.S. to para 34 of the Comptroller & Auditor General's M.SO)

PARA-64 REPORT ON OUTSTANDING INWARD LETTERS

All Sections will prepare a weekly report of outstanding inward correspondence which must be submitted to the Branch Officer/Incharge on each Monday. This report will include all letters more than a week old which were not disposed of by the preceding Friday. Sectional reports of outstanding letters should be submitted to the Group Deputy Accountant General once a month.

The report should be prepared in the sectional diary itself, suitable space being left therein for the purpose. The report should be in the following form:-

Date of weekly report _____		
Receipts upto _____		
Last letter diary no. _____		
	Current	Pending
Opening Balance		
Receipts		
Total		
Disposals		
Closing Balance		

Assistant Accounts Officer

Sr. Accounts Officer/Accounts Officer

In these reports original letters to this office must not be considered as disposed of by subsequent reminders sent to this office. In such cases the original letter and its reminder or reminders should be enumerated as one letter but they should be separately specified and bracketed together with dates if more than one month old, in the detailed list of outstanding. An inward letter should not be shown as disposed of until the draft reply is received by the General department for dispatch.

PARA-65 OUTSTANDING CASE OVER A MONTH OLD

All cases over a month old not finally disposed of should be mentioned in the weekly report.

PARA-66 PROCEDURE TO DEAL WITH QUESTIONS IN THE PARLIAMENT OR STATE LEGISLATURE

All requests from the Government of India, the State Government or the Comptroller and Auditor General for information etc. in connection with questions in the Parliament or State Legislature should be dealt with as immediate by everyone concerned. General Department will arrange to enter them in the Special Dak book that they maintain for the Communications received from these authorities mentioned and put them up to the Accountant General for perusal before sending them to the sections concerned.

The Branch Officer of the section will examine the terms of communications closely in consultation with the Assistant Accounts Officer of the section so as to ascertain the nature and amount of work involved in supplying the information. If there are any doubtful points or doubtful aspects the matter should be referred through the Deputy Accountant General for such instruction etc. as may be necessary.

PARA-67 OUTSTANDING PERIOD OF LETTERS AND OTHER DOCUMENTS RECEIVED FROM ANOTHER SECTION

Outstanding period of letters transferred from one section to another should be taken to commence from the date of the office stamp borne by them and the letters should be entered in the diary of the receiving section with a note of the exact date as shown by the date stamp of the office and attention of the Branch Officer drawn to it, when submitting letter reports.

PARA-68 (A) REMINDERS ISSUED ON PENDING LETTERS

In the column of "Pending Register" "why kept pending" it will not be sufficient to merely enter "kept pending till such and such date" or a similar remark which conveys no useful information but the reason why the final disposal is delayed should invariably be noted. In the remarks column of the register should be noted the dates of issue by this office of reminders sent in connection with letters of enquiry.

PARA-68 (B) REMINDERS RECEIVED ON PENDING LETTERS

Reminders received in connection with the original letter borne on the Pending Register should not be noted as a separate item in the register, but as an entry supplementary to and below the entry of the original letter so as to show at a glance the exact position in respect of each pending letter.

PARA-68 (C) DISPOSAL OF PENDING CASES

When the necessary information is collected and the inward letter shown in the register is finally disposed of the number and date of the outward letter representing the final disposal should be entered in the diary.

NOTE: In the case of Sections where the number of pending letters is not considerable it is not necessary to maintain a separate pending Register as the necessary details can be for all practical purposes be kept in the weekly diary report.

PARA-69 MAINTENANCE OF REGISTER OF PENDING CASES

The Sections which have considerable number of pending letters may maintain a separate pending letters register in a blank book with the following columns:

(1) Serial No.(2) Diary No.(3) Date of receipt (4) From whom received (5) subject (6) With whom (7) Why kept pending (reasons to be given) (8) Intermediate actions (9)Date of disposal (10) Remarks.

In order that there may be room for noting details of intermediate action, adequate space should be left after each entry.

PARA-70 TRANSFER OF PAPERS FROM ONE SECTION TO ANOTHER

Assistant Accounts Officers must give their special attention to the matter and the following instructions regarding the maintenance of transit registers through which papers pass from one section to another should be strictly carried out by all concerned.

No letters should be taken out of the transit register by the Assistant Accounts Officer or the diarist without giving a receipt in the latter and on no account should the peon bringing letters for

delivery be unnecessarily detained by them. All memos received in the sections should be diarized in the sectional diary and their prompt disposal watched like other letters.

No accountant should hand over to or receive from another section any document except through his/her Assistant Accounts Officer and then only after the letter has noted the necessary order on the documents above his initials. Transfers unsupported by such notes are prohibited. When an accountant receives verbal orders of higher authority as to disposal of treatment of a document he should immediately record these orders to the best of his ability.

PARA-71 TRANSIT REGISTER OF LETTERS

All correspondence required to be sent to other sections or branches must invariably be entered in the transit register which should show in each case the actual date of transfer. The Assistant Accounts Officer of the receiving section will note at once on the letters the name of the clerk who should take action on them and pass on the letters with the register to his diarist to receive them. No letters should be taken out of the transit register by the Assistant Accounts Officer or the diarist without giving a receipt and on no account should the peon bringing letters for delivery be unnecessarily detained by them. All memos received in the sections should be diarised in the sectional diary and their prompt disposal watched like other letters.

PARA-72 (A) PROMPT RECEIPT OF PAPERS TRANSFERRED

Any papers sent through Transit Register should first be taken to the Assistant Accounts Officer or in his/her absence to the Sr. Accountant/Accountant present. Under no circumstances the letter should be returned to the sending section because the clerk concerned is not there to receive it. If no action is required to be taken on the letters sent to his section the Assistant Accounts Officer should note the fact on the letter itself.

PARA-72 (B) REMINDERS TO OUTWARD CORRESPONDENCE

The following rules are prescribed for issuing reminders except in the case of letters issued to the Government of India, Comptroller and Auditor General and the State Government and special attention of the Assistant Accounts Officer is invited for their proper observance, particularly in regard to items held under objection:-

- i. First reminder after a fortnight of the issue of letter.
- ii. Second reminder after a fortnight of first reminder.
- iii. Third reminder after a fortnight of second reminder.
- iv. Special personal letter after a fortnight of third reminder.
- v. Reminder after a fortnight of special letter.
- vi. Report to superior officer after a fortnight of reminder.

PARA-73 FILING OF MISCELLANEOUS AND UNIMPORTANT PAPERS

Miscellaneous and other un-important correspondence e.g. objection statements, half margin objection memoranda, covering letters forwarding sub-vouchers, notes and correspondence by letters of a purely ephemeral interest, and other similar correspondence, a record of which is either kept on the documents on which objections are raised or in the objection book should be kept loose but neatly tied

in pads after obtaining orders of the Assistant Accounts Officer of the section for filling them in this manner. These papers may, subject to any other rules in existence on the subject, be destroyed after one complete year.

PARA-74 COMPOSITION OF FILES

The unit for recording correspondence is the "File". All letters received from outside or issued from this office, as well as all office notes thereon, must form part of some file or the other. All notes and correspondence bearing on one subject will be incorporated in one "File" which should be given a suitable heading. Each section should have an approved exhaustive list of file headings based on experience, and no additions or alterations should be allowed in this list, without the approval of the Branch Officer, so that the diarist should have no difficulty in locating the case in which a particular letter is to be dealt with. File and cases subordinate to a file should each be serially numbered.

PARA-75 FILE HEADING

The file heading should indicate subject in brief and general terms, and should not be altered except in very special circumstances. The cases subordinate to a file may, however, be opened at any time as required. The subject of the case should be concise but comprehensive.

PARA-76 NUMBER OF FILES

The file number and title should be recorded at the outside top of the cover and in the space for "subject" respectively. The financial year in which it is opened is indicated by recording underneath the file number the calendar year in which the financial year commences (e.g. "2011" represents financial year 2011-12) under this again comes the authorized initials of the section.

PARA-77 NUMBERING OF PAGES

All pins should be removed when papers are put into a case or file. However, insert a paper in a case, give it a page number and also enter page numbers of previous pages if this is necessary. Officers do not, however, record page numbers and it is the duty of the Accountant dealing with the case to complete them in this respect. In numbering the pages of a case both sides of a sheet of paper should be counted, whether there is any writing on page or not though it is generally sufficient to write down only the alternate numbers thus 1,3,5,7 etc. the other sides of the sheets being understood to be numbers will run for the notes portion an correspondence portion respectively.

PARA-78 "KEEP WITH" CASE

Routine correspondence of an ephemeral nature, e.g. reminders and interim replies should be kept in a "keep with" case along with the main case. This will reduce the size of the main case and facilitate future handling and reference.

PARA-79 CLOSING OF A FILE

As soon as a file or a part of a file is closed, the flags and waste papers should be removed. The tag should also be removed and the file should be stitched, if necessary, with a fresh cover along the whole length of the left hand side.

PARA-80 DESTRUCTION OF FILES

On the 15th July each year, each section should go through all the files, cases and papers in its section and prepare lists of those which do not seem to be required further. Those files proposed for destruction with covering lists should be submitted to the Branch officer for his orders. The Branch officer should use his own discretion in the matter. Certain cases which contain a few orders of importance and much that is unimportant should be weeded out to retain only the important papers and the notes. Papers ordered for destruction should then be removed and requisite entries made in the register of cases, under the dated initials of Assistant Accounts Officers against these files and cases so removed.

PARA-81 USE OF HINDI IN OFFICIAL WORK

As provided in article 343 of the constitution of India, Hindi has become the official Language of the Union with effect from 26th January, 1950. Provisions have however, been made for the continued use of English in addition to Hindi even after that date. English should be used for purpose of communications between the Union and such States as have not adopted Hindi as their official language.

Where Hindi or English is used for purposes of communication between one Central Department and another, a translation thereof in English or Hindi as the case may be, is to be provided.

Communications received in Hindi from members of the Public or from Government servants should be replied to in Hindi. Where reply is sent in English for reasons of convenience or other reasons a Hindi translation should be furnished.

Hindi should be used in addition to English language for purpose of press communicates, advertisements and public notices issued. All circulars and orders intimated for general information should be issued both in Hindi and English. All circulars regarding staff welfare programme should be issued both in Hindi as well as in English. All entries in the service Books of Group "C" and "MTS" employees working in Central Government Offices located in Hindi speaking area should be made in Hindi.

Hindi name plates of officers/offices should be used in addition to the existing ones in English.

The use of Hindi is also permitted for noting on files where feasible. In using the terminology, clarity, precision and simplicity should be primarily aimed at.

International terminology may be adopted in suitable cases

CHAPTER III

DISCIPLINE

PARA-82 ABSENCE DURING OFFICE HOURS

No Group "C" staff should leave office during the day without Assistant Accounts Officer's permission. Absence beyond a quarter of an hour in the case of an Assistant Accounts Officers well as of assistants requires the sanction of the Gazetted officer-in-charge. Assistant Accounts Officer should see that Senior Accountant/Accountant and Clerks and other staff do not leave office before their proper time and that they are fully engaged on official work during working hours. Private work during office hours is strictly prohibited.

No person should leave his seat without the prior permission of Assistant Accounts Officer By "leaving the seat" is meant leaving the section without leaving the office to take tea or to go on an official work to another part of the office.

PARA-83 LUNCH RECESS

Thirty minutes are allowed for lunch recess, from 1.00 P.M. to 1.30 P.M. Cases of assistants who exceed the time allowed should be reported by the Assistant Accounts Officers to the Branch Officer concerned.

PARA-84 SMOKING IN OFFICE

Smoking in office rooms, verandahs, corridors staircases or on the steps of the office is absolutely prohibited and Assistant Accounts Officer will see that this rule is strictly observed.

NOTE: Assistant Accounts Officer should warn the clerks and the Group "D"/Multi-tasking staff of their sections that if anyone is found smoking in the places mentioned in the above paragraph he will be severely dealt with.

NOTE: As per latest guidelines, Smoking zones are to be earmark at convenient place.

PARA-85 CHEWING BEETAL/TABACCO & SPITTING

Chewing Beetal/Tabacco and Spitting anywhere in the building, except in the spittoons provided for the purpose, is strictly prohibited. Any person acting in contravention of these orders will make himself, liable to disciplinary action.

PARA-86 GOSSIPING AND LOITERING IN THE CORRIDORS

The practice of loitering about and talking in the staircases corridors, verandahs, and office compounds, particularly near the rooms of gazetted officers, is most objectionable and any one found indulging in this practice, without just reason, will be liable to disciplinary action. Assistant Accounts Officer will report to the Deputy Accountant General (Administration) through their Branch Officer such cases when they come to their notice.

PARA-87 CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

All Gazetted officers and members of the office establishment are expected to be acquainted with the rules contained in the Central Civil Services (Conduct) Rules, 1964.

A copy of the rules should be supplied to each new probationer of the Indian Audit Department, whenever one is attached to the office.

NOTE:- The Comptroller and Auditor General exercises the powers of the Central Government under his administrative control.

PARA-88 STRICT OBSERVATION OF PROVISIONS RELATING TO CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

According to Rule 22 of Central Civil Services (Conduct) Rule 1964, a Government Servant shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time-being and shall not be under the influence of any intoxicating drinks or drug during the course of his duty and shall take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug. He shall also refrain from consuming any intoxicating drink or drug in a public place and from appearing in public place in a state of intoxication. Violation of any of these provisions would constitute a good and sufficient reason for taking a very serious view and in position of severest punishment on such Government Servant.

(Ministry of Home Affairs; Department of Personnel & Admn. Reform: O.M. No. 11013/3/84-Estt. (A) dt. 29.3.84 C.A.G. Endost. No 344-N-2/3-84 dt. 4.5.84. O.O. No. Admn./Audit/CCS (Conduct) /137 dt. 24.5.84)

A Government servant is expected to maintain a responsible and decent standard of conduct in his private life and not bring discredit to his service by his misdemeanors. In cases where a Government servant is reported to have acted in manner unbecoming of Government servant as, for instance, by neglect of his wife and family, departmental action can be taken against him on that score without invoking any of the conduct Rules. It has been held that neglect by a Government servant of his wife and family in a manner unbecoming of Government servant may be regarded as a good and sufficient reason to justify action being taken against him under Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules.

PARA-89 TAKING PART IN POLITICS AND ELECTIONS

No Government Servant shall be a member of or be otherwise associated with any political party or any organization which takes part in politics. He shall not also take part in, subscribe in aid of or assist in any manner, any political movement or activity.

It shall be the duty of every Government Servant to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is or lends, directly or indirectly to be subversive of Government. When he fails in his endeavour, he shall make a report to that effect to Government, whether or not the conduct of any particular nature amounts to participation in a political movement, is a question of fact to be decided on merits and in the circumstances of each particular case.

The responsibility for Government Servants conduct rests squarely on his shoulders and a plea of ignorance or misconception as to government attitude should not be tenable.

The question whether attendance by Government servant at public meetings organized by political parties would amount to participation in political movement has been clarified as below:-

- (1) Attendance at meetings organized by political parties would always be contrary to Rule 5 of the Government servants conduct Rules unless all the following conditions are satisfied:-
 - (a) that the meeting is a public meeting and not in any sense private or restricted meeting.
 - (b) that the meeting is not held contrary to any prohibitory orders or without permission, where permission is needed.
 - (c) that the Government servant does not himself speak at, or take active or prominent part in organizing or conducting the meeting.
- (2) Even where said conditions are satisfied while occasional attendance at such meeting may not be construed as participation in a political movement frequent or regular attendance by the Government servant at meeting of any particular political party is bound to create the impression that he is the sympathizer of the aims and objectives of the party and that in his official capacity he may favour or support the members of the particular party. Conduct which gives cause for such an impression may be construed as assisting a political movement.

Government Servants have ample facilities through the medium of the press to keep themselves informed regarding the aims, objects and activities of different parties and to equip themselves to exercise intelligently, their civic rights, e.g. the right to vote at election to legislatures or local self government institutions.

PARA-90 STRIKE/REFUSAL TO WORK/ PARTICIPATION IN "GHERAO"

It has been clarified that "Strike" means refusal of work or stoppage or slowing down of work by a group of employees acting in combination and includes:-

- (a) mass abstention from work without permission (which is wrongly described as mass casual leave)
- (b) refusal to work overtime where such overtime work is necessary in the public interest.
- (c) resort to practices or conduct which is likely to result in or results in substantial retardation or cessation of work. They include "go slow" "sit down", "pen-down", "stay in", "token", sympathetic or any other form of strike, as also absence from work for participation in a bundh.

Instances have come to the notice of Government of India, in which employees of certain Central Government offices staged what is called "Gherao" involving forcible confinement of public servants within office premises by surrounding their place of duty and have held demonstration/meetings both within office premises during office hours and also outside the office premises outside the office hours, tending to forcible confinement of public servant within office premise. Such demonstration, activities are prejudicial to public order and also involve criminal offences like wrongful restraint, wrongful confinement, criminal trespass, or incitement to commit offences. They are also subversive of discipline and harmful to public interest, and participation in them by Government servants amounts to conduct wholly unbecoming of government servant and would constitute good and sufficient reason within the meaning of Rule 11 of the Central Civil Services (Classification, Control and Appeal) Rule, 1965.

Serious view will be taken of such acts of lawlessness and insubordination on the part of public servants.

(AUTHORITY: Ministry of Home Affairs O.M. No. 25/23/66.Estt.(A) dated 9.12.66 & Ministry of Home Affairs O.M. No 25 (S) X/11/67-Estts. (A) dated 15.4.67)

PARA-91 TREATMENT OF UNAUTHORISED ABSENCE OF CENTRAL GOVERNMENT EMPLOYEES FOR PARTICIPATION IN DEMONSTRATIONS ON WORKING DAYS

In the event of demonstrations by the staff members beyond reasonable and permissible limits interfering with the regular working hours, the provisions of the Rules/Government order on the subject are quoted below for their guidance:-

(i) According to Rule 7(ii) of Central Civil Services (Conduct) Rules 1964, no Government servant shall resort to or in any way abet any form of strike in connection with any matter pertaining to his services or the service of any other Government servant.

(ii) Strike means refusal to work or stoppage or slowing down of work by a group of employee acting in combination, and includes:-

(a) mass absence from work without permission and

(b) resort to practices or conduct which is likely to result in or results in the cessation or substantial retardation of work. Government servants who resort to action of the above kind violate the provision of rule 7(ii) of the Central Civil Services (Conduct) Rule 1964 and are liable to disciplinary action.

(iii) The period of unauthorized absence as a result of acting in combination or in concerted manner, such as during a strike, without any authority or valid reasons to the satisfaction of the competent authority, and in the case of an individual employee, remaining absent unauthorisedly or deserting the post, shall be deemed to cause an interruption or break in the service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, quasi permanency and eligibility for appearing in departmental examination for which a minimum period of continuous service is required, provided that reasonable opportunity may be given to the employee to show cause why such action may not be taken.

PARA-92 GUIDELINES FOR DEALING WITH A SITUATION WHERE EMPLOYEES RESORT TO VARIOUS AGITATIONAL METHODS viz. WALK OUTS, NON CO-OPERATION, INDEFINITE FAST, MASS TELEPHONIC CALL ETC. TO REDRESS THEIR GRIEVANCES

Instructions have been received from Headquarters' Office from time to time to how to deal with the situation where employees resort to various agitational methods viz. walk outs, non co-operation, indefinite fast, mass telephonic call etc. to redress their grievances. It may be pointed out that any situation has to be dealt with tactfully and firmly keeping in view the seriousness of the problem. The following instructions may please be kept in view while dealing with such situations.

(a) Whereas details of action taken may vary from office to office, it is desirable to have a uniform approach to deal with such situations. It is, therefore, necessary to keep in close touch with the Accountant General of the neighbouring States.

(b) At an appropriate time, the staff concerned should be warned in writing in regard to such participation in dharnas etc. or in regard to indecorous behaviour and their attention should be drawn to Government orders on the subject.

(c) When staff absent themselves for any reason whatsoever from work or do not do work action against such of those as can be identified (every efforts should be made to identify the individuals), should be taken in terms of the proviso under FR 17 (1) and FR 17 (A) after following the proper procedure.

(d) Where there is no stoppage of work on the part of an individual as such but he/she is prima facie guilty of indecorous behaviour or disobedience of orders, proper disciplinary action should be taken against the individuals.

(e) It is learnt that concerned moves are being organized by the Associations representing the general non-gazetted staff, the Subordinate Accounts Service Officers and the Senior Accounts Officers/Accounts Officers to refuse to go on inspection work on the ground that the Government have not so far agreed to increase the Daily Allowance. The Daily Allowance issue was taken up by the Staff side in the Joint Consultative Machinery but the Government could not agree so far to raise the Daily Allowance. If for this reason the officials, whatsoever be their rank, refuse to go for inspection work, the rationale for holding their posts ceases. If any such refusal comes to notice, the individuals concerned should be treated as on unauthorized absence and action under proviso to FR 17 (1) and FR 17 (A) should be taken and disciplinary action for disobedience of orders should also follow. The Comptroller & Auditor General of India desires that unauthorized absence from inspections should be viewed seriously and firm action taken against all concerned. The delinquency on the part of higher cadres of officials should even be viewed more severely compared to an official in the lower ranks of the staff.

(Authority: C&AG D.O. No. 2237-N-IV/6-81-AC(N)-III dated 7th November, 1981 and NGE Group Circular No. N/23/2002 letter No. 263-NGE(JCM)/46-2002/II dated 21.05.2002)

PARA-93 MARRIAGE

Rule 21 of the Central Civil Services (Conduct) Rule 1964 enjoins that no government servant shall enter into or contract a marriage with a person having a spouse living. The government may, however, permit a Government servant to enter into or contract any such marriage if it is satisfied that such a marriage is permissible under the personal law applicable to such Government servant and another party to the marriage and there are other grounds for so doing.

A Government servant who marries or has married a person other than of Indian Nationality shall forth with intimate the fact to Government.

With the coming into force of the dowry prohibition Act 1961, dowry "ceases to be regarded as 'customary gift' and giving or taking or abetting the giving or taking of dowry or demanding any dowry directly or indirectly from the parents or guardian of a bride or bridegroom as the case may be,

are offences punishable under the provision of the Act. Government servants should not, therefore give or take or abet the giving or taking of dowry. They should not also demand dowry directly or indirectly from the parents or guardian of a bride or bridegroom as the case may be. Any violation of the provision of the Act would constitute a good and sufficient reason for instituting disciplinary proceedings against the Government servant in addition to such legal action as may be taken in accordance with the provision of the Act.

Presents in the form of cash, ornaments, clothes or other articles made at the time of marriage by one party to the marriage to other party to the marriage shall not be deemed to be dowry for this purpose unless they are made as considerations for the marriage.

(Authority: Rule 13 A of C.C.S.(Conduct) Rules 1964 and Govt. of India, Ministry of Home Affairs O.M. No. 25/37/65-Estt. (A) dt. 30.8.65)

PARA-94 INFORMATION TO NON-OFFICIALS

No employee of the office is permitted to give any information connected with office matters to an outsider, whether a Government servant or a private person, or copies of the office papers, without the express sanction of his Gazetted Officer; nor is he permitted to communicate or correspond with any news paper on official matters without the sanction of the Accountant General. In this connection attention of all concerned is invited to Rule 11 for the Central Civil Services (Conduct) Rules, 1964 and they are cautioned that any communications to non-officials, which may involve an infringement of that rule, will be severely dealt with. In case an outsider is allowed access to any of the office records by a Gazetted Officer, the clerk responsible for such records should be present during the examination.

PARA-95 SUPPLY OF COPIES OF DOCUMENTS RELATING TO PERSONAL MATTERS OF GOVERNMENT SERVANTS TO NON-OFFICIALS

The Comptroller and Auditor General has, in consultation with the Government of India, decided that there is no obligation on Government or their officers to supply copies of documents relating to their staff to the Insurance Companies or anyone else, and the request for such copies need not be complied with

(Auditor General's No. 82-NGE/14-38, dated 21st January, 1938)

PARA-96 APPROACH TO MEMBERS OF LEGISLATURE

Members of office are also prohibited from approaching members of Legislature with a view to having their individual grievances made the subject of interpolations. As, such a practice, usually entails the disclosure to non-official persons of information which has been obtained from official sources or has come into the possession of the members of the establishment concerned in the course of his officials duties, and any such disclosure is a breach of rules 11 and 20 of the Central Civil Services (Conduct) Rules, 1964. Any communication to a member of the Legislature which involves an infringement of the said rules, will be seriously dealt with.

PARA-97 ADDRESSING A MEMBER OF THE UNION PUBLIC SERVICE COMMISSION

In case of recruitment by selection, an officer of the Government of India addressed a demi-official letter to one of the members of the Commission who was on the Selection Board. The Government of India have ordered that if it is considered essential to address the Commission demi-

officially it is in the fitness of the things that such demi-official letters should be addressed either to the Secretary of the Commission or to the Chairman. Such correspondence is however to be kept to the minimum.

(Comptroller and Auditor General's endorsement No. 3280-G.B.E/881-17, dated July, 13 1948)

PARA-98 FURNISHING INFORMATION TO MEMBERS OF PARLIAMENT OR LEGISLATURE

Members of parliament or Legislature asking for information on a point of work or organization of the India Audit Department may be given the information if the Accountant General sees no objection. If, however, such a member writes criticizing executive or administrative arrangements he should be told that the Accountant General is not at liberty to discuss these arrangements as he is responsible for them to the Comptroller and Auditor General to whom any representation should be addressed. In the later case, a copy of the correspondence should be sent to the Comptroller and Auditor General if the point under discussion is of any importance. Any Correspondence of this nature should be put up to and passed by the Accountant General.

PARA-99 OBSERVANCE OF COURTESIES BY OFFICERS OF THE GOVERNMENT OF INDIA IN THEIR DEALING WITH MEMBERS OF PARLIAMENT

Due courtesy and regard should be shown to the members of parliament who have important functions to perform under the constitution. It should be the endeavor of every officer to help them to the extent possible in the discharge of their functions. In case, however, when officers are unable to accede to the request or suggestion of the Members of Parliament, the reasons of the officer's inability to do so should be courteously explained to them. For purposes of interview, the members of parliament should be given preference over other visitors and in the very rare cases where an officer is unable to see a Member of Parliament at a time about which he had no previous notice the position should be politely explained to the Member and another appointment fixed in consultation with him. The same courtesy and regard should be shown to Member of Legislatures attending public functions wherein particular seats befitting their position should be reserved for them.

(Government of India, Ministry of Home Affairs Office memo no. 25/29/56-Ests(A) dated 28th August, 1957 copy received under Comptroller & Auditor General's No. 2267-Admn I/531-57, dated 10.09.1957)

PARA-100 ACCEPTANCE OF PART TIME EMPLOYMENT BY GOVERNMENT SERVANTS AFTER OFFICE HOURS

While the competent authority may permit a Government servant under S.R. II to undertake work of a casual or occasional character, a whole time Government servant should not ordinarily be allowed to accept any part time employment whether under Government part elsewhere, even though such employment may be after office hours. In rare cases, where it is proposed to give permission to a Government servant to accept part time employment prior sanction of Government should be obtained. A part time lectureship in an educational institution is to be regarded as a regular remunerative occupation which requires the sanction of Government under Conduct Rule 15.

(Government of India, Ministry of Finance, letter No f.10(94)E, II(B)/58, dated 13.9.1958 Read with Govt. of India Ministry of Home Affairs, O.M. No. 25/42-T Ests,(A), dated 16th October 1958).

PARA-101 GOVERNMENT SERVANTS ACTING AS CORRESPONDENT OF NEWSPAPERS AND JOURNALS

No officer should act as correspondent, honorary or paid, occasional or regular to newspapers and journals or edit any newspaper or any other periodical publication, without the previous permission of the Comptroller and Auditor General.

If a Government servant acts as a correspondent of newspapers and journals without obtaining the previous sanction, he infringes Rules 8 and 15 of the Central Civil Services (Conduct) Rules, 1964. To act as a regular correspondent of a newspaper is clearly "employment".

No officer should become a member of any Committee or Board of Management of institutions which are under the audit control of the Comptroller and Auditor General. Cases where this is proposed should be referred to the Comptroller and Auditor General.

PARA-102 ACQUISITION/ DISPOSAL OF MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

In connection with the acquiring or disposal of any movable, immovable property by lease, mortgages, purchase, sale or gift or otherwise either in the name of any member of his family or in the name of any other person, refer to Rule 18 of the Central Civil Services (Conduct) Rules, 1964 .The declaration submitted by government servant in pursuance of the said rule should be kept with the authority which maintains the character roll of the officers concerned and should not be filed in the Character Roll file itself.

PARA-103 QUESTION WHETHER A CHARGE OF CORRUPTION SHOULD BE HELD PROVED IN CASE THE OFFICER CONCERNED IS UNABLE TO ACCOUNT SATISFACTORILY POSSESSION BY HIMSELF/HERSELF OR BY ANY OTHER PERSONS ON HIS BEHALF OR PECUNIARY RESOURCES OF PROPERTY DISPROPORTIONATE TO HIS/HER KNOWN SOURCES OF INCOME

The Government of India considers that a presumption of corruption falls and reasonably arises against an officer who cannot account for large accretion of wealth which he could not possibly have saved from his known sources of income. 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. Accordingly it has been decided that if an officer against whom a departmental enquiry is held is unable to explain satisfactorily the large wealth amassed by him the officer holding the enquiry is entitled to act on the presumption that such wealth was amassed by corrupt means.

(GOI: Ministry of Home Affairs, O.M. No. 39/19/51-Ests. Dated 8th October, 1952, copy received with Comptroller & Auditor General's endorsement A. No. 3438-NGE. II/201-50, dated 24th December, 1952 (O.E. Case No. 33-457)

PARA-104 PUBLIC DEMONSTRATION IN HONOUR OF GOVERNMENT SERVANT

Rule 14 of the Central Civil Services (Conduct) Rules, 1964 prohibits Government Servants, except with the previous sanction of Government and subject to certain minor exceptions, from receiving any complementary or valedictory address or accepting any testimonials or attending any meeting or entertainment held in honour or in honour of any other Government Servant. The question

has been raised whether it would be in consonance with the spirit of this rule for Government servants to accept invitations to declare buildings, etc. open or to lay the foundation stones of new buildings or to allow roads, bridges, parks, or public institutions such as hospitals, schools or colleges to be named after them. The Government of India, have in consultation with the Comptroller & Auditor General, decided that it would not be against the spirit of Rule 14 of the Central Civil Services (Conduct) Rules for Government servants to act in the above manner but would indeed be inappropriate and inconsistent with the role of detached impartiality legitimately expected of Government Servants and that it would generally have an unwholesome effect.

While it is possible that there may be occasions when Government Servants may have to participate in such functions which have a cultural and sociological significance especially in remote areas they should as far as possible refrain from associating themselves with such functions. In cases where they are in doubt, they should take the prior permission of their superior officers.

(GOI: M.O.H., Memo No. 25/24/57-Ests. (A), dt. 6.9.1957 copy received with the CAG's letter No. 3794-NGE II/226-57, dated 13th Oct. 1957 file no. O.E./10-99)

PARA-105 PETITIONS AND MEMORIALS

Memorials or representations addressed by the non-gazetted staff of the office to the Comptroller and Auditor General will, in due course, be submitted to him unless withdrawn. As the direct submission of copies of memorials or representations to the Comptroller & Auditor General causes unnecessary work in his office, the Comptroller and Auditor General has decided that the procedure laid down in Note 2 below paragraph 152 of the Manual of Standing Orders should also be followed in the case of petitions submitted by the Non-gazetted staff.

PARA-106 MEMORIALS TO THE PRESIDENT AND OTHER AUTHORITIES

Copies of Memorials addressed to the President or other higher authorities should not be forwarded by the memorialists direct to those authorities. Such representations should be forwarded through proper channels.

PARA-107 MEMORIALS TO THE COMPTROLLER AND AUDITOR GENERAL

Memorials or representation addressed to the Comptroller and Auditor General by members of the office establishments should in all cases be sent through the Accountant General and in duplicate. A spare copy for the file of this office must be supplied at the same time over and above the number of copies which have to be forwarded.

**PARA-108 REPRESENTATION FROM GOVERNMENT SERVANTS ON SERVICE MATTERS-
ADVANCE COPIES**

The Comptroller and Auditor General has observed that members of the staff of the Audit and Accounts offices sometimes send advance copies of representations to him and has pointed out that such a procedure is irregular and contrary to the Standing Orders.

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 his 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 must not be

made unless the appropriate lower authority has already rejected the claim or refused belief 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 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 Office, etc; concerned). There will be no objection at the stage, but only at that stage, to an advance copy of the representation being sent direct,

(Government of India: Ministry of Home Affairs, New Delhi, office Memo No. 118/52-Ests. Dated the 30th April, 1952)

PARA-109 REPRESENTATIONS ADDRESSED BY NAME TO THE COMPTROLLER AND AUDITOR GENERAL

It is not permissible for the members of the staff to address personal letter to the Comptroller and Auditor General or send advance copies of their representations to him by name. Representations, appeals, etc. should be sent to his office through proper channel. In this connection attention is also invited to paragraph 308 of the Comptroller and Auditor General's Manual of Standing Orders. **(Assistant Auditor General's D.O. Letter No. 4- NGE/399-48, dated the 23rd September, 1948)**

PARA-110 WITHHOLDING OF APPEALS

As soon as any appeal addressed to the Comptroller and 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 section. Returns showing the list of appeals withheld during the preceding quarter should be submitted to the Comptroller and 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.

(Comptroller & Auditor General's letter No. 412-NGE/29- 40dated the 26th February,1940).

PARA-111 APPEALS TO GOVERNMENT OF INDIA BY DISMISSED SERVANTS

Whenever an appeal from dismissed Government Servants is submitted to the Government of India, his service book should invariably be forwarded with it for inspection. (Vide G.I.H.D. No. 1925-34 dated 21st June, 1902)

PARA-112 REPRESENTATIONS

No application for permanent or temporary promotion may be submitted, and appeals and representation against order of promotion are discouraged. If any member of the office, however, determines to make such an appeal or representations, it must be written in a becoming manner and submitted through the Gazetted Officer and the Group Deputy Accountant General to the Deputy Accountant General (Admn) for detailed examination and submission to the Accountant General for orders.

PARA-113 CUSTODY OF REPRESENTATIONS AND APPEALS

All papers relating to representations and appeals, on which orders have been passed, should be returned to the Administration Section for file in the personal file of the individuals concerned. The papers should, under no circumstances, be made over to the individuals concerned. They may, if they wish, keep copies of the orders passed, but once a representation or appeal is lodged and orders passed on it, it becomes the property of Government.

PARA-114 (A) INDEBTEDNESS AND INSOLVENCY

Indebtedness impairs an employee's usefulness, and under certain circumstances renders a Government official liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965.

The Comptroller and Auditor General has expressed strong disapproval of one employee standing surety for another and has observed that heavy indebtedness out of a Government servant's standing surety for another is by itself an imprudent Act not due to circumstances beyond his control.

(Auditor General's letter No. 1972-NGE/292-36, dated 17th December, 1937)

PARA-114 (B): INDEBTEDNESS OF INDIAN AUDIT AND ACCOUNT SERVICE OFFICERS

If the pay of any officer of the Indian Audit and Account Service be attached by order of the Civil Court, the fact must be immediately reported to the Comptroller and Auditor General together with the explanation of the officer.

All attachment orders, other papers in connection there with and the attachment register will be kept by the cashier under lock and key and the Assistant Accounts Officer of the concerned sections is personally responsible for their safe custody.

PARA-114 (C): INSOLVENCY OR HABITUAL INDEBTEDNESS OF MEMBERS OF NON GAZETTED STAFF:

Under Rule 17 of the Central Civil Services (Conduct) Rules, 1964, a report to the Comptroller & Auditor General, regarding insolvency or habitual indebtedness of Government servants is necessary. The Comptroller & Auditor General has also directed that such government servants should not be placed in supervisory charge of a section or a part of a section or be entrusted with duties which involve handling of cash or monetary transactions. (Auditor General's letter no. 120-GE/656-35 dated 23.01.1936 and no. 931-NGE/292-36 dated 11.06.1936)

PARA-115 (A) ATTACHMENT ORDERS:

Whenever, an attachment order against any staff member is received, an inquiry should be made in terms of Rule 17 of the Central Civil Services (Conduct) Rules, 1964 with a view to ascertain whether the financial position of the Government servant concerned has reached a stage at which confidence in him/her must be diminished, and if so, the question of taking appropriate disciplinary action against him/her should be considered. (Auditor General's endorsement no. 245-NGE/59-38 dated 23.02.1938, enclosing Government of India, Home Department Memo no. 298-35/P dated 18.01.1938)

PARA-115 (B) ATTACHMENT OF PAY

When an attachment order against the pay of an employee is received it should be posted in the Attachment ledger in form no. S. 130 and submitted to the Branch Officer (Cash). An intimation should also be given to the Assistant Accounts Officer of the section to which the Judgment debtor belongs. The deduction on account of the attachment worked out in accordance with Rules 74 and 75 of the Central Government Account (Receipt and Payments Rules 1983), should be remitted to the Court issuing the attachment order during the first week of the month in which the recovery has been effected. The number and date of the acknowledgment should be noted in Attachment Register and signed by the officer in charge of Personal Claims Section.

PARA-115 (C) REMITTANCE CHARGES ON ATTACHED PAY

Although Rule 48 of order XXI Civil Procedure Code imposes an obligation upon the disbursing officer to remit the amount deducted from pay under the orders of the Court to the court concerned, it does not necessarily follow that the remittance is to be made at Government expense, Accordingly the proper procedure in such a case is to remit to the Court the amount realized under the attachment order less the remittance charges. The disbursing officer is not however, entitled to deduct from the salary anything in excess of the amount specified in the attachment order.

The creditor will receive credit only for the net amount received by the court after the remittance charges have been deducted and not for the whole amount deducted from the pay.

PARA-115 (D) EXEMPTION OF LEAVE SALARY FROM ATTACHMENT

The Government of India have decided that the leave allowances drawn during the period of absence of a Government servant at a monthly rate equal to the officer's salary are not exempted from attachment. The Comptroller and Auditor General, therefore, holds that leave salary for a part of month if at a rate equal to full pay should not be exempted from attachment provided the general conditions laid down in Rules 74 and 75 of Central Government Account (Receipt and Payments) Rules 1983 are fulfilled.

PARA- 115 (E) STATEMENT OF DEBTS

If attachment order aggregating 4 months pay or such as cannot be cleared within 12 months have been received against any employee of the office a statement of his total liabilities including loans of the Co-operative society also on that date should be obtained from the judgment debtor and the case submitted to the Accountant General for his/her information and orders. The details of this statement should be examined with any former statements, if any to show how far the employee has been able to discharge his previous liabilities or has incurred new debts. The statement of liabilities should show for each loan separately:-

- (1) The original date of loan.
- (2) The original amount borrowed.
- (3) The person from that it was borrowed.
- (4) The rate of interest agreed upon.

- (5) The amount so far repaid with details of repayment.
- (6) The object for which the amounts were borrowed.
- (7) The names of the sureties if any or any other remarks.

NOTE: 1-If subsequent events prove that this statement was inaccurate the employee concerned will render himself/herself liable to disciplinary action.

NOTE: 2-No non-gazetted member of this office should stand surety for any person unless he/she is in a position to discharge the liability himself/herself if necessity arises. Any person acting contrary to this will be presumed to have acted in a dishonest manner. The Comptroller and Auditor General has made a relaxation in the case of surety ship for loans from the Cooperative Society. But in order to watch the effect of the relaxation as desired by him, a comparison of such loans at different periods will be made and commented upon

PARA-115 (F) CONSTANT ATTACHMENT OF PAY

When the salary of an employee is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which under ordinary circumstances it will require more than two years to repay, a statement showing the total amount of the debt as recorded in the attachment register will be submitted by the Assistant Accounts Officer., Personal Claims Section through the Branch officer of the Accountant General for orders and the case dealt with as if the debtor had taken advantage of the insolvency courts, in such cases it should be specially ascertained.

1. What is the proportion of the debts to the salary and the extent to which they detract from the debtor's efficiency as a public servant?
2. Whether the debtor's position is irretrievable.
3. Whether it is desirable under the circumstances to retain him:-
 - (a) in the particular post he occupies.
 - (b) in any position under Government.

NOTE:- In reporting cases to the Accountant General it is not sufficient merely to see whether the amount outstanding against any person can be cleared off within two years or not, constant (i.e. frequent) attachments even of small amounts and any continuous attachments for over two years (Whether under one or more decrees, and whether subsequent attachment order or only received on the expiry of the first one, or whether they are received simultaneously) must invariably be reported.

PARA-115 (G) PROCEDURE FOR DEALING PERSONAL MATTERS OF INSOLVENTS

When a paper relating to leave, promotion, transfer, increment or any other personal matter relating to a member of this office, whose pay is attached or who has been declared an insolvent, is submitted to the Accountant General the outstanding amount of the attachment, etc. and other particulars about liabilities should be mentioned in the office notes. In cases in which a statement of

debts has been or is to be called for, increments should be withheld till the orders of the Accountant General as passed on the case.

PARA-115 (H) APPLICATION FOR INSOLVENCY

Any staff member of the office who intends to resort to the insolvency court should inform the Accountant General of his intention of so doing. On receipt of this information he will be asked to furnish the statement of liabilities referred to in paragraph 128(E) above and all the papers should be submitted to the Accountant General for information and orders.

PARA-115 (I) REPORT OF INSOLVENTS TO THE COMPTROLLER AND AUDITOR GENERAL

When a Government servant has been adjudged an insolvent by a court or when his/her pay is constantly being attached for debts or has been constantly under attachment for more than two years or is attached for a sum which under ordinary circumstances will require more than two years to repay, a report to the Comptroller and Auditor General should be made.

PARA-115 (J) DISCIPLINARY ACTION

When a Government servant has been adjudged by court of law to be indebted but his pay is exempt from attachment by the application of the rule of minimum under rules 74 and 75 of Central Government Accounts (Receipts and Payments) Rules 1983 it will always be open to an administrative authority to take recourse to rule 15 of the Central Civil Services (Classification, Control and Appeal) Rule, 1965 for disciplinary action. Cases of the above nature should be submitted to the Accountant General for information and orders.

PARA-116 (A) PREMISSION TO UNDERTAKE AUDIT, MAINTENANCE AND SUPERVISION OF PRIVATE ACCOUNTS

The Accountant General is authorized to exercise the power to sanction the acceptance of private work relating to audit, supervision and maintenance of accounts by subordinates below the ranks of Assistant Accounts Officer in cases when the work is purely honorary, subject to the general condition that it does not interfere with their official duties or involve in any way a breach of the Government servants conduct Rules.

(A.G. letter No. 1453-NGE/322-33, dated the 14th July 1932)

PARA-116 (B) ACCEPTANCE OF FEE

No member of the office establishment is at liberty to take up the auditing/accounting or other similar work otherwise than under the Rules framed by the Government of India under Rule 47 of the Fundamental Rules and subject to the following conditions:-

- (1) The member concerned should obtain the previous permission of the Principal Accountant General/Accountant General to undertake the particular work.
- (2) The work shall not be done during office hours or at any other time when his services may be required and no work shall be undertaken which is connected with his work as Government servant.

- (3) He/she shall not in the audit/accounts reports or other documents, relating to the work, sign his name as in any way as on office document.
- (4) The orders contained in this behalf in paragraphs 302 and 303 of the Comptroller and Auditor General's Manual of standing orders should be carefully followed.

PARA-117 GRANT OF HONORARIUM

The grant of an honorarium to any member of the office establishment in return for work performed either within or outside the course of his/her ordinary duties, is subject to the condition that the work performed is of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward, and the reasons for the grant of the honorarium must invariably be recorded in writing by the sanctioning authority.

The amount of an honorarium should be fixed with due regard to the value of the service in return for which it is given.

PARA-118 PERMISSION TO APPLY FOR APPOINTMENTS OUTSIDE THE OFFICE

The transfer of the services of a government servant from one government office or department to another is regulated by the "Government Servant Application for posts (Central Services) Rules 1943" relevant portions of which are reproduced below:-

"An applicant for appointment to a central service or to any post in a Central Service shall not be eligible for appointment if he is in the service of the (Government of India) and has applied without the consent of the Head of the office in which or Department of Government under which he is employed". Permission to a Government servant employed in a central service to apply for, or for transfer of his services to, a post in another Department or Office of the Central Government, or a State Government or a Chief Commissioner shall not be granted except in such cases and in such circumstances as may from time to time be specified by order of the Central Government.

PARA-119 MEDICAL PRACTICE

Any (non-medical) Government servant who makes a practice of Homeopathic or any other form of medical treatment without the previous sanction is acting in contravention of the provisions of Rule 15 of the Central Civil Services (Conduct) Rules, 1964. As medical practice by unqualified practitioner is open to obvious objections and as government servant who undertake this must find it difficult to avoid distraction from their official duties, all applications for sanction should be refused.

(Authority: Govt. of India, Home Department letters No. 50/26/36- public, dated the 25th Nov. 1936-file No. O.E./33-406).

PARA-120 MISCONDUCT OF SENIOR ACCOUNTANTS/ACCOUNTANTS/ CLERKS

It is the duty of every Assistant Accounts Officer to bring to the notice of the Accountant General through his/her Branch officer and his/her Deputy Accountant General (Administration) immediately, any disorderly conduct, irregular habit, or insubordination on the part of any other staff in his department, and as soon as the matter has been investigated, to submit a full report for the orders of the Accountant General.

PARA-121 DISMISSAL FOR INCOMPETENCE AND MISCONDUCT

Every employee in the office has clearly to understand that inefficiency, misconduct, irregular attendance and indebtedness may at any time lead to his degradation or removal from the office. In all cases of dismissal except in consequence of facts or inferences elicited at a judicial trial or in the case of persons who abscond with accusations over their heads, the charges must be reduced to writing, the defense must either be taken in or reduced to writing, and the decision on the defense must also be in writing.

NOTE:-1 In order to reduce long delays in the disposal of disciplinary cases against Government Servants, it has been decided by the Government of India that time limit should be fixed within which replies must be submitted by the persons concerned to the charge framed against them. This time limit is to be rigidly enforced.

NOTE:-2 The circular intimating the dismissal of government servant or the discharge of those, it is considered undesirable to re-employ in Government service as well as circular regarding candidates for employment who are found to be unsuitable for government service, should, in future, invariably be sent to all State Governments and Chief Commissioners also.

NOTE:-3 A copies of all communications relating to dismissal or removal of persons found unsuitable for government employment may in future be addressed also direct to the Union Public Service Commission, New Delhi.

PARA-122 COMMITTALS TO PRISON

Any member of the office committed to prison, either for debt or on a criminal charge, should, be considered as under suspension from the date of his/her arrest and not allowed to draw any pay until the termination of the proceedings against him/her, when an adjustment of his/her allowances should be a made according to the circumstances of the case, the full amount being given only in the event of his being acquitted of blame or (if the imprisonment was for debt) of its being proved that his/her liability arose from circumstances beyond his control.

PARA-123 PROCEDURE TO BE FOLLOWED FOR ALLEGED CRIMINAL MISCONDUCT OF GOVERNMENT SERVANTS

The Government of India has decided that following procedure should normally be adopted in cases of alleged criminal misconduct of government servants:

- (i) As soon as sufficient evidence is available for the purpose in the course of investigation in cases of misconduct whether such investigation is conducted departmentally or through the police (including the special police Establishment) action should be taken under the Civil Services Rules (classification, control and appeal) or other appropriate disciplinary rules, and disciplinary proceedings should be initiated forthwith. Such departmental proceedings need not interfere with the police investigation, which may be continued where necessary, after the departmental proceedings are concluded and the penalty, if any, imposed as a result thereof, the question of prosecution should be considered in the light of such materials as may have become available as result of the investigation.

- (ii) In suitable cases criminal proceedings should thereafter be initiated. Before initiating such proceedings advice or evidence should be obtained from government counsel, and in more important cases from the Attorney General or the Solicitor General. Where the conduct of an officer discloses a grave offence of a criminal nature, criminal prosecution should be the rule and not the exception. Where the competent authority is satisfied that there is no criminal case which can be reasonably sustained against such an officer, criminal prosecution should not of course be resorted to, but prosecution should not be avoided merely on the ground that the case might lead to an acquittal.
- (iii) Should the decision of the trial court or the appellate court, as the case may be, lead to the acquittal of the accused, it may be necessary to review the decision taken earlier as a result of the departmental proceedings. A consideration to be taken into account in such review would be whether the legal proceedings and the departmental proceedings covered precisely the same ground. If they did not, and the legal proceedings related only to one or two charges, i.e., not the entire field of departmental proceedings it may not be found necessary to alter the decision already taken, moreover, it should also be remembered that while the court may have held that the facts of the case did not amount to an offence under the law, it may well be that the competent authority in the Departmental proceedings might hold that the government servant was guilty of a departmental misdemeanor and he had not behaved in the manner in which a person of his position was expected to behave.
- (iv) If departmental action against him is considered desirable, it will be necessary to follow the provisions of the relevant disciplinary rules, and where necessary, the substantive provision of Article 311(2) of the constitution.

(Authority:-Government of India, M.o. Home affairs O.M. No 3930-Estt. Dated the 7th June, 1995 received with Comptroller & Auditor General of India No. 1302-NGE.III/182-55, dated the 8th July, 1955, File O.E./108 Vol. II)

PARA-124 SPEEDY DISPOSAL OF DISCIPLINARY CASES

The Government of India have ordered that the very great importance of securing a prompt investigation and speedy disposal of disciplinary cases should constantly be borne in mind and while the officer who may have to be entrusted with the conduct of disciplinary enquiries particularly in cases of bribery and corruption, should give all reasonable facilities to the accused to make their defense, they should firmly resist any tendency on the part of the accused officers to adopt dilatory tactics. In suitable cases recourse may also be had to the Public Servant (Enquiries) Act, 1950, which gives power to the authorities appointed to hold enquiries to summon witnesses and to record their evidence on oath (Govt. of India ,Home Department letter no. 9/17/42-Ests., dated 27.05.1943, copy received under Comptroller & Auditor General's endorsement no. 1178-NGE/10-43 dated 28.06.1943)

PARA-125 SEEKING REDRESS IN COURTS OF LAW BY GOVERNMENT SERVANTS OF GRIEVANCES ARISING OUT OF THEIR EMPLOYMENT OR CONDITIONS OF SERVICE

In the matter of grievances arising out of a government servant employment or conditions of service, the proper course is to seek redress from the appropriate departmental and governmental

authorities. Any attempt by a Government Servant to seek a decision on such issues in a court of law (even in cases where such a remedy is legally admissible) without first exhausting the normal official channels of redress, can only be regarded as contrary of official propriety and subversive of good discipline and may well justify the initiation of disciplinary action against the government servant.

PARA-126 (A) ANNUAL PERFORMANCE APPRAISAL REPORT (APAR)

With a view of making an objective assessment of individual's work, capacity and merits etc a new form of APAR has been introduced w.e.f. reporting year 2008-09.

The system of APAR has two principal objectives and the Reporting Officer should have a very clear perception of these objectives. The first and foremost is to improve the performance of the subordinate in his present job. The second objective is to assess the potentialities of the subordinate and prepare him through appropriate feedback and guidance for future possible opportunities in service. To a great extent, the second objective is dependent on the achievement of the first.

The following four different formats for writing the confidential reports of various categories of staff have been prescribed by the headquarters' office.

1. Senior Accounts officer/Accounts Officer/Assistant Accounts Officer.
2. Personal Assistant/Personal Secretary.
3. Senior Accountant/Accountant
4. Clerk/ Record keeper

To avoid multiplicity of form it has been decided that forms interned for Assistant Accounts Officer may be used for writing confidential reports of Welfare Assistant.

In the case of Senior Accounts officer/Accounts Officer/Assistant Accounts officer the practice of fixing physical/financial targets/objectives/goals for each year shall be adopted. Targets set should be set at the beginning of the year in consultation with the officers concerned. These targets/objective/goals should be specified in part-II of the format. Achievement against each targets/goals/objectives should also be indicated.

The Annual Performance Appraisal reports in the prescribed forms of the Senior Accounts officers/Accounts Officers will be kept in the personal custody of the Principal Accountant General(Accounts & Entitlement)-I (through his/her Senior Private Secretary),that of Assistant Accounts Officers in the personal custody of Deputy Accountant General/Administration(through his/her Cell) and those of the Senior Accountants/Accountants including Stenographer, Clerks and Group "D"(Multi Tasking Staff) will be kept in the personal custody of the Senior Accounts Officer (Administration). With effect from the reporting year 1986-87, writing of confidential reports of MTS/Group "D" employees is no longer necessary except in respect of those who are engaged in sensitive posts viz. Chowkidar, MTS/Group "D" posted in Cash Branch attached to Principal Accountant General and Group Officers etc. In the case of promotion from one cadre to a higher post the confidential report file will be transferred to the respective officer for record.

PARA-126 (B) 1 The performance of Government is ultimately the sum total of the performances of the individuals through which it functions. Government has, therefore, to know from time to time how

its constituents function. This information is essential for proper Personnel Administration and Management.

PARA-126 (B) 2 It is in the interest of every Government servant that he should know how well or otherwise, he/she is performing his job. Without this feedback information, it will be difficult for him/her to plan his career development in a systematic manner. In fact, he/she would be more interested in knowing his defects. His defects would affect his/her career advancements in the long run, unless he comes to know of them in time and overcomes them by taking special efforts.

PARA-126 (B) 3 The immediate superior officers of a Government servant, who is the Reporting Officer, in the matter of writing his/her assessment Report, should be vitally concerned, in writing the Annual Performance Assessment Report (APAR) of every one of his/her subordinate in an objective and impartial manner. As the superior officer functions through his subordinates, he/she also gets credit for the good work done by them. It would, therefore, be in the interest of the Reporting officer himself to assess the performance of the subordinates objectively and thereby give them counseling and proper guidance for improvement of their performance.

PARA-126 (B) 4 The system of APAR on the performance of Government servants is a means to an end and not an end in itself. The ultimate goal is to optimize the achievement of Government policies and programmes. This is possible only if the APAR lead to the optimization of the performance of the concerned Government servants. The main focus of the Reporting Officer should, therefore, be developmental rather than judgmental. The APAR should be a true indicator of the achievement of the Government servant; it should not be a mere tool to control or discipline him/her.

PARA-126 (B) 5 It is the duty of the superior officer to give the subordinate a clear understanding of the tasks to be performed and to provide requisite resources for his performance. The subordinate is required to contribute to the best of his capacity to the qualitative and quantitative achievement of the given tasks making optimum use of the resources provided. Also, both the superior and his subordinate have to be necessarily aware of the ultimate goal of their organization, which can be achieved only through the joint efforts of both of them. This is the basic philosophy underlying any system of APAR.

PARA-126 (B) 6 The performance of every Government servant is assessed annually (April-March) through his Annual Performance Assessment Report, which is an important document providing the basic and vital inputs for assessing the performance of the Government servant and for assessing his suitability for his further advancement in his career on occasions like confirmation, promotion, selection for deputation, selection for foreign assignment etc. Performance appraisal is a tool for human resource development in order to enable a Government servant to realize his true potential.

(Department Personnel & Training O.M. No. 12/2/84-PP dated the 17th December, 1986)

PARA-126 (B) 7 The Reporting Officer, at the beginning of the year has to set quantitative/physical targets in consultation with each of the Government servants, whose reports he is required to write. Performance appraisal is meant to be a joint exercise between the Government servant reported upon and the Reporting Officer. While fixing the targets, priority should be assigned item-wise taking into consideration the nature and the area of the work. The APAR is initiated by the Government servant to be reported upon himself, who gives a brief description of his duties, specifies the targets set for him

wherever applicable, achievements against each targets, the shortfalls, if any, constraints encountered and areas where the achievements have been greater.

(Department of Personnel & Training O.M. No. 12/2/84-PP dated the 17th December, 1986)

PARA-126 (B) 8 The performance is then assessed by the Reporting Officer, who after completing his part of the Report submits it to his/her own superior, known as the Reviewing Officer for review. The assessment of the performance of Government servant at two levels ensures a greater degree of objectivity and fairness. However where a Government servant has only one supervisory level above him/her as in the case of personal staff attached to officers, the assessment will be at the level of Reporting Officer only. The officers at both Reporting and Reviewing levels are required to have at least three months experience of supervising the work and conduct of the Government servant reported upon, before they can record their assessment on the performance of the Government servant.

(Department of Personnel & Administrative Reforms O.M. No. 51/3/74-Estt. 'A' dated the 22nd May, 1975.)

PARA-126 (B) 9 While normally there should be only one Report covering the year of Report, there can be situation in which it becomes necessary to write more than one Report during a year. There is no objection to two or more independent Reports being written during a year by different Reporting Officers, subject to the condition that each Reporting Officer has at least three months experience on which he/she can base his/her Report on the Government servant reported upon. Where more than one Report is written in the course of a year, each Report should indicate precisely the period covered by it. When a Report has to be written by a Reporting Officer, who is under transfer, it should be written at the time of transfer or immediately thereafter and not deferred till the end of the year. The responsibility for obtaining the APAR from the Reporting Officer concerned in such cases will be that of the section handling the APAR.

(Department of Personnel O.M. No. 51/5/72-Estt. 'A' dated the 20th May, 1972)

PARA-126 (B) 10 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/she is in a position to fill in columns to be filled in by the Reporting Officer. Where a Report is thus initiated by the Reviewing Officer, it will have to be submitted by him to his own superior for Review if there is a superior officer to him.

(Department of Personnel & Training O.M. No. 21011/8/85-Estt. 'A' dated the 23rd September, 1985)

PAR-126 (B) 11 Where a Reporting officer/Reviewing officer retires, he may be allowed to give the report on his/her subordinates within one month of retirement.

PARA-126 (B) 12 Where an officer has taken Earned Leave for a period of more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for the purposes of computing the period of 3 months which is relevant for writing of entries in the APAR. Leave taken for short term duration, need not be treated as relevant for the purpose.

PARA-126 (B) 13 Where the Reviewing Officer is not sufficiently familiar with the work of the Government servant reported upon, so as to be able to arrive at a proper and independent judgement of

his own, it should be his/her responsibility to verify the correctness of the remarks of the Reporting Officer after making such enquiries as he/she may consider necessary.

(Department of Personnel & Administrative Reforms: O.M. No. 51/3/74-Estt (A) dated the 22nd May, 1975.)

PARA-126 (B) 14 As a corollary to the need for maintaining objectivity by a Reporting and Reviewing Officer, care should be taken to ensure that a close relative of an officer is not posted under the direct charge of that officer. When such a situation becomes inescapable, it should not be allowed to continue beyond the barest minimum time necessary. In such a situation, the officer concerned should abstain from writing the Report on the Government servant who is his/her close relative and instead, the Reviewing Officer should take on the role of the Reporting Officer. If in a rare case, the Reviewing Officer is also closely related to the Government servant reported upon, the role of the Reviewing Officer will have to be taken by the Officer superior to him.

(Department of Personnel & Administrative Reforms O.M. No. 21011/3/78-Estt.(A) dated the 31st May, 1978.)

PARA-126 (B) 15 If a Reporting/Reviewing Officer is under suspension when the Annual Performance Assessment Report has become due to be written/reviewed, it may be written/reviewed by the officer concerned within two months from the date of his having been placed under suspension or within one month from the date on which the Report was due, whichever is later. An officer under suspension shall not be asked to write/review Annual performance Appraisal Reports after the time limit specified above. The Section entrusted with the maintenance of the APAR should take the necessary action to have such APAR completed.

(Department of Personnel & Administrative Reforms O.M. No. 21011/2/78-Estt. (A0) dated the 1st August, 1978.)

PARA-126 (B) 16 The various processes in regard to completion of the APAR and its final taking on record from the reporting year 2008-09 are given below:-

- (i) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers such communication shall be made after the reporting officer has completed the performance assessment.
- (ii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
- (iii) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that in case no representation is received within the fifteen days, it shall be deemed that he/she has no representation to make and the APAR will be treated as final.

- (iv) The competent authority may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
- (v) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.

(Department of Personnel & Training O.M. No. 21011/1/2005-Estt.(A)(Pt-II) dated 14th May,2009.)

PARA-126 (B) 17 From the reporting year 2009-10 onwards, the filling up of the APAR will be governed by the following guidelines:-

- (i) There shall be a box in the APAR for reflecting by the reporting officer the pen picture of the officer reported upon where the reporting officer will be required to indicate his comments on the overall qualities of the officer including areas of strengths and lesser strength and his attitude towards the weaker sections. A column will also be added in the section relating to the reviewing authority for giving the reviewing authority's remarks on the pen picture reflected by the reporting officer. There will be no other separate column in the APAR for overall assessment apart from the pen picture.
- (ii) The APAR will have a provision in the relevant section for remarks by the reviewing officer to indicate specifically the differences, if any, with the assessment made by the reporting officer and the reasons therefore.
- (iii) Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The guidelines given in Annexure-I (to this chapter) shall be kept in mind while awarding numerical gradings.
- (iv) The format for the purpose of numerical grading for Group "A" officers in the three areas of work output, assessment of personal attributes and assessment of functional competency is in Annexure-II (to this chapter). For Group B and C officials however, suitable changes may be made by the concerned cadre authorities in the items of assessment as per functional requirements of the job and the next promotional post for them. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% each for assessment of personal attributes and functional competency. The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.
- (v) Wherever accepting authority has been prescribed in the existing system in the cadre, columns may also be provided for such authority to give his comments on the remarks of the reporting/reviewing authority and details of difference of opinion, if any, with reasons for the same. In such cases, the accepting authority will also give overall grade on a score of 1-10.

(Department of Personnel & Training O.M. No. 21011/1/2005-Estt.(A)(Pt-II) dated 23rd July,2009.)

- (vi) There shall be a column in the APAR forms of all Group 'A' officers, indicating whether the officer had completed APARs of Group 'A' and 'B' officers working under him/her, in respect of the previous reporting year, within the stipulated time.

(Department of Personnel & Training O.M. No. 21011/4/2003-Estt.A dated 26th May, 2003)

PARA-126 (B) 18 With a view to ensure objectivity in reporting where the Government servant reported upon belongs to Scheduled Caste/Scheduled Tribe, the following column should be provided in the form of Annual Performance Assessment Report:

“If the Officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the Scheduled Caste/Scheduled Tribe officer has been fair and just.”

(Department of Personnel & Administrative Reforms O.M. No. 21011/3/79-Estt.A dated the 25th July 1979.)

PARA-126 (B) 19 There should also be a column in the Annual Performance Assessment Report form for enabling the Reporting Officer to give his specific comments on the attitude of the Government servant towards Scheduled Castes/Scheduled Tribes/Weaker Sections of the Society, his understanding and his willingness to deal with them.

(Department of Personnel & Administrative Reforms O.M. No. 12/2/84-PP dated the 17th December 1986.)

PARA-126 (B) 20 The following guidelines should be followed in the matter of making entries in the column relating to integrity:-

- (a) Supervisory officer should maintain a confidential diary, in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicion should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Special Police Establishment. At the time of recording the Annual Performance Assessment Report, this diary should be consulted and the material in it utilized for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action should be taken in accordance with the following sub-paragraphs.
- (b) The column pertaining to integrity in the Annual Performance Appraisal Report should be left blank and a separate secret note about the doubts and suspicions regarding the Government servant's integrity should be recorded simultaneously and followed up.
- (c) A copy of the secret note should be sent together with the Annual Performance Appraisal Report to the next superior officer who should ensure that the follow up action is taken expeditiously.
- (d) If, as a result of the follow-up action, a Government servant is exonerated, his integrity should be certified and an entry made in the Annual Performance Appraisal Report by the officer in-charge for maintaining the APAR. For the purpose of monitoring, the officer in-charge may keep a separate list of APAR where the integrity of an office has not been certified.
- (e) If suspicions regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the Government servant concerned.

- (f) There may be cases in which after a secret report/note has been recorded expressing suspicion about a Government servant's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case, the Government servant's conduct should be watched for a further period, and, in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.
- (g) There are occasions when a Reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when a Government servant is serving in a remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government servant's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

(Department of Personnel O.M. No. 51/5/72-Estt. 'A' dated 20th May, 1972.)

- (h) The remarks against the integrity column shall be made by the reporting officer in one the three options mentioned below:-

i)	Beyond doubt
ii)	Since the integrity of the officer is doubtful, a secret note is attached.
iii)	Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

PARA-126 (C) TIMELY COMPLETION OF ANNUAL PERFORMANCE ASSESSMENT REPORT

- (a) Annual Performance Assessment Reports are vital for proper personnel administration, it is essential that they are completed within a time-frame so that up-to-date Annual Performance Assessment Reports are available at any given time. With this end in view, a time-schedule has been prescribed; which is as under: -

Time schedule for preparation/completion of APAR

(Reporting year- Financial year)

S. No.	Activity	Date by which to be completed
1	Distribution of blank APAR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given)	31st March. (This may be completed even a week earlier).
2	Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15th April.
3	Submission of report by reporting officer to reviewing officer	30th June

4	Report to be completed by Reviewing Officer and to be sent to Administration or CR Section/Cell or accepting authority, wherever provided	31st July
5	Appraisal by accepting authority, wherever provided	31st August
6	(a) Disclosure to the officer reported upon where there is no accepting authority	01st September
	(b) Disclosure to the officer reported upon where there is accepting authority	15th September
7	Receipt of representation, if any, on APAR	15 days from the date of receipt of communication
8	Forwarding of representations to the competent authority (a) where there is no accepting authority for APAR	21st September
	(b) where there is accepting authority for APAR	06th October
9	Disposal of representation by the competent authority	Within one month from the date of receipt of representation.
10	Communication of the decision of the competent authority on the representation by the APAR Cell	15th November
11	End of entire APAR process, after which the APAR will be finally taken on record	30th November

(Ministry of Personnel & Training, Administrative Reforms and Public Grievances and Pensions O.M. No.35014/4/83-Estt.A dated the 23rd September 1985.)

- (b) As cases continue to occur where confirmation, regular promotion, appointment to sensitive posts, etc., could not be considered in time because of non-availability of APARs for the relevant period, the matter of timely completion of APARs was further reviewed and it has now been provided that in case the APAR is not initiated by the Reporting Officer for any reason beyond 30th June of the year in which the financial year ended, he shall forfeit his right to enter any remarks in the APAR of the officer to be reported upon and he shall submit all APARs held by him for reporting to the Reviewing Officer on the next working day. Similarly, the Reviewing Officer shall also forfeit his right to enter any remarks in the APAR beyond 31st August of the year in which the financial year ended.
- (c) In case the remarks of the Reporting officer or Reviewing Officer as the case may be have not been entered in the APAR due to the concerned officer forfeiting his right to make any entry as per the provision in para 2 above, a certificate to this effect shall be added in his APAR for the relevant period. In case both the Reporting officer and Reviewing officer had forfeited their rights to enter any remarks, the APAR format with the self appraisal given by the officer to be reported upon will be placed in his APAR dossier.
- (d) The instructions in para (b) & (c) above shall be applicable for the APARs for the reporting period 2008-09 onwards.

(Department of Personnel & Training O.M. No. 21011/02/2009-Estt.A dated the 16th February, 2009.)

- (e) Wherever there is any gap in the APAR during a particular reporting period, it is the responsibility of the officer in-charge for maintaining the APAR to place a no report certificate indicating the reasons, e.g. the officer has not worked for minimum 3 months under a reporting officer; he was

on leave/training during the period; he was on unauthorized absence if it is a fact; the APAR could not be completed by lapse of the time limit for making remarks by the retired reporting/reviewing officer etc.

PARA-126 (D) GUIDELINES REGARDING FILLING UP OF APAR WITH NUMERICAL GRADING

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as "outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "very good" and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as "good" and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.

(for illustrations refer Appendix-XIII)

PARA-126 (E) COMMUNICATION OF ADVERSE REMARKS

It is also clarified that the adverse remarks in the Annual Performance Appraisal Reports (APARs) should not be used against the officer concerned unless these are communicated to him/her and his/her representation, if any, is finally decided as it goes against the principles of natural justice if the punishing authority makes use of the adverse remarks in the APAR without giving reasonable opportunity to the affected officer to have his/her say in the matter. Any adverse remarks in the confidential reports should not, therefore, be relied upon by any Departmental Promotion Committee until a final decision on a representation, if any, made against adverse remarks by the competent authority.

It is necessary that every employee should know what his/her defects are and how he/she could remove them past experience suggest that is would make for better efficiency and contentment of the public services if every reporting officer realizes that it is his/her duty not only to make and objective assessment of his/her subordinate's work and qualities but also to give him/her 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 has persisted despite the reporting officer's efforts to have them corrected.

All adverse entries in the APARs of the officers 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

effect should be kept in the APAR of the officer. Where there is no reviewing officer the adverse entry will be communicated by the reporting officer likewise.

While mentioning any faults/defects, the reporting officer should also give indication to the efforts at reform made by him, by way of guidance, admonition, etc, and the result of such efforts. Cases of adverse reports earned by Scheduled Caste/Scheduled Tribe officials need not be put up to the Principal Accountant General/Accountant General for his consideration. But while considering the representations of the Scheduled Caste/Scheduled Tribe officials against adverse entries, the officer next superior to the Reviewing Officer will simultaneously improve the performance of the official in future and if so the consequent remedial action, as ordered, should be taken.

It is not necessary to communicate the entries on physical defects/ill health to the employee concerned.

PARA-126 (F) REPRESENTATIONS AGAINST ADVERSE REMARKS

Representations against adverse entries (including reference to warnings or communications of the displeasure of the Government or reprimands which are recorded in the APAR of the government servant) should be made within one month of the date of adverse remarks to the Government servant concerned; the time limit as stated above, should be brought to his notice.

The competent authority may, at his discretion entertain representation made beyond the time specified above, if there is satisfactory explanation for the delay.

All representations against adverse entries should be decided expeditiously by the competent authority and in any case within three months from the date of submission of the representation.

PARA-126 (G) ANNUAL PERFORMANCE APPRAISAL REPORTS (APARs) OF RETIRED AND DECEASED OFFICERS

APARs or copies thereof should not be given to a retired officer or anybody who has otherwise relinquished government service. However, on request from such a person, there should be no objection to the issue of objective testimonial based on his work and conduct.

APARs relating to a deceased officer may be destroyed after a period of two years from the date of death and that of a retired Government servant, five years after his date of retirement.

PARA-126 (H) FORWARDING OF APARs ON GOVERNMENT SERVANTS TO PRIVATE/ SEMI-GOVERNMENT/ AUTONOMOUS BODIES ETC.

Copies of confidential report on Government servants or even the substance of such reports should not be sent to private bodies, in connection with appointment to post advertised by them or for other purposes.

If a request is received from a public or semi-autonomous body controlled by government a list 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 report (s) in full. In such cases the reports may be shown under the orders of the Head of the Department/Ministry concerned if the reports relate to a Group "A" or Group "B" officers.

PARA-126 (I) PROPRIETY OF ISSUE OF LETTER OF APPRECIATION OR NOTES OF COMMENDATION TO GOVERNMENT SERVANT

The General policy should be to discourage the practice of granting letter of appreciation or notes of commendation to Government servant and placing them in the confidential reports. Exceptions may however, be made in the following case.

- (1) Letters of appreciation issued by the Government or secretary of Head of Department in respect of any outstanding work done should go into the confidential report dossier.
- (2) Letters of appreciation issued by special bodies or Commissions or Committees, etc. or excerpts or their reports expressing appreciation for a Government servant by name should only go into the confidential report dossier, and
- (3) Letter of appreciation from individual non-officials or from individual officials (other than a Secretary or Head of department), if any, go into the confidential report if confined to expressing appreciation for services rendered for beyond the normal call of duty, provided that the Secretary or the Head of the Department so directs.

Appreciation of work should more appropriately be recorded in the annual confidential report rather than in such letter of appreciation which do not give a complete perspective of the employee's good and bad points. However, the mere fact that a stray letter or appreciation goes into his confidential report does not give the officer undue advantage in the matter of promotions which is governed more by consideration of general and consistently high performance than by occasional flashes of good work.

(Authority: G.I. Deptt. of personnel No. 51/5/72-Ests (a) dated 20.5.1972; C&AG' letter No. 3316-GE-II/174 dated 29.12.80; O.O. No. Sr. DAG (A)/CR/X-A-2/1983/18/194 dated 07.03.1983)

CHAPTER IV

127 ADMINISTRATION SECTION

- i. Organization of office in general and administrative, matters like appointment, promotion, fixation of seniority, reversion, resignation, discharge, removal, transfer, posting.
- ii. Disciplinary cases of officers and staff.
- iii. Vigilance cases of officers and staff.
- iv. Sexual harassment cases of working women.
- v. Miscellaneous complaints against officers & staff
- vi. Court cases filed by the serving/retired staff of IA&AD in various Courts/Tribunals in respect of service matter.
- vii. Appeals and representations initiated by the serving/retired staff of IA&AD.
- viii. Confirmation of staff
- ix. Gradation list and supply of materials for All India Civil List.
- x. Maintenance of service books and personal files.
- xi. Fixation of seniority, rosters and other records.
- xii. All correspondence with Service Associations
- xiii. Budget and submission of staff statistics to Headquarters' Office.
- xiv. Permission to appear in different examinations.
- xv. Work connected with Home Guard, Territorial Army, and Change of Home Town.
- xvi. Permission for purchase of moveable and immoveable property by staff and officer and other such permission required under C.C.S. (Conduct) Rules.
- xvii. Maintenance and updation of Service Index Cards of Assistant Accounts Officers and Accounts Officers.
- xviii. Mutual and unilateral transfers.
- xix. Submission of various returns and reports to Headquarters office.

PARA-128 REPORTS AND RETURNS

The reports and returns required to be submitted to the higher officer in the office or to the outside authorities are detailed in **Appendix II**. The preparation of returns should be taken up well in time, so that there may not be any delay in submission thereof. In case any delay is anticipated, the fact along with the reasons should be brought to the notice of Branch officer and his orders taken thereof. The Branch Officer will make suitable arrangements to ensure that the return is prepared in time and sent to the authorities concerned by the due date.

PARA-129 APPOINTING AUTHORITY

All proposals for appointments and promotions in the group “C” cadre are submitted to the Accountant General for sanction. Actual appointment letters are however issued under the signature of the competent appointing authority. Accountant General is the appointing authority for all group “B” posts. For group “C” posts, appointing authority is Deputy Accountant General (Administration).

(Authority-CAG circular No.86/NGE/88 circulated vide No.900-N.2/137-88 dated 6.10.1988).

PARA-130 SERVICE INDEX CARD

With a view to facilitating posting of Senior Accounts Officers/Accounts Officers/Assistant accounts Officers, Service Index Cards are maintained in the Administration Section in the form given in **Appendix III** wherein the particulars of their professional experience etc. are recorded.

PARA-131 POSTING OF ASSISTANT ACCOUNTS OFFICERS

All postings of Assistant Accounts Officers and Cashier should be submitted to Deputy Accountant General (Administration) by the Administration Section for orders.

PARA-132 POSTING OF SENIOR ACCOUNTANTS/ACCOUNTANTS/CLERKS/GROUP “D” (MULTI TASKING STAFF)

All new recruits or other persons available with the administration for posting, are placed at the disposal of the Group Deputy Accountant General (Admn) by Administration Section or Accounts officer (General Department) in the case of Group “D” (Multi Tasking Staff) Government Servant, according to the vacancy position of each group. The posting and transfers within a group are arranged by the control sections concerned under the orders of the group officer concerned.

PARA-133 ROTATION OF PERSONNEL IN VARIOUS WINGS

As far as possible no member of staff should normally be kept in the same wing, for a period exceeding five years. Rotation to another group within a shorter period or retention in a particular group beyond five years be allowed only under exceptional circumstances and with the specific orders of the Accountant General. These instructions would apply to Assistant Accounts Officers, Accounts Officers and Senior Accounts Officers also. Within the wing, the personnel may be posted in a particular seat/charge for a period of two years.

(Authority: C&AG circular No. NGE-92/87 vide letter No. 215-PC (Coord.)/3-87 dated 17.11.1987)

CHAPTER-V

MATTERS RELATING TO GAZETTED OFFICERS

PARA-134 GENERAL

All work of administration nature in connection with the gazetted officers attached to this office is done by administration section of this office. Personal files and service records of the officers are also maintained in Administration section.

PARA-135 RECRUITMENT

Promotion to the cadre of Senior Accounts Officers will be only from the cadre of Accounts Officers as per existing Recruitment Rules. Promotion to the Cadre of Accounts Officers will be only from the Cadre of Assistant Accounts Officers. The length of service as Assistant Accounts Officer will be taken in consideration for determining the eligibility for promotion to the cadre of Accounts Officer.

The posts of Assistant Accounts Officer will be filled up from the SAS passed personnels under prescribed recruitment rules and existing instructions.

PART-136 ASSESSMENT OF GAZETTED STRENGTH

The Comptroller & Auditor General of India has prescribed the following guidelines in the standards of Gazetted supervision at Branch Officer's level

TYPE OF SECTION	QUANTUM OF GAZETTED SUPERVISION
Section in the main office in all groups, excluding Treasury Inspection Parties.	Four sections per branch officer excluding the sections under the direct charge of the AG/DAG.
Treasury Inspection Parties (w.e.f. 21.10.1991).	On the basis of the present norms one Sr. AO/AO will head one party consisting of two AAOs and one Sr. Acctts/Acctts.

(Authority: CAG's Letters Nos.

1500-GEII/221-67 dated 28.05.1968

567-CA/II-GE-II/65 dated 04.05.1965

513-O&M/8-91 dated 13.02.1991 and dated 16.02.2002

4434-Tech/Admn/770-68 dated 16.02.1968

PARA-137 APPOINTMENT IN ACCOUNTS OFFICER'S CADRE

Officiating and Substantive appointments to the grade of Senior Accounts Officers, Accounts Officers and Assistant Accounts Officers are made by the Accountant General (A&E)-I in his/her capacity as Appointing Authority as defined in the Central Civil Services (Classification, Control & Appeal Rules). The procedure of selection, appointment and confirmation is regulated in accordance with the existing recruitment rules and the orders of the Comptroller & Auditor General of India issued from time to time.

(Authority- Para 161 of the M.S.O. Admn. vol.I)

PARA-138 WELFARE OFFICER

The selection for the post of Welfare Officer is made from among the eligible Senior Accounts Officers and Accounts Officers who have (i) rendered five years regular service in the grade of Sr. Accounts Officers or (ii) seven years combined service in the grade of Sr. Accounts Officer, or (iii) seven years regular service in the grade of Accounts Officer. He will however, be under the administrative control of the Accountant General (A&E)- I to whose office the post is attached.

The Welfare Officer shall be responsible for attending to the various duties and functions in respect of welfare of the staff of both the A&E offices. A welfare section works under his charge.

(Authority: GOI, MOF, DOE Notification No. A-12018/1/94-EG dated 16.06.2000.

C.& A.G's letter No. 1556-GE.I/74-1984 (W.O) dt. 14.3.1984

PARA-139 OFFICIATING PROMOTIONS AGAINST GENERAL LIST VACANCIES

No person should be appointed as Accounts Officer, against a temporary vacancy caused in the cadre of I.A.&A.S. due to proceeding on leave etc. by the general list officer without obtaining the previous sanction of the Comptroller & Auditor General of India to the creation of a temporary post of Accounts Officer in lieu of a General List post.

PARA-140 LEAVE TO SENIOR ACCOUNTS OFFICERS/ ACCOUNTS OFFICERS/ ASSISTANT ACCOUNTS OFFICERS

The Accountant General deals finally with the applications for all kinds of leave applied by Senior Accounts Officers, Accounts Officers and Assistant Accounts Officers. No intimation in this regard need be sent to the Headquarters Office.

(Authority : Para 167 of the M.S.O. Administrative Vol.I)

PARA-141 LEAVE TO INDIAN AUDIT AND ACCOUNTS SERVICES OFFICERS

The Accountant General is empowered, in terms of Para 133 of M.S.O.(Administrative) **Vol. I**, to grant leave of all kinds - except Special Disability Leave, Study leave and Leave-not-due - to the Indian Audit & Accounts Services Officers serving in the office under his control to the extend indicated below subject to local arrangements:-

- | | |
|---|---------------------------|
| (a) Officers in the Junior Administrative Grade | Upto 45 days |
| (b) Deputy Accountants General | Upto two months/60 days |
| (c) Assistant Accountants General | Upto four months/120 days |

N.B.: Notes below para 133 of the M.S.O. Admn. **Vol. I** may also be seen for details.

PARA-142 DELEGATION OF POWERS TO BRANCH OFFICERS REGARDING LEAVE

(a) Senior Accounts Officers/Accounts Officers have been delegated powers for sanctioning regular/casual leave etc. to the staff working under them as detailed below:-

1. Sanction of leave with pay and allowance upto 30 days subject to the condition that they do not ask for a substitute, to all Group 'C' and 'D' staff working under them except Assistant Accounts Officers.

2. Sanction of casual leave upto 5 days to Assistant Accounts Officers working under them.

(b) Assistant Accounts Officers have been delegated powers to sanction Casual Leave upto 5 days and grant permission if sought for regarding leaving of station to the staff working under them.

Note: When Restricted Holiday is required in continuation with the casual leave, it should not be taken into account for computing the limit of 8 days.

(Authority: O.O. Admn. I/33-180(i)/Misc/408, dated the 15th March 1973 and O.O. No. Admn I/33-180(i)-Misc/94, dated 26th July, 1973, O.O. No. Admn. I/VII/Leave/GO/268 dated 21.12.1981 and subsequent O.O. No. Admn. I/VII/7-31/184 dated 14.10.1988)

PARA-143 ALL INDIA AUDIT AND ACCOUNTS OFFICERS ASSOCIATION

The All India Audit & Accounts Officers Association (I.A.& A.D.) U.P. Unit is a recognised Service Association affiliated with All India Audit & Accounts Officers Association (Indian Audit and Accounts Department) which represents all the Audit and Accounts Officers of this department. Any member of staff promoted to the cadre of Sr. Accounts Officers/Accounts Officers becomes a bonafide member of the Association.

PARA-144 TRAINING OF THE PROBATIONERS IN THE GENERAL LIST OF I.A.& A.S

When an IA&AS probationer is posted to this office his programme of training is drawn up and intimated by Headquarters Office and the office manages the same accordingly. Earlier it was drawn up by the office under approval of Accountant General.

PARA-145 SUPERANNUATION AND RETIREMENT

Senior Accounts Officers/Accounts Officers are considered as non-ministerial Government servants for the purpose of Rule 56 of Fundamental Rules and the application for pension of such Officers should be dealt finally by the Accountant General and above in their capacity as the authorities competent to fill the posts vacated by the retiring officers.

(Authority:- Para 172 of M.S.O. (Admn.) vol.I)

PARA-146 ACCEPTANCE OF GIFTS BY OFFICERS ON THE OCCASION OF THEIR RETIREMENT/TRANSFER

A farewell entertainment of substantially private and informal character may be held in honour of an Officer on the occasion of his retirement or transfer as permitted under the provisions of Rule 14 of the C.C.S. (Conduct) Rules, 1964 and gifts of nominal value as mentioned in Rule 13 (4) *ibid* may be presented and accepted on such occasions. Exercise of pressure or influence of any sort on any Government servant to induce him to subscribe on account of such occasions is, however, forbidden.

PARA-147 BROADCAST TALK

An officer of the Indian Audit and Accountant Service asked to deliver broadcast talk should not do so without the prior permission of the Comptroller & Auditor General of India. The Officers must report the subject on which he proposes to talk, whether it is connected with his/her official work or not, to the Comptroller & Auditor General of India, who will examine the text of the talk, where necessary in accordance

with the instructions issued from time to time by the Central Government in this behalf. The sanction to broadcast should be taken to carry with it also the sanction to receive the honorarium.

(Authority:- Para 150 & 173 of C.& A.G.'s M.S.O.(Admn)Vol I).

PARA-148 REPORT ON THE DEATH OF GAZETTED OFFICER

As required under the para 155 of C.& A.G.'s Manual of Standing Orders (Admn) Vol.I, the death of an officer of Indian Audit and Accounts Service should be reported immediately to the Comptroller and Auditor General.

A quarterly casualty report showing the position of unsettled claims on accounts of Gazetted and Non-Gazetted staff should also be sent to headquarters office.

PARA-149 PRIVATE WORK

Honorary work of a Social, Public or Philanthropic nature may be undertaken by an officer without the special permission of the Comptroller & Auditor General of India who should however be consulted before any very important or onerous unpaid duties are assumed.

No officer should become a member of any Committee or Board of Management of institutions which are under the audit control of the Comptroller & Auditor General. Cases where this is proposed should be referred to the Comptroller and Auditor General.

PARA-150 DECLARATION REGARDING IMMOVABLE PROPERTY

The declarations regarding immovable property required to be made under Rule 18(3) of the Central Civil Service (Conduct) Rules, 1964 by the officers of the Indian Audit and Accounts Service should be submitted to the Comptroller & Auditor General of India in the month of January each Year and should show the position as on 1st January of the year for which it is sent.

PARA-151 ACCEPTANCE OF HONORARIUM BY OFFICERS OF THE INDIAN AUDIT AND ACCOUNTS SERVICE

In the application to be submitted for the Comptroller and Auditor General's sanction to the acceptance of honorarium by officers of the Indian Audit and Accounts Service, the information on the following points should always be given:-

- (1) Whether in recommending the honorarium due regard has been paid to the provisions in Fundamental Rule 11.
- (2) The reasons which justify the grant of extra remuneration.
- (3) The reasons for not settling the amount of honorarium in advance in cases in which this is not done.

CHAPTER –VI

RECRUITMENT, PROMOTIONS AND TRANSFERS

RECRUITMENT

PARA-152 RECRUITMENT OF ACCOUNTANTS/CLERKS/STENOGRAPHERS IN THE I.A.& A.D.

Comptroller & Auditor General of India of India has entrusted the work of recruitment in the above cadres, in the offices of Indian audit and Accounts Department, to the Staff Selection Commission from 18th November 1978. The detailed procedure to be followed by our office is indicated below:-

- (i) The commission has five Regional Offices which feed the requirement in different offices located in various States/Union Territories. Controller of Examination (CR) staff Selection Commission, Allahabad, is the Regional Office to feed the requirement of staff in Uttar Pradesh.

The Staff Selection Commission generally holds tests for recruitment to various cadres. The panels of successful candidates will be common for various organizations including I.A.& A.D., the recruitments of which are catered to by the staff Selection commission. For this, a requisition for the vacancies proposed may be sent to the concerned regional office of the Staff Selection Commission. Requisition should clearly indicate the requirement both under general and reserved categories.

The Regional Office of the commission should furnish list of the persons recommended for appointment along with the dossiers of each person in original which may include the application and copies of various certificates as submitted by the candidates to the commission. The appointing Authority 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 Castes/Scheduled Tribe or an Ex-service man, physically handicapped person etc. The appointing authority will then issue offers of appointment after verification of character antecedents, medical examination etc. as per existing procedure. If some of the candidates do not respond to of appointments sent to them, and thus the vacancies may remain unfilled, these vacancies may be included in the requisition to be sent in the following quarter. 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.

- (ii) 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 Appointing Authorities in the I.A & A.D. intimate the number of 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 a copy endorsed to the Regional Office so that the Staff selection commission is able to make proper assessment of the requirement before the vacancies are advertised. For intimating the anticipated vacancies our office need not wait for any reference from the Commission in this regard, and they should watch submission of this return to the commission through 'Calendar of Returns' maintained by the Administration Branch.
- (iii) The Staff Selection Commission will normally impanel 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 from the Department of personnel by reference through the Headquarters office.

- (iv) 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 Sr. Deputy Accountant General (Admn.) and Accountant General etc. It should be presumed that the candidates were within age on the crucial date.

II. The appointments against sports quota and also on compassionate grounds will continue to be made as per existing orders.

(Authority: C&AG circular letter No. 533- NGE.III/51 NGE.II/75-II dated 23.2.1979)

PARA-153 APPOINTMENT ON TRANSFER ON UNILATERAL MUTUAL, COMPASSIONATE GROUND OF CLERKS AND STENOGRAPHERS

As per existing recruitment Rule 1993 not more than 20 percent so present of the vacancies of clerks and stenographers for direct recruits in any year may be filled by appointment on transfer as compassionate ground of clerks and stenographers with very good records of service from other office of I.A.& A.D., and Ministries and department of Government of India and office under them as are holding similar post on regular basis subject to the appointing authority being satisfied about the suitability and merit of appointment on transfer.

PARA-154 APPOINTMENT OF MERITORIOUS SPORTSMEN TO GROUP "C" AND "D" (MTS) POSTS IN RELAXATION OF THE PROCEDURE

Instructions have been issued from time to time with regard to appointment of meritorious sportspersons to Groups 'C' and 'D' (MTS) posts. In order to bring them at one place, following instructions, in super session of all previous orders have been issued for strict compliance by all Heads of Departments in the field offices:-

(1) ELIGIBILITY

(a) Appointment under these rules can be made of sportsmen considered meritorious with reference to the following criteria:

- (i) Sportsmen who have represented a state or the country in a National or International competition in any of the games/sports.
- (ii) Sportsmen who have represented their University in the inter-University Tournaments conducted by the Inter-University sports Board in any of the Sports/Games.
- (iii) Sportsmen who have represented the state schools Teams in the National sports/Games Federation in any of the games/sports.
- (iv) Sportsmen who 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, and in particular in regard to age, educational or experience, qualifications 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 applicant belongs.

(2) Post for which applicable

- (i) Appointments of meritorious sportsmen can be made to any post in Group "C" or Group "D"/MTS which under the Recruitment Rules applicable thereto, is required or permitted to be filled by direct recruitment, otherwise than through the Union Public Service Commission.
- (ii) No such appointment shall be made to any post in Group 'A' or Group 'B' by direct recruitment.
- (iii) A meritorious sportsman can be considered for appointment under sub para (a) above, notwithstanding the fact that he is already in the service of the Government.
- (iv) In making appointments to any post under the Government by promotion, no preference shall be given to meritorious sportsmen though that fact may be taken into account is assessing the overall merit.

(3) Extent of such recruitment

- (i) It has been decided that in the offices having a strength of 1000' and above, appointments against sports quota should not exceed FIVE in a calendar year in any one or more cadres in Group 'C' and 'D'/MTS. In the case of other offices appointments should not exceed two in a calendar year.
- (ii) For the purpose of making appointments of meritorious sportsmen, the appointing authorities may at their discretion notify to the Staff Selection Commission in all cases wherein recruitment to the posts have been entrusted to that Commission, vacancies reduced by the extent mentioned at (a) above and may fill such vacancies so held back by appointing meritorious sportsmen.

(4) Seniority

Where sportspersons are recruited through the Employment Exchange or by direct advertisement and are considered also with other general category candidates, they may be assigned seniority in the order in which they are placed in the panel for selection. Where recruitment to a post is through a selection made by the Staff Selection Commission, whether by a competitive examination or otherwise, the sportspersons recruited by the departments themselves should be placed enblock, junior to those who have already been recommended by the Staff Selection Commission. The inter-seniority of sportsmen will be in the order of selection.

(5) Procedure

- (a) An application received by the appointing authority or a higher authority from a sportsman belonging to any of the categories mentioned above, may be considered by the Department, 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 applicant 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.

Normally, certificates awarded by the authorities should alone be taken into account while considering the eligibility of an applicant in terms of above paragraphs. Appointments may be made of such a candidate after the Departments/Heads of the Departments are satisfied about the eligibility of the

candidate under these orders as well as his suitability for the post in all respects.

The Accountant General etc. need not refer each and every case in connection with the appointment of sportspersons to Headquarters Office for prior approval (except those where relaxation of age is involved).

- (b) The orders contained in this circular letter will not affect the orders relating to reservation for scheduled Caste/Scheduled Tribe and Ex-Servicemen which may be in force from time to time.

(6) Report

Annual report on sports quota appointments should be sent to Headquarter Office by 15th January each year for according ex-post-facto sanctions to these appointments involving relaxation of normal procedure of recruitment in **Appendix IV**.

(7) Time limit for filling vacancies

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.

(Authority: C &AG's circular letter No. 481-NGE III/51-80-V dated 12.03.1981)

PARA-155 PROCEDURE TO BE FOLLOWED IN THE MATTER OF COMPASSIONATE APPOINTMENTS OF SON/ DAUGHTER/ NEAR RELATIVE OF DECEASED GOVERNMENT EMPLOYEES

The power of compassionate appointment may be exercised by the Head of the Department to appoint, in relaxation of the procedure of recruitment through the staff selection commission or employment exchange, but subject to the other requirements set out below, the son/daughter/near relative of a Government Servant who dies in harness, leaving his family, in immediate need of assistance in the event of there being no other earning member in the family, to a Group 'C' or Group 'D'/MTS post after the proposal for appointment has been approved by the Department concerned.

1. Filling of posts

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only, if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments can be made up to a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D'/MTS post. The Appointing Authority may hold back up to 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Staff Selection Commission or otherwise, so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category, viz., SC/ST/OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category, he will be adjusted against the SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and, if he belongs to General Category he will be adjusted against the vacancy point meant for General Category.
- (c) While the ceiling of 5% for making Compassionate appointment against regular vacancies should not be circumvented by making appointment of dependent family member of Government servant on

casual/daily wage/ad hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment, if he is eligible as per the normal rules/orders governing such appointments.

- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilizing any other vacancy, e.g., sports quota vacancy.

2 Eligibility

- (a) The family is indigent and deserves immediate assistance for relief from financial destitution; and
- (b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

3. Relaxations

- (a) Upper age-limit could be relaxed wherever found to be necessary. The lower age-limit should, however, in no case be relaxed below 18 years of age.

NOTE I- Age eligibility shall be determined with reference to the date of application and not the date of appointment;

NOTE II- Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age-limit also for making such appointment.

- (b) Temporary relaxation may be given in educational qualification as prescribed in the relevant Recruitment Rules in the case of appointment at the lowest level, e.g., Group 'D'/MTS or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard, provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted up to a period of two years beyond which no relaxation of educational qualification will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.
- (c) In the matter of exemption from the requirement of passing the Typing Test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:-
 - (i) by the CS Division of the Department of Personnel & Training, if the post is included in the Central Secretariat Clerical Service; or
 - (ii) by the Establishment Division of the Department of Personnel & Training, if the post is not included in the Central Secretariat Clerical Service.
- (d) Where a widow is appointed on compassionate ground to a Group 'D'/MTS post, she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules, provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

4. 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 appointments in relaxation of normal procedure of recruitment is to enable the serving members of the family of the ex-employee to tide over the crisis which

they have to face immediately when the 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 prime facie that the family has been able to manage somehow all these year and had some means of subsistence. Therefore, the request for appointment after lapse of more than 5 year should be dealt with great deal of circumspection in order to ensure due allocation of posts to more deserving case, if any.

5. When there is an earning member

In 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 him, the income of the earning member as also his liabilities, whether the earning member is residing with the family of the deceased Government servant and whether he/she would not be a source of support to the other members of the family.

(Authority: D.P. &A.R. O.M. No. 14014/1/77-Estt.(D) dated 25-11-1978 &16-10-85)

6. Government servants retired on medical grounds

In exceptional cases when it is considered that the condition of the family is indigent and in great distress, the benefit of compassionate appointment may be extended to son/daughter/near relative of Government Servant retired on Medical grounds under Rule 38 of the Central Civil Services (Pension) Rules 1972 or corresponding provisions in the Central Civil Regulation. Only such of the Government servants (other than Group 'D') who retire on Medical grounds on or before attaining the age of 55 years are eligible for availing of the concession of appointment of their sons/daughter/near relatives on compassionate grounds. In the case of Group 'D'/MTS employees the benefit of compassionate appointment may be extended only when they are retiring on medical grounds before attaining the age of 57 years.

7. Request for change in post

Where a person has accepted a compassionate appointment to a particular post, the set of circumstances which led to his initial appointment should be deemed to have ceased to exist. Therefore,-

- (a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) an appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

8. Seniority

- (a) The *inter se* seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the *inter se* seniority of direct recruits/promotees.

- (b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

The revised proforma as in **Appendix II** may be used by the office for processing the cases of Compassionate Appointment.

(Authority: G.I., Dept. of Per. & Trg., O.M. No. 14014/6/94-Estt. (D), dated the 9th October, 1998)

PARA-156 PROCEDURE PRESCRIBED TO REGULATE CASES OF COMPASSIONATE APPOINTMENTS

The following procedure is prescribed to regulate cases of compassionate appointments in the office.

- 1) All applications for compassionate appointment should be entertained only on the prescribed proforma (**Appendix V**). If due to ignorance, application is received from the widow/heir of the deceased employees, she/he should be advised per registered post of the correct procedure, enclosing therewith a blank proforma for the application. This advice should be issued within 10 days of receipt of the original application.
- 2) The Administration Section should deal with the completed application in the prescribed proforma on priority and should put up the case to Group officer-in-charge of the Administration concerned soon after such an application has been received, instead of waiting for a bunch of application to be put up together.
- 3) The Group Officer-in-charge (Admn) should arrange to convene the Departmental Committee to screen the application immediately and in any case, not later than a fortnight of the receipt of the completed application. For this purpose, the committee shall, as a standing arrangement, be constituted of:
 - (a) Group officer-in-charge of Administration in the office of Accountant General (A&E)-I.
 - (b) Group Officer-in-charge of Administration in the Audit-I office, and
 - (c) Another Group Officer of any of the offices, as may be nominated by the Accountant General (A&E)-I. If none of the Group Officers at (a) and (b) above belongs to scheduled caste/scheduled Tribe, the Group Officer at (c) shall be the one belonging to scheduled caste or scheduled Tribe. If no Group Officer belonging to a scheduled caste or scheduled tribe is available, another officer will be got nominated by the Accountant General as per the rules/orders on the subject.
- 4) The recommendations of the Departmental Committee shall be put up to the Accountant General for final consideration, bringing out, inter-alia, whether approval of the Headquarters will be necessary under the relevant rules and orders for relaxation of age or on any other matter. On receipt of the Accountant General's approval, a demi-official reference, covering all the aspects on which Headquarters approval has to be sought for shall be made within a week of receipt of the Accountant General's approval and the case kept under close watch and pursuance. Where necessary, the Comptroller & Auditor General's office shall be reminded periodically say, once every month, at progressively higher levels, in case of exceptional delay-say, exceeding 3 months, the case shall be put up for review and orders to the Accountant General for issuing a demi-official reminder at appropriate level.

2. What is imperative is that the cases for Compassionate appointment are accorded their due priority and finalised at the earliest to bring succor to the family of a deceased employee.

(Authority: D.A.G. (Admn) / Ce11/ Compassionate Appointments/ 237 dated 29-7-1986)

PARA-157 RESERVATION OF VACANCIES FOR THE PHYSICALLY HANDICAPPED PERSONS IN GROUP 'C' AND 'D'/MTS POSTS UNDER THE CENTRAL GOVERNMENT

Reservation for the physically handicapped persons in Group 'C' and 'D' MTS posts under the Central Government have been provided at the rate of 1 % each for blind, the deaf and orthopedically handicapped.

The reservation of 3%, @ 1% for each of the three categories, however, shall be equally distributed between persons with the categories of disabilities for whom the post has been identified as suitable.

A separate 100-point register will be maintained by Heads of Departments, divided into three blocks, i.e., 1-33, 34-66 and 67-100. Points 1, 34 and 67 are to be earmarked for the three reserved categories. Candidates appointed as per these points should be placed in the appropriate category, viz., SC/ST/General, depending upon their category in the Reservation roster. After ascertaining the vacancies keeping in view the identified categories, the same procedure will be followed for promotion. For this purpose also separate register will be maintained.

If a candidate of a particular category is not available or if the nature of vacancy is such that, given category cannot be employed the vacancy may be exchanged for a vacancy against another, among the categories.

Unfilled reserved vacancies will be carried forward to the next block in the same year first. Unfilled vacancies at the end of the year will be carried forward to three subsequent years.

The physically handicapped persons are entitled to relaxation of upper age limit upto 10 years for purpose of appointment to Group 'C' and Group 'D'/MTS posts/services. In appointment to Group 'A' and 'B' posts/services the relaxation of upper age limit is 10 years for recruitment through Open Competitive Examinations and 5 years in other cases. In respect of SC/ST/OBC candidates, this is over and above the admissible relaxation of 5 years for SC/ST and 3 years for OBC.

Instructions already exist regarding medical examination of physically handicapped persons according to which cases of physically handicapped persons are to be viewed with the utmost sympathy for medical examination. On nomination by the employment exchange physically handicapped persons should not be subjected to the usual medical examination on first appointment and the question should be decided on the basis of the reports of the Medical Board attached to the special Employment Exchange for the physically handicapped.

A Group 'C' or a Group 'D'/MTS employee found medically unfit for the post he is holding and from which he is proposed to be discharged or has been discharged may, whenever 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/SSC 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 three years, he should be deemed to satisfy the

conditions of upper age limit for appointment to the post in question under Central Government.

Further, in the case of a Government Servant retired on medical grounds, his son/ daughter/ near relative can be considered for appointment on compassionate ground if the family of the Government Servant is in great distress after his premature retirement.

(Authority: G.I., M.H.A. (Deptt. of P&A.R.) O.M. No. 391016/20/80-Estt (C) dated 30-12-80 and C&AG's endorsement No. 119-NGE-III/63-81 dated 2-2-1981-A.B. March 81 and G.I., Deptt. of Per. & Trg. O. M. No. 36035/3/2004-Estt. Res., dated 29.12.2005)

PARA-158 (A) MINIMUM EDUCATIONAL AND OTHER QUALIFICATIONS FOR GROUP 'D' (MTS) GOVERNMENT SERVANT

The minimum educational qualifications for the recruitment of peons, Jamadar, Daftary and Record Sorters will be High school or an equivalent standard as certified by the Competent Authority. Where technical qualifications are considered necessary, ITI in the relevant subject may be prescribed as minimum qualification. The applicants to these posts will be required to produce a certificate issued by the Competent Authority i.e. Board of Examination set up by Government or by the head of a recognised school, where there is no such examination conducted by an Authority outside the school, that they have passed the High school standard.

Minimum desirable educational qualification of fifth standard has been prescribed for the grade of safaiwala, Waterman, Farrash and Chaukidars etc. Government Servant belonging to these grades will, however, be eligible to appointments as peons against twenty five per cent of the vacancies if they satisfy the prescribed educational qualifications, the remaining twenty five per cent of the vacancies will be filled by transfer of Safaiwalas, Waterman, Farrash and Chaukidars etc. with five years regular service after a simple literacy test.

(C.A.G.'s letter No. 3925-NGI.II/395-58 dated the 24th November, 1958 and G.I., Min. of P. & T. Admn. Reforms No. 14036/2/85-Estt. (D) Dated 14-10-85)

PARA-158 (B) MULTI TASKING STAFF:

Consequent upon acceptance of the recommendations of the 6th Central Pay Commission, all the erstwhile Group 'D' posts viz. Safaiwala, Water Man, Chaukidars, Mali, Farrash, Peon, Senior Peon, Daftary, Junior Gestetner Operator, etc. have been upgraded and merged in Pay Band-1 (Rs. 5200-20200) with grade pay 1800. The post of Record Keeper (Group 'C' post), which was a promotional post of Group 'D' posts, has also been merged in the same Grade Pay of Rs. 1800. These posts have been classified as Group 'C' Non- Gazetted.

Keeping in view the recommendations of the 6th Pay Commission and the guideline issued by the Department of Personnel and Training in the matter, it has been decoded to re-designate the merged grade as 'Multi Tasking Staff'.

Following duties have been prescribed for the Multi Tasking Staff:-

- (i) General cleanliness & upkeep of the Section/unit
- (ii) Sanitation work of building/office.
- (iii) Cleaning of rooms.
- (iv) watch and ward duties
- (v) cleaning of building, fixtures etc.

- (vi) opening and closing of rooms.
- (vii) up keeping of parks, lawns, potted plants etc.
- (viii) dusting of furniture etc.
- (ix) carrying of files and other papers within the building/office.
- (x) delivering of Dak (Outside the building).
- (xi) physical maintenance of records of the sections.
- (xii) Stitching and binding of records / files /registers of the sections / unit.
- (xiii) photocopying, sending of FAX etc.
- (xiv) other non clerical work in the section/unit.
- (xv) assisting in routine office work like diary, despatch etc including on computer.
- (xvi) Maintenance of office equipments/fixtures and fittings and provide necessary assistance for running of such equipments.
- (xvii) Driving of Vehicles, if in possession of valid driving licence.
- (xviii) Any other work assigned by the superior authority.

(CAG office Circular No. 18-NGE/2010 & No. 717-NGE (App.)/25-2010 dated 28.06.2010)

PARA-159 JOBS IN GROUP 'C' AND 'MTS' SUITABLE FOR THE PHYSICALLY HANDICAPPED

Sl. No.	Category of Handicap	Occupational Groups (Available in our Deptt)
1.	ORTHOPEDEICALLY HANDICAPPED	
	(a) Upper Extremities	
	(i) Major defects	Accounts clerks, Office Clerks, Office Superintendent, Peons, Receptionists, Waterman.
	(ii) Minor defects	Caretakers, Chaukidars, Daftaries, Farrashes, Peons, Clerks, Office Superintendent, Sweepers Typists, Waterman.
	b) Lower Extremities	
	(i) Major Defects	Accounts Clerks, Clerks, Receptionists, Stenographers, Typists.
	(ii) Minor Defects	Caretaker, Cashier, Chaukidars, Farrash, Librarian/ Library Clerk, Peons, Sweepers, Waterman.
2.	DEAF AND DEAF & DUMBS	Clerks, Canteen boys, Sweepers, Translators, Typists, Waterman, Daftaries
3.	PARTIALLY DEAF	Caretakers, Cashier, Chaukidars, Clerks, peons Stenographers, Security Guards
4.	BLIND	Stenographer (With Dictaphone and Digital Typewriters)
5.	PARTIALLY BLIND	Clerks, Peons, Sweeper, Waterman, Dak messengers.

NOTE-1: Jobs which can be performed by those having major deformities can also be performed by those having minor deformities; Jobs 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 includes Lower Division Clerks and Upper Division Clerks, Stenographer included Junior and Senior Stenographers.

(Authority: G.I. M.H.A. (Deptt. of P & A.R.) O.M. No. 39016/24/80 Estt (C) dated 8-12-1980 and C & A.G.'s endorsement No. 43-NGE-III/53-77 dated 22-1-1981 Audit Bulletin March, 1981).

PARA-160 PROVISION OF SUPPORTING STAFF TO THE WELFARE OFFICER

In order to enable the Welfare Officer to discharge his functions under Staff Welfare and recreational, cultural and Community activities, the following staff will be provided:

- a) One Welfare Assistant in the scale of Rs. 9300 – 34800 +GP
- b) Two Accountants and one Clerk for Offices having sanctioned strength of 2000 and above non-gazetted staff; one Accountant and one clerk for other offices.

The post of Welfare assistant will be ex-cadre post and should be filled in by Senior Accountants /Personal Assistants with 5 years regular service in the grade or Accountants /Stenographers with 9 years regular service. The main consideration for the selection for the post will be the suitability and aptitude of the persons for welfare activities and not seniority. The selection will be made from among volunteers by a Departmental Promotion Committee with members as in the case of Departmental Promotion Committee for Group 'C' posts.

The staff should satisfy the prescribed criteria on the date on which the applications for the posts are called for. The staff on their appointment as Welfare Assistant will be eligible to draw the Scale of the post under the prevailing rules. The persons appointed will hold the post for a period not ordinarily exceeding 3 years subject to their continued suitability. No terms will be allowed on deputation for more than one year beyond 3 years without the approval of Deputy Comptroller & Auditor General of India.

Till such time the ban on recruitment is lifted one post of Accountant will be kept in abeyance in offices where this post will be created.

(Authority: - C & A.G.' s circular No. 3030-N-2/62-83 dated 13-9-1983, C&AG's circular No. 327-N-2/62-83 dated 28-2-1985, C&AG's circular No 350-N-2/122-85 dated 15-4-1986)

PARA-161 OPTION FOR HINDI STENOGRAPHY AS MEDIUM IN THE MATTER OF RECRUITMENT OF STENOGRAPHERS

In offices where the number of posts of Stenographers is more than 5 the vacancies in future should be filled in such a way that at least 25 per cent of posts of Stenographers could be manned by persons knowing Hindi Stenography. Later on this percentage may be increased after reviewing the position.

(Authority: C&AG's lt. No. 3124-NGE-III/51-79 vol.IV/part II dated 22-7-1981)

PARA-162 DERESERVATION OF VACANCIES RESERVED FOR PHYSICALLY HANDICAPPED CATEGORIES

The vacancies reserved for physically handicapped categories if in any year, are not filled, the reservation should be carried over for a period of two recruitment years.

There is no objection to the Staff Selection Commission nominating candidates of General Category when sufficient numbers of physically handicapped persons do not qualify to fill the vacancies reserved for them in any category carried over for a period of upto three recruitment years.

There is no formal de-reservation of vacancies in Group "C" and "MTS" posts meant for physically handicapped persons as is done in the case of the SC/ST. It is for the appointing authority to keep track of vacancies meant for physically handicapped persons.

PARA-163 EXTENSION OF TIME LIMIT FOR JOINING DUTY FOR NEW RECRUITS

Heads 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. Extension beyond this period will require the approval of the Headquarters office.

PARA-164 PLURAL MARRIAGES

- (i) No person who has more than one wife living or who, having a spouse living marries in any case in which such marriage is void by reasons of its taking place during the life time of such spouse, shall be eligible for appointment to service; and

No women whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to service;

Provided that the Central Government may, if satisfied that there are special grounds for ordering, exempt any person from the operation of this rule.

- (ii) No Government servant who has a wife living shall contract another marriage without first obtaining the permission of the government notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

- (iii) No female Government servant shall marry any person who has a wife living without first obtaining the permission of Government. A declaration to this effect should be taken from every entrant to Government service, in the form indicated below:

DECLARATION

1. Shri/ Shrimati/ Kumari _____ declare as under:

- * (1) That I am unmarried/a widower/a widow.
* (2) That I am married and have one wife living.
* (3) That I am married and have more than one wife, living. Application for grant of exemption is enclosed.

*(4) That I am married and that during the lifetime of my spouse I have contracted another marriage. Application for grant of exemption is enclosed.

*(5) That, I am married, and my husband has no other living wife, to the best of my knowledge.

* (6) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

**2. I shall affirm that the above declaration is true and I understand in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date

Signature

* Please delete clauses not applicable.

** Applicable in the case of clauses (1), (2) and (5) only

(Authority: CAG's No. 3799-NGE. II/310-54 dated the 2nd November, 1954, No. 2380-NGE. II/310-Pt. II dated the 20th June, 1956 No. 108-NGE-II/310-54 Pt. III dated 16th January, 1958, GI MHA OM No.25/25/60-Ests. (A) dated 9th December, 1960- File 33-509 read with CAG's No. 32-NGE. II/39-60, dated 9th January, 1961)

PARA-165 PROCEDURE TO BE FOLLOWED FOR OBTAINING THE PERMISSION OF THE GOVERNMENT TO REMARRY WHILE FIRST WIFE IS LIVING

Before cases are referred to the Home Ministry for advice whether the permission sought by a Government servant for a second marriage, while the first wife is living, be given, enquiry is to be made on the following lines.

The first point to be scrutinised, when an application for permission is received, is whether such marriage is permissible under the personal law applicable to the applicant. If so, the question arises whether there are sufficient grounds for allowing an exception to Government's general policy. The alleged grounds given in support of the request should be scrutinised to see whether the allegations are true and well founded. In case the wife also joins the application, it should be ascertained whether she has willingly consented and whether any letter etc. purporting to proceed from her is genuine and is the outcome of her own free will. For this purpose, higher officers in the department concerned may, if necessary, send for the applicant and his wife .and make personal enquiries. Where the first wife's views have not been stated, that should, if possible, be ascertained. If permission is sought on grounds of alleged sickness of the wife as much information as possible should be obtained in consultation with the medical authorities. the arrangements made by the husband for the maintenance of the first wife should also be ascertained and it should be examined whether they are satisfactory.

PARA-166 OATH OF ALLEGIANCE

It is obligatory for every individual to take an oath of allegiance to the Republic of India, before entering Government service. The form in which oath should be taken before a gazetted officer, is appended below:

"I _____ do swear that I will be faithful and bear true allegiance to India and to the Constitution of India, as by law established, and that I will loyally carry out the duties of my office. so

help me God".

(Conscientious objector to oath-taking may make a solemn affirmation to the same effect)

PARA-167 VERIFICATION OF CHARACTER AND ANTECEDENT OF GOVERNMENT SERVANT BEFORE APPOINTMENT

Confidential orders regarding verification of character and antecedents of the applicants should be consulted invariably for compliance before appointment are made.

(C.A.G. No. NGE. Cir. No. NGE/285, No.155-N-3 /36/84/Vol.I dated 16-1-85)

PARA-168 (A) RESERVATIONS, IN RECRUITMENT AND PROMOTION, TO SCHEDULED CASTES (SCs), SCHEDULED TRIBES (STs) AND OTHER BACKWARD CLASSES (OBCs):

As a result of introduction of reservation for other Backward Classes in Civil posts and services under Govt. of India vide G.O.I. Letter No.36012/22/93Estt. (SCT) dated 29.12.93, 27 percent of vacancies should be reserved for OBC w.e.f. 8.9.93 (No reservation in promotions). This is in addition to 15 percent of vacancies reserved for Scheduled Castes and 7½ percent for Scheduled Tribes being operative (GOI, Min. of Personnel, Public Grievances and Pensions, Department of Personnel & Training, O.M. No. 36012/2/96-Estt. (Res.) dated 2nd July, 1997). Accordingly, the reserved roster of 200 points came into effect from.

The roster points as prescribed in Government of India, Ministry of Personnel, Public Grievance and Pensions, Department of Personnel and Training received with Headquarters Office No.36012/2/96-Estt. (Res) dated 2nd July, 1997 are as under:-

Name of State- Uttarakhand

	Actual points to be reserved in a 200 point roster
S.C.	7,15,20,27,35,41,47,54,61,68,74,81,87,94,99,107,114,121,127,135,140,147,154,162,168,174,180,187,194,199
S.T	14,28,40,55,69,80,95,108,120,136,148,160,175,188,198
O.B.C.	4,8,12,16,19,23,26,30,34,38,42,45,49,52,56,60,63,67,71,75,78,82,86,89,93,97,100,104,109,112,115,119,123,126,130,134,138,141,145,149,152,156,161,163, 167,171, 176,178,182, 186,189,193,197,200

(Authority:- GOI, Min. of Personnel, Public Grievances and Pensions, Department of Personnel & Training, O.M. No. 36012/2/96-Estt. (Res.) dated 2nd July, 1997)

PARA-168 (B) ISSUE OF INSTRUCTIONS ON RESERVATION FOR THE SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES IN SERVICES UNDER THE GOVERNMENT OF INDIA.

Instructions on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in services under the Government of India were contained in various Office Memorandums issued from time to time by the Ministry of Home Affairs and this Department. Some of the instructions so issued had become outdated and were not in operation. Some appointing authorities were continuing to implement such outdated and non-existent instructions. Keeping all these aspects in view the Department of Personnel & Training,

Ministry of Personnel, PG & Pensions, Government of India; North Block, New Delhi; vide Office Memoranda No. 36011/6/2010-Estt (Res), dated 25th June, 2010 had decided to issue consolidated instructions on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in supersession of all the existing instructions on the subject. These, namely, '*Compendium on Reservation for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in services*', (Appendix-XII) do not change any aspect of policy on the subject but only consolidate all the instructions and present them in easy to understand form/language.

PARA-168 (C) CERTIFICATE OF PROOF IN RESPECT OF SCHEDULED CASTE/ SCHEDULED TRIBES/ OBC

The claims of candidates for employment to be treated as scheduled castes or scheduled tribes/OBC will ordinarily be verified by the appointing authorities through the District Magistrate of the place where such persons and/or their families ordinarily reside.

The following authorities are empowered to issue Scheduled Caste/Scheduled Tribe/OBC certificates:

- (i) District Magistrate/Additional District Magistrate/ Collector/Deputy Commissioner/ Adl. Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Presidency Magistrate/Presidency Magistrate
- (iii) Chief Revenue Officers not below the rank of Tahsildar
- (iv) Sub-divisional Officer of the area where the candidate and/or his family normally reside
- (v) Administrator/ Secretary to Administrator/ Development Officer (Lakshdweep Islands)

(Authority:-BC-16014/1/82 SC 2 BCD-1 dated 6-8-1984)

(Authority:- G.O.I. Letter No.36012/ 22/ 93-Estt SCT) dated 29.12 93 received with Headquarters Office Letter No.86-NGE (App)/ 83-94 dated 3.3.94.)

Note: (1) If a candidate belonging to the Scheduled Castes or Scheduled Tribe/OBC is unable to produce a certificate from the District Magistrate testifying that he belongs to these castes, he should be appointed provisionally on the basis of whatever prima facie evidence he is able to produce. Thereafter such claim should be verified through the District Magistrate of the place where he ordinarily resides in the prescribed manner. If in any particular case the verification reveals that the candidates claim is false, his services should be terminated.

(i) (G.I.M.O. Home Affairs O.M. No.42/34/52-NGE. dated the 17th April, 1953 copy received with C. & A. G. of India endorsement No.1243-NGE.II/50-52 dated the 1st March 1953).

(ii) G.O.I. Letter No.36012/22/93-Estt(SCT) dated 29.12.93 received with Headquarters Office Letter No.86-NGE(App)/83-94 dated 3.3.94.

PARA-168 (D) POST BASED RESERVATION ROSTER POINTS (WITH EFFECT FROM 02.07.1997)

(i) Direct Recruitment on All India Basis by Open Competition-

Out of specified **200 points**, the reserved points will be-

For Scheduled Castes- 15% (30 points)

7	15	20	27	35	41	47	54	61	68
74	81	87	94	99	107	114	121	127	135
140	147	154	162	168	174	180	187	194	199

For Scheduled Tribes-7.5% (15 points)

14	28	40	55	69	80	95	108	120	136	148	160	175	188	198
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For Other Backward Classes-27% (54 points)

4	8	12	16	19	23	26	30	34	38	42
45	49	52	56	60	63	67	71	75	78	82
86	89	93	97	100	104	109	112	115	119	123
126	130	134	138	141	145	149	152	156	161	163
167	171	176	178	182	186	189	193	197	200	

The remaining 101 points will be Unreserved.

(ii) Direct Recruitment on All India Basis otherwise than by Open Competition-

Out of the specified 120 points, the reserved points will be-

For Scheduled Castes- 15% (20 points)

7	13	19	25	31	37	43	49	56	61
67	73	79	85	91	97	103	110	115	119

For Scheduled Tribes-7.5% (09 points)

14	27	40	54	68	80	95	107	118
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For Other Backward Classes-27% (31 points)

4	8	12	16	20	24	28	32	35	39	44
47	51	55	59	63	66	70	74	78	82	86
90	94	98	101	105	109	113	117	120		

The remaining 60 points will be Unreserved.

(iii) Rosters for Local Recruitments shall also suitably be revised as per percentages prescribed for different States/Union Territories.

(iv) Promotions-

Out of 200 points, reservations will be –

SC- 15%(30 points) and ST- 7.5% (15 points)

Points for SC/ST will be the same as prescribed for 200-point roster for All India Recruitment by open competition as in (i) above. No reservation for OBCs in respect of promotion is available. **The remaining 155 points will be Unreserved.**

PARA-168 (E) MODEL ROSTERS FOR CADRE STRENGTH UP TO 13 POSTS

(i) Direct Recruitment on All India Basis by Open Competition

REPLACEMENT NUMBER

Cadre Strength	Initial Recruitment	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	UR			
5	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					
7	SC	OBC	UR	UR	UR	OBC	UR	ST						
8	OBC	UR	UR	UR	OBC	UR	ST							
9	UR	UR	UR	OBC	UR	ST								
10	UR	UR	OBC	UR	ST									
11	UR	OBC	UR	ST										
12	OBC	UR	ST											
13	UR	ST												

(ii) Direct Recruitment on All India Basis Otherwise through Open Competition

REPLACEMENT NUMBER

Cadre Strength	Initial Recruitment	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
1	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST
2	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST	
3	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST		
4	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST			
5	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST				
6	UR	SC	OBC	UR	UR	UR	OBC	SC	ST					
7	SC	OBC	UR	UR	UR	OBC	SC	ST						
8	OBC	UR	UR	UR	OBC	SC	ST							
9	UR	UR	UR	OBC	SC	ST								
10	UR	UR	OBC	SC	ST									

11	UR	OBC	SC	ST
12	OBC	SC	ST	
13	SC	ST		

(iii) Promotions

REPLACEMENT NUMBER

Cadre	Initial	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	13 th
Streng th	Recrui tment													
1	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7	SC	UR	UR	UR	UR	UR	UR	ST						
8	UR	UR	UR	UR	UR	UR	ST							
9	UR	UR	UR	UR	UR	ST								
10	UR	UR	UR	UR	ST									
11	UR	UR	UR	ST										
12	UR	UR	ST											
13	UR	ST												

NOTE: 1 For cadres 2 to 13 posts, the roster is to be read from entry 1 under column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like “L”.

2. All the posts of a cadre are to be earmarked for the categories shown under Column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of the reserved category. [OM dated 02.07.1997]

PARA-169 ADJUSTMENT OF PROPORTION OF CANDIDATES BELONGING TO SCHEDULED CASTES/ TRIBES

In the case of vacancies reserved for Scheduled Caste, if a sufficient number of Scheduled Caste candidates are not available the vacancies that remain unfilled should be treated as reserved for Scheduled Tribes. Similarly if suitable Scheduled Tribes candidates are not available to fill the vacancies reserved for them the unfilled vacancies reserved for them should be treated as reserved for scheduled castes. In *order* however to achieve the position that in the end of the percentage of reserved vacancies for scheduled castes/tribes do not actually exceed the percentage of reservation fixed for such communities if a Scheduled

Caste/Tribe candidate is available and is recruited at a point in the roster at which a candidate of scheduled tribe/ caste was due to be recruited, necessary adjustments can be made at subsequent points in the roster so that by the time the roster of 40 vacancies is completed the adjustments may achieve as far as possible of the appropriate community as provided for in the roster. If such adjustments are not completed within the roster of 40 vacancies, the unadjusted vacancies of scheduled castes/tribes can be carried forward for adjustment in the subsequent roster of 40 vacancies. .

(G.I.M.O. Home Affairs O.M. No.42/32/53-NGE (SCT), dated 7th December, 1954, Cr. & Ar. GI.'s endorsement No.4342-NGE.II/208-54, dated the 18th December, 1954. Case No. O.E./15-20 Volume IV).

PARA-170 COMMUNAL REPRESENTATION IN TEMPORARY APPOINTMENT

The orders regarding communal representation apply to temporary vacancies lasting for three months or longer including vacancies in permanent posts filled temporarily by persons not permanently in Government service. Vacancies for a period of less than three months may if suitable candidates belonging to a particular community are not readily forthcoming be filled without regard to communal composition. Similarly vacancies originally sanctioned for a period of less than 3 months and extended thereafter need not necessarily be filled in accordance with the orders on the subject unless the period of extension is three months or more. But special care must be taken to see that the orders are strictly applied in all cases in which posts though originally sanctioned on a temporary basis are likely to become permanent.

PARA-171 STATEMENT OF COMMUNAL COMPOSITION

Annual statements in prescribed forms showing the communal composition as on 1st January each year with the details of vacancies filled during the calendar year should be prepared in strict accordance with the instructions laid down by the Central Government and the Comptroller and Auditor General and furnished in triplicate, to Comptroller and Auditor General by 1st February each year.

PARA-172 REGISTER OF APPOINTMENT

A register of appointment shall be maintained in Admn. Section. Separate folios should be used for persons appointed to different grade viz. Accountants, Clerks, Stenographers etc. The names of the persons should be entered in this register according to the dates of their appointment. In the case of persons appointed on the same date, their names should be entered according to their position in the list of approved candidates.

PARA-173 HEALTH CERTIFICATE ON FIRST APPOINTMENT AND STANDARD OF VISUAL ACUITY

On the first joining Government Service a Government servant should produce a certificate from the appropriate medical authority to ensure that only persons, as are physically as well as mentally sound in health, are admitted to Government Service, except in cases where the appointment is made specially for a period not exceeding three months in a non-pensionable establishment, when no medical certificate will be necessary unless it is decided later to extend the appointment beyond three months.

In view of the admissibility of family pension to the families of those Government servants who die before completion of one year of continuous service (provided the deceased Government servant immediately prior to his appointment to the service or post was examined by the appropriate medical authority and declared fit by that authority for Government service). In no case should a person be allowed to join Government service

in a pensionable establishment without having been medically examined and found fit.

(Authority: M.F., O.M. No. 45(1)-EV/54 dated 24-3-1954, 5/6/54-7.P.S. dated 28.9.56 and D.F.& A.R., O.M. No.15015/1/79-Estt. (D) dated 26.6.1979)

PARA-174 APPROPRIATE MEDICAL AUTHORITY FOR MEDICAL EXAMINATION

The examining medical authority will be

- (1) For appointment of Gazetted Post - A Medical Board consisting of three Group 'A' Medical Officers of the status of specialists viz. Physician, Surgeon and Ophthalmologist
- (2) For appointment to a non-gazetted (other than Group 'D') Post - A Civil Surgeon/Chief Medical Officer or a District Medical Officer or a Medical Officer of equivalent status
- (3) For appointment to a Group 'D' Post - In the case of Group 'D' candidate, the Authorised Medical Attendant possessing a medical qualification included in one of the schedule to the Indian Medical Council Act 1956.

(Authority: M.F., O.M. No. S(1)-EV(B)/ 63 dated 30.3.1963)

PARA-175 POWER TO DISPENSE WITH A MEDICAL CERTIFICATE OF FITNESS

The power to dispense with a medical certificate of fitness before appointment to Government service in individual cases has been delegated among the following authorities to the extent indicated below:

Department of the Government of India	Full powers
Comptroller & Auditor General of India	Full powers
All Heads of Department	Full powers in the case of non-gazetted staff.

Once a candidate is asked by an authority to produce a medical certificate of fitness and has actually been examined and declared unfit, it is not open to such authority to use its discretion to ignore the certificate that has been produced.

(Authority: Sl. No.4 of Appendix 3, F.R.& S.R. Part I, G.I., M.H.A., O.M. No.5/9/58-R.P.S. dated 10.10.1958 and O.M.No.F.20(1)-E.V(A)/64, dated 24.2.1964)

PARA-176 STANDARDS OF VISUAL ACUITY

The standards of visual acuity for incumbents of the posts of drivers of motor vehicles (Staff car drivers etc.) under the Government of India should be as follows:

Corrected	Distant Vision	<u>Near</u>	Vision
Better eye	Worse eye	Better eye	Worse eye
6/9	6/9	0.6	0.8
6/6	6/12		

In addition, colour vision (Red and Green) of candidates should be intact.

A copy of the above orders should be forwarded to the medical office while sending any driver-candidates for medical examination on first appointment.

(Authority: - Government of India, Ministry of Health O.M. No. F.P. (ii)-17/61-Nil, dated the 7th August, 1961 I.P. 125C)

PARA-177 RE-EXAMINATION BY MEDICAL AUTHORITIES

The candidates for appointment to non-gazetted posts, or Gazetted posts once declared physically unfit for Government service, should have no right of appeal against the finding of a Chief Medical Officer or an authorised Medical attendant, but that if Government are satisfied on the evidence placed before them by the candidates concerned of the possibility of an error of judgment in the decision of the Chief Medical Officer or the authorised medical attendant, it will be open to them to allow re-examination by another Chief Medical Officer or a Specialist or by a Medical Board as may be considered necessary. The fee for such examination, if any, will be paid by the candidate concerned.

(Authority: GI MH Memorandum No. F. 7(i)-27/51-M-11 dated 18th January 1952, copy received with Comptroller & Auditor General's endorsement no. 590-NGE. 11/K.W. 218-50 Vol. 11, dated 26th February 1952)

PARA-178 COMMUNICATIONS OF GROUNDS OF REJECTION TO PERSONS FOUND UNFIT BY INDIVIDUAL MEDICAL OFFICERS/MEDICAL BOARDS

In cases where a Government servant or a candidate for Government service is declared unfit for retention in Government service or for appointment in the Government service by an individual medical officer/medical board, as the case may be, the grounds for rejection may be communicated to him/her in broad terms without giving minute details regarding the defect pointed out by the Medical officer/Medical Board. Cases, where the grounds of rejection have not been clearly stated by the Medical Board in their report may be referred to Government of India for advice.

(Authority: M.H.O.M. No. F-7(1)-27/51-M-II dated 18.1.1952; 53-M-II dated 1.5.1923 and 27.3.1953, 55M.II dated 13.12.1953, 57-M-II (pt. II) dated 17.12.1957)

PARA-179 PROCEDURE FOR SENDING PERSONS FOR MEDICAL EXAMINATION

Except in cases of urgency all candidates for appointment in the non-Gazetted Government service including MTS, government servant should be sent to the appropriate medical authority as mentioned in para 203 with a written request for medical examination, before appointment.

Where appointments are made of large numbers of candidates more or less at the same time, the candidates may be sent up for medical examination after actual appointment but as soon thereafter as possible; such cases should nevertheless be reduced as far as possible.

PARA-180 PRECAUTIONS TO PREVENT THE POSSIBILITY OF EMPLOYMENT OF PERSONS PREVIOUSLY DECLARED AS MEDICALLY UNFIT

In order to prevent the possibility of recurrence of cases wherein a medically unfit person gets himself declared as medically fit by another competent medical authority by suppressing the information regarding his being declared medically unfit earlier, a declaration in the form appended below should be obtained by medical authorities from the candidates, at the time of medical examination conducted for the purpose of initial

appointment and re-employment to Government service

To enable the medical authorities concerned, to get the requisite declaration, the form below should be furnished to the medical authorities along with the requests for medical examination.

PARA-181 CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note below:-

1	State your name in full (in block letters)	
2	State your age and place of birth	
3	(a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism appendicitis? OR (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment	
4	When you were last vaccinated?	
5	Have you or any of your near relations been affected with consumption, scrofula, gout, asthma, fits, epilepsy, or insanity?	
6	Have you suffered from any form of nervousness due to over work or any other cause?	
7	Have you been examined and declared unfit for Government service by a Medical Officer/medical board, within the last 3 years?	

8. Furnish the following particulars concerning your family:

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their age at death and cause of death
Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at death and cause of death

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate/pension on act of any disease or other condition.

Candidates Signature

Signed in my presence

NOTE: -The candidate will be held responsible for the accuracy of the above statement. By willfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claim to superannuation allowance or gratuity.

PARA-182 CONTINUANCE IN SERVICE OF GOVERNMENT SERVANTS DECLARED TEMPORALILY PHYSICALLY UNFIT

In case of a Government servant who is declared temporarily unfit, as requiring re-examination after a specified period and the condition of temporary unfitness is curable in a reasonable period, he may be retained in service for the period specified by competent medical authority provided that:-

- (5) The period after which a second medical examination is to be conducted is specified by the competent medical authority.
- (6) the condition leading to temporary unfitness is declared curable within a reasonable period
- (7) the disease is not of such a nature as to be a source of risk to others with whom the Government servant may have to come in contact in the course of his duties; and
- (8) Where the period of such retention is likely to exceed six months, the approval of the Ministry of Finance shall be obtained.

A Government servant so appointed in advance of the medical examination should be paid the salary for the period of his employment if he is declared unfit and for the period of his retention in service if he is declared temporarily unfit as mentioned above.

No temporary employee should be retained, in service after he is declared to be medically unfit, more especially after he is declared unfit by a second Medical Board, on appeal. Cases, where it becomes absolutely necessary to retain the services of such personnel on a temporary basis due to certain administrative reasons, it should be referred to the Ministry of home Affairs, Health and Finance for their concurrence.

(CAG's letter No. 2876-Admn.II/186-56, dated 25th November 1958)

PARA-183 RECORD OF HEALTH CERTIFICATES IN THE SERVICE BOOKS

The entry regarding production of certificates of fitness should be made in the service book of the employees concerned, before transmitting the certificates to P.C. Sections for attaching them with the first pay-bills of the persons. It should be ensured that the declarations and statements are carefully recorded in the personal files of the employees concerned.

- (i) In addition to the normal medical examination by the appropriate medical authority prescribed in the rules from time to time for physical fitness for initial appointment the candidates should be examined by a Government Leprosy Officer of not less than five years' standing;
- (ii) It should be specifically certified by the Government Leprosy Officer who examines the candidates at the time of first appointment that the candidates concerned are not likely to develop either infective or deforming type of leprosy;
- (iii) Apart from the initial medical examination at the time of recruitment such persons should be medically examined annually for a period of five years after their initial appointment. In case the medical examination discloses at any time that the persons concerned are developing an infectious type of leprosy, such cases should be dealt with under the normal rules for the purpose of their being invalidated from the service;
- (iv) The confirmation of such a Government servant should be proceeded with only after two years of

service during which he has continued to be non infective and the disease has been quiescent.

In all cases of doubt or where a departure is required to be made from the above procedure, the case should be referred to the Ministry of Health.

(Authority: M.H. O.M. No. A. 17011/6/79-MS (I) dated 25-6-1980)

PARA-184 PROOF OF AGE IN RESPECT OF EMPLOYEES

Only the matriculation of the School leaving Certificate is accepted as valid proof of age, once the date of birth has been correctly entered in the Service Book on the basis of such proof, it should not be allowed to be attired by producing a different kind of proof e.g. horoscope, affidavit. No alteration may be made in the date of birth of a member of staff recorded in the service book, except in the case of clerical error, without the sanction of the Principal Accountant General.

PARA-185 RECORDING OF EDUCATIONAL QUALIFICATIONS IN THE SERVICE BOOK

The educational qualification, of the Government servant should be recorded on Page 1 of the Service Book (revised form) in the space provided for the purpose. A note of educational qualifications attained by the Government servant, subsequent to his entry in service, may also be made, if so desires.

PROMOTION

PARA-186 GENERAL

All proposals for promotions whether substantive or temporary should be, submitted to the Principal Accountant General/Senior Deputy Principal Accountant General (Admn) as indicated below:

Sl. No.	Promotion to the cadre	Proposals for promotion to be submitted
1	Sr. Accounts Officer	AG
2	Accounts Officer	AG
3	Assistant Accounts Officer/PS/ Supervisor	AG
4	Senior Accountant	DAG(Admn)
5	Personal Secretary	DAG(Admn)
6	Acctt. from Clerks	DAG(Admn)
7	Clerks/Typists from MTS	DAG(Admn)

PARA-187 PROMOTION TO SENIOR ACCOUNTS OFFICER/ ACCOUNTS OFFICER CADRE

Promotion to the cadre of Sr. Accounts Officers is made only from Accounts officers. Promotion to the cadre of Accounts Officers in existing separated Accounts Offices and newly set up Accounts Offices are made only from the cadre of Assistant Accounts officers .The "Period of service as Assistant Accounts Officer under existing rules and orders for promotion as Accounts Officer will be the combined service as Assistant Accounts Officer/ Section Officer in combined Audit and Accounts Office.

PARA-188 PROMOTION TO THE POST OF ASSISTANT ACCOUNTS OFFICERS

A new cadre of Assistant Accounts officer has come into being consequent to the restructuring of the department. The post in the grade of Assistant Accounts officers will be filled up by promotion solely on the basis of seniority subject to fitness.

Earlier, Section Officer (Accounts) with three years regular service in the grade as on 1st October of the year to which the panel pertains will be eligible for promotion to the grade of Assistant Accounts officer as per extant Recruitment rules.

Now Para 215 (below) applies as posts of Section Officer and Assistant Accounts Officer have been merged and re-designated as Assistant Accounts Officer and is classified as Group "B" Gazetted w.e.f. 27.05.2009 as per Headquarters letter No. 697-6 PC/GE-II/22-2009 dated 27.05.2009.

PARA-189 PROMOTION TO THE ASSISTANT ACCOUNTS OFFICER'S CADRE

As per existing recruitment rules, the promotion to Assistant Accounts officer grade are made from Departmental candidates who have passed the Section Officer's Grade Examination conducted by the Comptroller and Auditor General of India.

PARA-190 CLASSIFICATION OF POSTS OF ERSTWHILE SECTION OFFICER'S

The posts of erstwhile Section Officers were classified as follows:-

- (i) The Section Officers/Supervisors etc. were classified as Group "B".
- (ii) The Appointing Authority/Disciplinary Authority of the Section Officers/Supervisors etc. was Accountant General.
- (iii) The composition of the Departmental Promotion Committee for promotion to the posts of Section Officers/Supervisors was being sent separately to each office.
- (iv) An existing panels of promotion to Sections Officers/Supervisors was ratified by the Appointing Authority.

(Authority: CAG's circular No. NGE/98/43 and circular No. 947- NGE (App.)/ 67-98 dated 06.08.1998)

PARA-191 PROMOTION OF ACCOUNTANTS TO THE CADRE OF SENIOR ACCOUNTANTS:

The Accountants who have completed three years regular service in the grade and have passed the departmental examination for Accountants will alone be eligible for promotion as Senior Accountants. The crucial date to determine the eligibility criteria would be 1st October of the year to which the panel pertains.

(Authority: CAG's Circular NO.NGE.6/4/94 dated 14.1.94)

PARA-192 PROMOTION OF ACCOUNTANTS AS SENIOR ACCOUNTANTS- CASES OF UNILATERAL AND MUTUAL TRANSFEREES

It is clarified that the reckoning 3 years service for promotion as Senior Accountant, the service of unilateral/mutual transferees in the Accountant's grade will be counted from the date from which the

transferee's seniority is fixed in the new office *vis-a-vis* staff already working in the new office in accordance with the terms of unilateral/mutual transfer.

(Authority: C. & A.G's circular No.1083-N-2/41-84 dated 16/10/1984)

PARA-193 PROMOTION OF ERSTWHILE STENORAPHERS TO THE POST OF PERSONAL ASSISTANT

A stenographer in the scale of Rs.5500-175-9000 (5th pay commission recommended scale) having rendered three years of regular service may be considered for promotion to the post of Personal Assistant provided he possesses a minimum speed of 100 words per minute in shorthand and consistently good record of service. The Personal Assistants will be to officers of the rank of Deputy Accountant General level. However vide letter no.488/NGE(APP)/25-2004 dated 03.05.2010 Headquarters' office has directed that promotions to the post of personal assistant may not be made till further order.

(Authority:-C.& A.G's letter No.4532-NGE-I/60-74.I dated 27/12/1974)

PARA-194 APPOINTMENT OF PERSONAL SECRETARY

The post of Personal Secretary in the upgraded scale of Rs. 7500-250-12000 (5th pay commission recommended scale) will be filled up by promotion of Personal Assistant with seven years regular service in the grade.

The promotion will be on seniority-cum-fitness basis and the D.P.C. will be same as for appointment of Assistant Accounts Officer.

The staff including the Personal Secretary on the present lower grade on promotion will be on probation for a period of two years.

PARA-195 PROMOTION OF SUBORDINATE ACCOUNTS SERVICES (SAS) PART I PASSED CLERKS AS ACCOUNTANTS IN ACCOUNTS OFFICES

Clerks in accounts offices promoted as Accountants who had already passed Part I of Section Officers Grade Examination, will be adjusted against the direct recruitment quota. They will not be required to pass the Departmental Examination for Accountants.

PARA-196 PROMOTION FOR CLERKS IN ACCOUNTS OFFICE

The promotion of clerks as Accountants are made as per existing Recruitment Rules as under.

- (a) 40% of the vacancies by promotion of clerks with 5 years regular service in the grade on seniority basis subject to the rejection of unfit, failing which by Direct Recruitment.
- (b) 10% of vacancies by promotion from the following officials, failing which by direct recruitment
 - (i) Graduate Clerk/MTS official with 3 years continuous regular service in the grade on passing Departmental Exam for Accountants.
 - (ii) Clerks passing on SAS Part I Exam.
- (c) 50% vacancies by Direct Recruitment.

PARA-197 RESERVATION IN PROMOTION FROM ACCOUNTANTS TO SENIOR ACCOUNTANTS

Paragraph 2.1 (iii) (b) and (c) of the Brochure on Reservation for S.C/S.T. in Services-VI th Edition

contemplates reservation to the extent of 15 per cent for Scheduled Castes and 7½% for Scheduled Tribes in posts filled by promotion on the basis of seniority subject to fitness and on Selection basis, in Group 'A', 'B', 'C' and 'MTS' posts, in grades or services in which element of direct recruitment, if any, does not exceed 66-2/3 per cent. As the element of direct recruitment in the promotions from Accountants to Senior Accountants is nil, 40 point rosters as per Appendix I to Brochure-VI th Edition may be maintained for the purpose of determining reservation for S.C. & S.T. w.e.f. 1.3.1984. In the case of promotions from Accountants to Senior Accountants instructions contained in chapter 12 of the Brochure VI th Edition, may be kept in view for the purpose of implementing the reservation policy of the Government of India.

(Authority: C. & A.G's circular No. NGE-Cr. Circular No. N/131984 dated 29.2.1984)

PARA-198 PROCEDURE TO BE FOLLOWED BY DEPARTMENTAL PROMOTION COMMITTEES IN THE CASE OF OFFICERS UNDER SUSPENSION AND OFFICERS AGAINST WHOM ENQUIRIES ARE PENDING

Suitability of officer(s) who are (a) under suspension or (b) against whom disciplinary proceedings are pending or (c) a decision has been taken by the Competent Disciplinary Authority to initiate disciplinary action against them or (d) against whom prosecution has been launched in a court of Law or sanction for prosecution has been issued, is to be considered for promotion by the Departmental Promotion Committee at the appropriate time but the findings of the Committee are kept in a sealed cover to be opened after the conclusion of the disciplinary/court proceedings. While the findings are kept in the sealed cover, the vacancy which might have gone to the officer concerned is filled only on an officiating basis.

If, on the conclusion of the departmental/court proceedings the officer concerned is completely exonerated, and in case he/she has under suspension if it is held that the suspension was wholly unjustified, the sealed cover is opened and the recommendations of the Departmental Promotion Committee are acted upon. If the officer could have been promoted earlier, he is promoted to the post earlier filled on an officiating basis, the arrangements made earlier being terminated.

On his promotion, the officer also gets the benefits of seniority and fixation of pay on a notional basis with reference to the date on which he would have been promoted in the normal course, but no arrears are allowed in respect of the period prior to the date of actual promotion.

(Authority: G.I. M.J.A. DP & AR, O.M. No.22011/1/79 Estt (A) dated 30.1.1982)

PARA-199 PRINCIPLES TO BE OBSERVED IN CONSIDERING THE QUESTION OF FORWARDING APPLICATIONS OF CENTRAL GOVERNMENT SERVANTS FOR EMPLOYMENT ELSEWHERE

The general principles to be observed in considering the question of forwarding applications of employees for employment elsewhere are stated below:

(i) Applications from permanent government servants.

When a person has been offered and has voluntarily accepted a permanent post or a permanent appointment to a regular service, which offers him the chance of an honorable career with prospects of earning promotion on merits, he is under a moral obligation to devote his energies whole-heartedly to the performance of his duties in that post or service and not to divide his attention and efforts in search for employment elsewhere. He cannot justly complain of hardship or harsh treatment if his application for any other post or

employment is withheld.

(ii) Application from purely temporary employees

A temporary employee, who has no reasonable prospects of being made permanent, can hardly be blamed if he is on the lookout for better and longer lasting employment. Withholding of this application would result in hardship. Applications from such employees should therefore be readily forwarded unless there are compelling grounds of public interest for withholding them.

(iii) Applications from temporary employees who may have good prospects of being made permanent in due course

An employee of this type falls somewhere between the types mentioned under (i) and (ii) above, and an application from him should therefore be dealt with on its own merits, with reference to the circumstances in each case.

(iv) Applications of employees who have been given some special technical training at Government expense after commencement of service

The State is justified in demanding that in return for the training given to him at State expense, an employee of this category should continue to give his service to the State, in the post or service in which such training was given. He cannot justifiably complain of hardship if he is not allowed to capitalise the special qualifications so gained by seeking other better employment. Withholding of application in such a case is, therefore, justifiable.

(v) Applications of government servants for employment in private business and industrial firms etc.

The rules quoted above do not specifically deal with applications of this category. On general grounds, however, it is highly improper for a Government servant to apply without permission for employment in a private business or industrial firm etc. Where a Government servant seeks permission to apply for such employment, he should first offer to resign or retire from Government service. He cannot complain of hardship if he is not granted permission to apply for such employment or if his application is withheld. While a person remain in Government service, the State can legitimately refuse to surrender its claim on his services in favour of a private employer.

Notwithstanding anything contained in the preceding paragraph, in a case in which a particular employee cannot be spared without serious detriment to important working hand, public interest would justify withholding of his application even if otherwise the application would have been forwarded.

It may be added for information that where for good and sufficient reasons, an application is withheld no infringement of any Constitutional right is involved.

(Authority: G.O.I., Ministry of Home Affairs O.M. No. 170/51-Estsm dated 31st October, 1952 and C &AG's endorsement No. 2788-NGR. II/KW-56-NGE. III/54 dated 25th August, 1954)

PARA-200 APPLICATION OF TEMPORARY CLERKS AND ACCOUNTANTS, ETC. FOR OUTSIDE POSTS

In respect of Clerks, Typists and Stenographers, whether temporary or permanent, no harm will be done in permitting them to apply for outside posts as no special training is given to them. Forwarding of

application for outside posts from temporary Accountants is also permissible.

(CAG's letter No. 3404/NGE/11/56 dated 23.10.1954)

PARA-201 POLICY TO BE FOLLOWED IN CASES WHERE PERSONS REFUSE PROMOTION TO A HIGHER GRADE

In the event of refusal of promotion by an official, no fresh offer of promotion is to be made for a period of one year from the date of refusal of first promotion.

In this connection Department of Personnel and Administrative Reforms has extended further clarification that:

- (i) No limit has been laid down as to the number of times that 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.
- (ii) The one year period can extend beyond one panel to another, if within the one year period, a fresh panel is prepared.
- (iii) On the eventual promotion to the higher grade, such Government servant will lose seniority vis-à-vis his erstwhile juniors promoted to the higher grade earlier irrespective of the fact whether the posts in question are filled by selection or otherwise. The above mentioned policy will not apply where adhoc promotion against short-time vacancies are refused.
- (iv) In cases where the reasons adduced by the officer for his refusal of promotion are not acceptable to the appointing authority, then he should enforce the promotion of 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.

(Authority: C.& A.G's Office circular No.1183-NGEIII/80-76 dated 19.4.1980 and D.P. & A.R. O.M. No.22034/3/81-Estt. (D) dated 1.10.1981)

PARA-202 PROCEDURE FOR SUBMISSION OF APPLICATION BY SERVING EMPLOYEES IN RESPONSE TO ADVERTISEMENTS OF UPSC/SSC AND BANKING SERVICE ETC. RECRUITMENT

The persons already in Government service who wish to appear at a competitive examination 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 form 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 consider it necessary to withhold the requisite permission he should inform the Commission within thirty days of the closing date for the receipt of the application. In case no such communications 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 employees in question to be considered by the Commission.

(Authority: D.P.& A.R., O.M.No.42015/4/78-Estt. (C) dated 1st January, 1979)

The above procedure may also be followed in regard to forwarding of application of Government employees for posts advertised by Staff Selection Commission.

As regards the posts advertised by the Banking Service Recruitment Boards are concerned, the application should be routed through the controlling authorities. Such Government servants who apply direct should not be granted permission to take the examination.

(Authority: D. P. & A.R., O.M. No.28016/1/80-Estt.(C)dated 18.7.1980)

PARA-203 APPLICATIONS FROM EMPLOYEES AGAINST WHOM DISCIPLINARY CASES ARE PENDING

Applications of Government servants for the posts should not be forwarded when disciplinary proceedings against them are contemplated, whether for a major or for a minor penalty. In other words, when the conduct of a Government servant is under investigation and the investigation has reached a state at which a prima facie case can be made out against the Government servant but formal charge-sheet is yet to be issued, the application of such a Govt. servant should not be forwarded. Thus where the disciplinary cases are actually pending, question of forwarding of application does not arise.

When the conduct of a Government servant is under investigation (by Central Bureau of Investigation or by the Controlling Department), but the investigation has not reached the stage when a prime facie case can be made out against the Government servant the application of such a Government servant may be forwarded together with brief comments on the nature of allegations 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 the investigations have been completed and disciplinary proceedings have already commenced or are likely to be initiated shortly

(Authority: D.P.& A.R O.M. No. 11012/10/75-Estt(A) dated 18.10.1975)

PARA-204 APPLICATIONS OF PERMANENT ACCOUNTANTS BELONGING TO SCHEDULED CASTES AND SCHEDULED TRIBES FOR OUTSIDE POSTS

Application of permanent Accountants belonging to Scheduled castes/Tribes may be forwarded for posts outside the Indian Audit and Accounts Department.

(CAG's cir. No.3699-NGE. U.II/ 101-57, CPT.IV/ dated 10th October 1957.)

PARA-205 DEPUTATION TO OTHER OFFICES

The Principal Accountant General/Accountant General is authorised to depute Accountants of this office, for service in another department or Government on usual deputation terms without obtaining approval of the Comptroller and Auditor General. The staff position of this office, is, however, required to be taken into account while sending persons on deputation.

PARA-206 INADMISSIBILITY OF SPECIAL PAY IN RESPECT OF CERTAIN POSTS WHEN HELD BY SENIOR ACCOUNTANTS

The following categories of posts will not carry any special pay when they are held by Senior Accountants/Accountants:

- (i) Accountants in-charge of Record Dak, Despatch, Stationary and Forms, or routine sections.
- (ii) Library.

TRANSFERS

PARA-207 (A) UNILATERAL/MUTUAL TRANSFERS

Consequent upon the restructuring in the I.A. & A. D. the facility of mutual and unilateral transfers has been withdrawn. Now it has been decided to regulate such transfers as follows:-

- (i) There will be no objections to unilateral/mutual transfers within the same stream (i.e. from one A&E Office to another A&E Office or from one Audit Office to another Audit Office) of offices for non-promotional posts, i.e. cadre where vacancies are filled by direct recruitment.
- (ii) Not more than 20% of vacancies of clerks/stenographers for direct recruits in any year may be filled by appointment on transfer on compassionate grounds of clerks and stenographers from other offices of IA&AD, and Ministries and Department of Government of India.
- (iii) Mutual transfers within the same stream of Offices between persons holding selection grades of a particular category of posts will be permissible.

(Authority:- C.& A.G's circular No. NGE/29/85 vide letter No. 1492-N-3/13-84/Zone-3 Vol.I dated 3.5.1985, Circular No. NGE/100/84 vide letter No. 3466-N-3/44-84/Zone-3 dated 15-11-1984 and Circular No. NGE/35/1993 Dt. 30-12-1995)

PARA-207 (B) UNILATERAL TRANSFER OF A SENIOR ACCOUNTANT:

The procedure that is to be followed where a Senior Accountant, applying for unilateral transfer expresses his/her willingness for accepting a lower post (Accountant) has been under consideration in the headquarters office and it has been now decided that such requests should be considered as cases of technical resignation from the post of Senior Accountant in one office and a fresh appointment as Accountant 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 Accountants in the new office.

(Authority: C&AG's Circular No. 2283-NGE-3/44-84/Zone-17 dated 16.07.1985)

PARA-207 (C) MUTUAL TRANSFER IN GR. 'B' & 'C' CADRE

The Mutual Transfer in IA&AD are being governed by the instructions/guidelines contained in various circulars/clarification issued by this office from time to time. The following set of comprehensive guidelines will supersede all the existing instructions/guidelines on the subject:-

- (i) Mutual Transfers may be permitted in respect of all the regular Gr. 'B' & 'C' posts, excluding the posts of Sr. A.O./A.O in the Department subject to the condition that the concerned officials should hold same post under the two different cadre controlling offices located at two different stations. Mutual transfer between an Auditor and Sr. Auditor and an Accountant and Sr. Accountant may also be permitted subject to the condition that the concerned Sr. Auditor/Sr. Accountant will have to seek reversion to the lower post, the pay will be fixed in terms of the DOPT OM No. 16/4/2012-Pay-I dated 05.11.2012. Such Sr. Auditor/Accountant who will seek reversion to the lower post of Auditor/Accountant may be considered for promotion to the post of Sr. Auditor/Sr. Accountant in the new office. However, in such cases, at the time of promotion as Sr. Auditor/Sr. Accountant in the new offices, the benefit of pay fixation in terms of FR-22 (I) (a) (1) would not be admissible.
- (ii) Mutual transfers allowed will not be in public interest and the officials mutually transferred will be the junior most in the respective cadre on the dates of their joining in the new offices.

- (iii) If the officials willing for mutual transfer belong to different categories (UR, SC, ST, OBC), it will be the responsibility of the concerned Heads of the Department to ensure that the vacant point of the requisite category is available in the reservation roster for the said post maintained by their offices to accommodate the officials of different categories.
- (iv) In the case of AAOs, mutual transfers shall be permitted only in the same stream.
- (v) In case of officials recruited under sports quota, mutual transfers during first 10 years of their service would be allowed between the same discipline of Sports.
- (vi) Mutual Transfers may also be considered during probation period. However, in such cases where the mutual transfers have been permitted during probation period, the concerned officials will have to pass the requisite departmental examinations in the new office. The number of chances already availed to pass the said examination in the old office, along with the exemptions, if any, would be carried forward in the new office.
- (vii) Requisite length of service for promotion to the next higher grade would be required in the new office. However, for the purpose of MACP, the service rendered in the old office may be taken into consideration.
- (viii) Mutual Transfers may be permitted only once in the entire service career of an official. However, the same may not be permitted if the official concerned has attained to age of 56 years on the date of submitting the application to his/her cadre controlling office.
- (ix) Both the officials will have to give an undertaking to the effect that on the date of submitting the application for mutual transfer, they have not passed any other competitive examination conducted by the SSC/UPSC/State PSCs/Banking Service Recruitment Boards/ Railway Recruitment Board or any other Recruitment agency and they will not resign from the service within on years from the date of joining in the new offices. However, if any of them resigns within one year, the mutual transfer already permitted would be treated as null and void.
- (x) The concerned Heads of the Department will have to initiate action within 10 days from the date of receipt of the application and dispose of the case within 60 days.
- (xi) The cases of Mutual Transfers in respect of Non-Gazetted Gr. 'B' & 'C' posts would be finalized by the local Heads of Department at their own level and intimate the details to the Headquarters for information. However, the cases of Mutual Transfer of Gazetted Gr. 'B' Officers are to be forwarded to the Headquarters for prior approval along with the consent of both the Heads of Department.
- (xii) These instructions will come into force from the date of issue. However, the cases of mutual transfers already finalized need not be reopened.

PARA-208 CONDITIONS OF TRANSFER ON DEPUTATION TO OTHER DEPARTMENT OR GOVERNMENT

When any member of this department is deputed for service in another Department or Government, a specific condition on the following lines should be incorporated in the order of deputation.

"When the necessity for this service is over, the depute(s) should be returned to this office. This office should also be consulted before forwarding any application from him for appointment elsewhere or for releasing him for duty elsewhere or for any other promotion in the same office or alterations in the terms of his present deputation.

PARA-209 TRANSFERS OF CENTRAL GOVERNMENT SERVICE TO OTHER DEPARTMENTS OR POSTS OUTSIDE CADRES

- (a) A substantive transfer from a permanent post in any service or department to a permanent post in another service or department can be so made as to abolish the lien on the original post and to create a lien on the new post.
- (b) Such transfer can be made irrespective of the wishes of the Government servant concerned and,
- (c) A Government servant who is transferred to a post outside the permanent cadre should not be appointed substantively to such a post unless, he agrees in writing to forego his lien on the old post.

(G. I., M.H.A., O.M. No. 75/55 Ests (A) dated the 24th March, 1955 received with O.M. of even No. dated the 17th October 1958)

PARA-210 LIABILITY OF TRANSFER OF SAS PERSONNELS

A permanent member of the SAS passed Accountants may be called upon to accept transfer to the office of the Comptroller and Auditor General of India or the Union Government Ministry of Finance as the case may be, on terms to be prescribed by Comptroller and Auditor General in the individual case. This liability should clearly be stated in any published record of conditions of first appointment vide also para 190 of the Comptroller & Auditor General's Manual of Standing Orders (Administration).

CHAPTER VII

SENIORITY AND CONFIRMATION

PARA-211 SENIORITY OF ACCOUNTANTS/CLERKS ON APPOINTMENT

Seniority of persons recruited direct should be determined on the basis of their position in the list of selected candidates provided one joins within the period stipulated in the appointment letter or within the period of extension granted by the competent authority.

PARA-212 SENIORITY IN THE ASSISTANT ACCOUNTS OFFICER'S GRADE

The seniority of the person appointed to officiate in the Assistant Accounts Officers' Grade shall ordinarily be based on the date on which he/she first begins to officiate after passing the Subordinate Accounts Service (SAS) Examination. If a person eligible for appointment to the SAS is not available on account of leave, or otherwise on the first occasion when his/her turn for appointment comes, and a person below him/her is appointed to fill the vacancy, the latter will not for that reason alone become senior to the former in the Assistant Accounts Officer grade.

The relative seniority of Assistant Accounts Officer Grade person directly recruited as apprentices vis-a-vis SAS Examination passed Accountants officiating in the Assistant Accounts Officer post shall be governed by specific instructions on the subject issued by the Comptroller and Auditor General from time to time.

PARA-213 SENIORITY OF ACCOUNTANTS AND SENIOR ACCOUNTANTS IN THE GRADATION LIST-A DETERMINING FACTOR FOR CLAIM FOR APPOINTMENT TO ASSISTANT ACCOUNTS OFFICER'S GRADE

Directly recruited Accountants and Senior Accountants who pass in the same SAS Examination, seniority in the gradation list of Accountants will be determining factor for their prior claim for appointment to Assistant Accounts Officer's Grade. As the position in the Gradation List may not always reflect the actual length of service (as in the cases of persons appointed against reserved vacancies), it has been decided that in the case of directly recruited Accountants and Senior Accountants, seniority by length of Accountant's service alone will be the determining factor for their claim for appointment to Assistant Accounts Officer's Grade. Accountant's service will include both actual as well as "equated" (e.g. service in erstwhile Parts 'B' and 'C' States) which has been treated as equivalent to Accountant's Service. However, in cases where the loss of seniority is due to factors like passing the Departmental Examination for Accountants late, or transfer from one office to another at one's own request, the seniority in the Gradation List will be the criterion as heretofore.

(CAG's letter No. 2340-NGE.III/144-58 dated the 30th August 1958)

PARA-214 PROFORMA SENIORITY LIST OF ALL THE SAS EXAMINATION PASSED PERSONS

Comptroller and Auditor General has ordered that each establishment of the Indian Audit & Accounts Department should have separate seniority list of all the SAS Examination passed persons borne on that establishment including those who were recruited as apprentices. The following instructions are laid down for determining their relative position in the proforma lists which should be brought up-to date immediately after the announcement of the results of each SAS Examination. The proforma list current at the time should also find a place in the Gradation List prepared every year showing the position as on the first of March.

- (a) Relative Seniority of SAS persons directly recruited as apprentices vis-a-vis SAS Examination passed Accountants officiating in the Assistant Accounts Officer's Grade.

Although an SAS apprentice may be confirmed earlier than an SAS Examination passed Accountant with a longer period of officiating service in the Assistant Accounts Officer's Grade, the former will be on that account automatically rank senior to the latter in the proforma list. A directly recruited Assistant Accounts Officer Grade person shall rank immediately below the last SAS Examination passed Accountant officiating in the Assistant Accounts Officer Grade on the date on which he/she takes over charge as Assistant Accounts Officer.

If an Accountant officiating in the Assistant Accounts Officer Grade reverts at any time to his/her substantive post but for the reason of his/her proceeding on leave he/she shall at once lose his/her seniority vis-a-vis all directly recruited SAS apprentices who are appointed as Assistant Accounts Officer upto the date on which he again begins to officiate continuously.

Note: The names of those persons, who have been exempted from passing the SAS Examination either temporarily or permanently, are not to be included in the proforma seniority list.

- (b) Inter-se-seniority of directly recruited SAS Accountants:-

- (i) One who passes Part II of the SAS Examination on a particular date shall rank senior to all those who pass such Examination at a later date. This is irrespective of the date of recruitment as SAS apprentice as well as the date of passing Part I of the SAS Examination
- (ii) When the date of passing Part II of the SAS Examination is the same, relative seniority shall be determined according to the year of recruitment (i.e. apprentices belonging to an earlier batch shall be senior to those belonging to a subsequent batch.).
- (iii) If the date of passing Part II as well as the year of two SAS apprentices happen to be the same, the one who secured higher rank at the time of selection for appointment shall be senior to the other. (The rank may be ascertained by making a reference to the Comptroller and Auditor General). If, by chance, their ranks coincide, the person who is elder shall be the senior.

(Comptroller and Auditor General's letter No. 33-NGE.II/67-55 Pt. II, dated the 6th January 1956. File No. 32/9 Vol. V)

PARA-215 DECLARATION UNDER "EXCEPTION BELOW F.R. 22"

Ordinarily the work of the Indian Audit and Accounts Departments is unique and no post outside the Department can carry precisely parallel duties and responsibilities. The Assistant Accounts Officers of the Department lent to another Department of government mostly maintain departmental accounts and sometimes exercise certain executive financial powers, but they do not combine statutory audit functions with these duties. Their work usually cannot, however, in equity be distinguished from the nature of the work done in the IA & AD for the purpose of the declaration under "Exception below F.R. 22". The comptroller & Auditor General has accordingly decided that there should be no objection, ordinarily, to the issue of declarations in favour of all SAS passed Accountants of the Department who are drawing Audit officer's/Accounts Officer's or SAS scales of pay (with or without the addition of special pay) and are serving in any financial or accounting capacity parallel to those two grades under other Governments or Departments. The authority competent to issue such declaration is the borrowing Government or Department. In order to enable the Comptroller and Auditor

General to intervene ,all cases whether emanating from this office or from the borrowing Department or Government, should be referred to the comptroller and Auditor General with full accounts of duties and responsibilities involved.

(Authority: CAG's letter. No. 1620-NGE/444-44 dt: 28th June 1945. File O.E./8-57)

Note: The basic test to be applied in accepting such declarations, in so far as the personnel of IA & AD are concerned, should be whether the outside post involves in addition to a fair amount of internal primary audit accounting duties which in volume, variety and complexity are comparable to those of the equivalent post of IA & AD.

(Authority: CAG's letter No. 1503-NGE.II/110.50 dated the 22nd May 1952. File No. O.E./8-57)

Explanation: The declaration affecting the Clerical and Accountant's posts (including Senior Accountant's posts) may be accepted by the Principal Accountant General without reference to the Comptroller & Auditor General after obtaining an exact list of duties attaching to the ex-cadre post and satisfying that the above criteria are fulfilled.

(Authority: CAG's letter No. 1503-NGE.II/110-50, dated the 22nd May 1952 read with CAG's No. 1736-NGE.II/73-58 dated the 14th May 1958. File O.E./8-57)

Note- prompt action should be taken by the Administration Section to obtain declaration under 'Exception below FR 22" or the 2nd proviso to FR 30(i) as the case may be so that there may be no difficulty in fixing pay and/or in counting the period of service on deputation for increment in the time scale of pay applicable to the employees in this office at the time of reversion, retirement etc."

PARA-216 SENIORITY AND PROMOTION UNDER THE NEXT BELOW RULE TO GOVERNMENT SERVANTS ON DEPUTATION TO TERRITORIAL ARMY

With a view to protect the seniority and chances of promotion under the "next below rule" of Government Servants who join the Territorial Army and are on deputation there either on annual training or for course of instruction or during an emergency, it has been decided by the government of India, that the period of service rendered by them with the Territorial Army may be treated, as service outside the ordinarily line for the purpose of proviso 2 to FR 30(i). Accordingly they will be entitled to proforma promotion in their parent Department under the next below rule". They will also get the seniority in the higher posts to which they would otherwise be entitled if they had not been away for training etc. in the Territorial Army.

(Authority: G. I., M.O.H. Memo. No. 47/2/56-Estt.{A) dated the 20th Jan. 1958 cir. under CAG's letter No. 1716-NGE.II/101-58, dated the 8th May, 1958)

PARA-217 (A) ELIGIBILITY OF TEMPORARY EMPLOYEES TO ACQUIRE PERMANENT STATUS

As per simplified confirmation procedure effective from 1st April 1988, a temporary employee becomes eligible for confirmation in the grade after putting in the minimum of two years service unless any probation or passing of a departmental examination for confirmation is prescribed, in the recruitment rules.

The simplified procedure envisages that confirmation of the official will be made only once in the service which will be in the entry grade. The case of confirmation of the employee having put in a service of two years will be considered by Departmental Promotion Committee (DPC) and a specific order will be issued

when the case is cleared from all angles. On promotion to a higher post, if recruitment rules of that post do not prescribe any probation, an official promoted on regular basis (after following the prescribed DPC etc. procedure) will have all the benefits that a person confirmed in that grade will have. In other cases where probation is prescribed, the appointing authority will on completion of the prescribed period of probation and after rigorous screening assess the work and conduct of the officials himself/herself and in case the conclusion that the officer is fit to hold the higher grade, he/she will pass an order declaring that the person concerned has successfully completed the probation. If, however, the appointing authority considers that the work of the official has not been satisfactory or needs to be watched for some more time, he/she may revert him/her to post or grade from which he/she was promoted or extend the period of probation as the case may be.

With the enforcement of above revised procedure, confirmation of an employee and in the grade now stands delinked from availability of permanent vacancy in the grade and also the need for reservation at the time of confirmation in post and service filled by direct Recruits will cease to exist as everyone who is eligible for confirmation will be confirmed.

The revised procedure of confirmation as outlined above will not apply to the cases of appointment made on ad-hoc basis or against casual temporary posts.

(Authority: CAG'e NGE Group circular No. N-56 of 1988 circulated vide No. 2536-NGE.III/43-88 dated 20.7.1988)

PARA-217 (B) DELINKING SENIORITY FROM CONFIRMATION

The seniority of Government servants is determined in accordance with the general principles of seniority contained in MHA OM No.9/11/55-RPS dated 22.12.59. One of the basic principles enunciated in the said OM is that seniority follows confirmation and consequently permanent officers in each grade shall rank senior to those who are officiating in that grade.

(2) This principle has been coming under judicial scrutiny in a number of cases in the past the last important judgement being the one delivered by the Supreme Court on 2.5.90 (JT-1990(2) SC-264) in the case of Class II Direct Recruits Engineering Officers Association vs. State of Maharashtra. In para 47(A) of the said judgement the Supreme Court has held that once an incumbent is appointed to a post according to rule, his seniority has to be counted from the date of his appointment and not according to the date of his confirmation.

(3) The general principle of seniority mentioned above has been examined in the light of the judicial pronouncement referred to above and it has been decided that seniority may be delinked from confirmation as per the directive of the Supreme Court in para 47 (A) of its judgement dated 2.5.90. Accordingly in modification of the general principle 3, proviso to general principle 4 and proviso to general principle 5(i) contained in MHA (now DOPT) O.M.No.9/11/55-RPS dated 22.12.59 and para 2.3. of this Department o. M. dated 3.7.86 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 his confirmation.

(4) These orders shall take effect from the date of issue of this office Memorandum. Seniority already determined according to the existing principles on the date of issue of these orders will not be reopened even if in some cases seniority has already been challenged or is in dispute and it will continue to be determined on the basis of the principle already existing prior to the date of issue of these orders.

(Authority:- Government of India, Ministry of personal P.G & Pensions (Department of Personnel & Training) letter No.20011/5/900-Estt{D) dated 4.11.92 Vide C& AG Circular No.50 NGE/92 dated 4.11.92)

CHAPTER VIII

LEAVE

PARA-218 CASUAL LEAVE

- (i) 8 days' Casual leave is admissible to an official in a calendar year. Casual Leave may be granted as and when occasion arises at the discretion of the casual leave sanctioning authority. Casual leave cannot be claimed as a matter of right and its grant is subject to the exigencies of public service. Casual leave should be very sparingly sanctioned and should not ordinarily exceed 3 or 4 days at a time but in special circumstances it may be granted subject to the provisions detailed below under clause (iv).
- (ii) All applications for casual leave, except in case where the necessity for leave cannot possibly be foreseen, should be submitted so as to reach the concerned Assistant Accounts Officer or the Gazetted Officer-in-charge at least two clear days before the leave is required. Failure to do so may entail refusal of leave.
- (iii) The maximum amount of casual leave that can be availed of by members of the office is **'8' days** in a calendar year and is not carried forward to the following year.
- (iv) The power to sanction casual leave to different categories of staff vests as below:

1	Casual Leave(C.L.) to Sr. Accountants/ Accountants/ Clerks and other Group 'C' and 'MTS' Staff	Upto 3 days at a time	By Assistant Accounts Officer under whose charge they work
		In excess of 3 days upto 5 days at a time	By the Senior Accounts Officer/Accounts Officer concerned
		In excess of 5 days at a time	By the Group Officer concerned or Principal Accountant General/Accountant General, if under direct charge
2	C.L. to Assistant Accounts Officers	Upto 5 days at a time	By the Senior Accounts Officer/Accounts Officer concerned
		In excess of 5 days at a time	By the Group Officer concerned or Principal Accountant General/Accountant General, if under direct charge
3	Casual Leave to Senior Accounts Officers/Accountants Officers	One or more number of days at a time	By the Group Officer concerned or Principal Accountant General/Accountant General, if under direct charge

[Authority: C&AG's letter No. F-4.O.S.D.(P)/73 dated 06.03.1973 modified vide G.O.I., Ministry of Personnel; P.G. & Pension(Deptt. of Personnel & trg.) O.M. No. 28016/3/98-Estt(A) dated 15.06.1998 circulated via C&AG's Circular No. NGE/51/1998 dated 01st September, 1998]

Note: Public holidays, weekly off days, Restricted holidays, falling before or after or within a period of casual leave will not be treated as part of the spell of casual leave.

[Authority: CAG's letter No. 1927-NGE-I/20-60 dated 20.09.1960; No. 2450-NGE-II/20-60 Pt. IV dated 02.12.1960 and Circular No. NGE/51/1998 date 01st September,1998]

Half a day's casual leave may also be granted to members of the office. A person who takes half a day's casual leave for the forenoon session will be required to attend the office at 1.30 p.m. A person who takes half a day's Casual leave for the afternoon session will be allowed to leave office at 1.00 p.m.

As an exception to the general rule an official may be permitted to combine half day's casual leave with regular leave and holidays, if any, prefixed thereto if his absence on the next working day was due to sickness or other compelling grounds. Those who have already got their regular leave sanctioned in advance should not be allowed to combine half day's casual leave with the regular leave.

[Authority: G.O.I. O.M. No. 80/17/64 Estt.(A) dated 94.08.1965; G.O.I. O.M. No. 60/45/65 Estt.(A) dated 04.02.1966; G.O.I. Min. of H.A. letter No. 5488-stt.(A)/66 dated 24.10.1966]

In regard to persons who join service in the middle of the year the authority competent to grant leave will have discretion to grant either the full period of 8 days or only a proportion thereof after taking into account the circumstances of the case.

Government of India have decided that such of those MTS employees' who are not allowed 16 Holidays in a calendar year, should be allowed 10 days casual leave in a calendar year. Accordingly, the Chaukidars, who are allowed only 9 holidays (including 3 National holidays) in a calendar year, should be allowed 10 days casual leave in a calendar year.

[Authority: G.O.I. Min. of H.A.(D.P.&A.R.) OM No. 28016/3/79 Estt. (A) dated 10.09.1979 amended by G.O.I. Min. of Per. And P.G. (Deptt. of Pers. & Trg.) OM No. 28016/3/98 Estt.(A) dated 15.06.1988]

PARA-219 PERMISSION TO LEAVE HEADQUARTERS

The authorities competent to sanction casual leave may also permit the staff to leave headquarters during casual leave and/or holidays. Address during such absence from headquarters should invariably be left with the office.

(Authority: CAG's letter No. 1950-NGE-1280-59 dated 15.09-1959)

PARA-220 COMPENSATORY LEAVE

The Staff who are required to perform duty during weekly off days and/or public holidays for the full prescribed hours of work should, as a rule, be granted compensatory leave in lieu of the duty performed. Compensatory leave can not be earned unless extra attendance is necessitated by extra work thrust upon the section or by some other reason beyond the control of Assistant Accounts Officer. It is also not earned if a person has accumulated arrears due to his being on leave or due to his failure to keep his normal work up-to-date. In case where an employee is required to work for half a day or less, two such half-a-days should be treated as one full day of duty for the purpose of grant of compensatory leave. Where necessary, half-a-day's compensatory leave also may be given.

Cash Compensation in the form of overtime allowance for duty on such days may be granted only in very exceptional circumstances, where the head of the department is satisfied and certifies that it is not possible to grant compensatory leave.

Sanction of Principal Accountant General/Accountant General should be obtained for compensatory leave and/or cash compensation. Compensatory leave thus sanctioned can be availed of within one month of its

becoming due. An account shall be kept of such compensatory leave sanctioned/availed of by noting the particulars as below, in a separate folio in the Casual Leave account or a separate sheet of paper attached to attendance register.

Reference to sanction of P.A.G/A.G. (date of orders, page No. File No.)			
Name of official	Date of work	Date of sanction of P.A.G./A.G.	Date on which availed of

The accumulation of Compensatory leave will not be subject to any limit, but it shall be allowed to be availed of by the Government servant concerned within one month of its becoming due. This condition may however be relaxed by the Principal Accountant General/Accountant General as head of the Department in exceptional circumstances, if he is satisfied that a serious dislocation of current work would be caused if it is granted to all staff within a month and also that not more than two days of such leave is allowed to be availed of at a time.

(Authority: G.O.I. Ministry of Finance (O.E)/O.M.No.15011/R/EII/B/76 dated 11.8.1976.)

PARA-221 SPECIAL CASUAL LEAVE

Special casual leave may be allowed to a Government servant for a period not exceeding 30 days in anyone calendar year. 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 Government Servant may, as a special case, be permitted to combine special casual leave with regular leave. Special casual leave should not, however, be granted in combination with ordinary casual leave.

The special casual leave may be allowed to government servants in the following cases: -

A) FOR PARTICIPATION IN SPORTS AND CULTURAL ACTIVITIES OF NATIONAL OR INTERNATIONAL IMPORTANCE

- (i) In respect of International sporting events. by any National Sports Federation/Association recognized by All India Counsel of Sports and approved by the Ministry of Education, or
- (ii) In respect of events of national importance, when the sporting event in which participation takes place, is held on an inter zonal or inter-circle basis and the Government servant concerned takes 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.

This concession is not to be allowed for participating either in a National or International Sporting event in which such participation of the Government servant concerned takes place in his personal capacity and not in a representative capacity.

- (iii) Special casual leave under these orders may be granted to Government employees who are selected or sponsored by the organizations mentioned in (i) above for giving running commentaries over the All India Radio and Door-Darshan in National/International meets.

The power of granting special casual leave under these orders will be exercised by Heads of Departments.

(Authority: GOI, Ministry of Home Affairs, OM No. 46/7/50-Ests dated 05.04.1954 and No. 28016/2/79-Esttt (A) dated 28.11.1979)

- (iv) Special casual leave may be granted to those Government servants who participate in cultural activities, like dance, drama, music, poetic symposium etc. of an All India, or Inter-State character organised by the Central Secretariat Sports 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 organised locally.

(G.I., Ministry of Home Affairs. O.M.No.27/3/68-Ests(b) dated 28.6.1969)

B) FOR MOUNTAINEERING EXPEDITIONS

Government Servant participating in mountaineering expeditions may be granted special casual leave not exceeding 30 days in anyone calendar year, if it has the approval of Indian Mountaineering Foundation.

(Authority: G.I.M.H.A, O.M.No.27/4/68-Ests (B) dated 6.11.1969)

C) FOR FAMILY PLANNING PURPOSES

Male Government employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and closed holidays intervening should be ignored while calculating the period of special casual leave. 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.

Female Central Government employees, who undergo tubectomy operations, whether puerperal or non-puerperal, may be granted special casual leave not exceeding 14 days. If the female Government employee undergoes 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.

Female Central Government employees who have insertions of Intra-Uterine-Contraceptive Devices may be granted special casual leave on the day of the I.U.C.D. insertion.

Female Central Government employees who have reinsertion of Intra-Uterine Device (I.U.D) may be granted special casual leave on the date of the I.U.D. reinsertion.

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.

D) TO MALE EMPLOYEES WHOSE WIVES UNDERGO TUBECTOMY OPERATION

- (i). Male Central Government employees whose wives undergo either puerperal or non-puerperal tubectomy operation for the first time or for the second time due to failures of the first operation (under family welfare programme) may be granted special casual leave for 7 days subject to the production of a Medical Certificate stating that their wives has undergone tubectomy operation for the second time

due to failure of the first operation.

(2). Male Central Government employees whose wives undergo tubectomy/salpingectomy operation after Medical Termination of Pregnancy (MRT) may be granted special casual leave upto 7 days subject to the production of medical certificate to this effect.

The 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 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.

(Authority: G.I. Dept. of personnel & A.R. No. 3518/82Estt (A) dated 13.10.1982).

E) IN CASES OF POST STERILISATION OPERATION COMPLICATIONS

A Government employee who requires special casual leave beyond the limits laid down for undergoing sterilization operation owing to the development of post-operation complications may be allowed special casual leave to cover the period of 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 authorised medical attendant. In addition, the benefit of the additional special casual leave may also be extended to the extent of seven days in case of vasectomy operation and 14 days in case of tubectomy operation.

Grant of special casual leave to male and female Central Government employees may also be applied to cases where the sterilization operation is performed by laproscopic method.

F) IN CASES OF UNDERGOING RECANALISATION OPERATION

Central Government employees who undergo operation for recanalisation may be granted special casual leave up to a period of 21 days or actual period of hospitalization as certified by the authorised 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 is subject to the following condition:

- (i) the operation should have been 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 operations.
- (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.

The concession indicated above is admissible to Central government employees who are married, have less than two children or desire recanalisation for substantial reasons, e.g. a person has lost all the male children or all female children after vasectomy/tubectomy operation performed earlier.

G) FOR EX-SERVICEMAN

Special casual leave for a maximum period of 15 days in a calendar year, including transit time both ways may be granted on the basis of the medical discharge certificate.

- (i) to ex-servicemen boarded out of service and reemployed as civilians for appearing before the Medical Resurvey Board for re-assessment of their disability pension, and
- (ii) to disabled ex- servicemen who have been provided with artificial limbs as a result of injuries sustained in operation and re-employed in civil capacity when they report to artificial limb centre and stay in hospital in connection with the replacement of their limbs or treatment.

(Authority: G.O.I, Cabn. Sectt. Deptt. of pern. A.R.O.M.No. 28016/12/75-ESTT (b) DATED 4.5.1976)

H) FOR UNION/ASSOCIATION ACTIVITIES

The Head of Department/office, under which a member of Joint Council is serving, may sanction special casual leave of no more than 5 days in a year to enable a member of the staff-side to attend staff side consultations. No traveling/daily allowance will be payable for journeys performed for such consultations.

Similarly one secretary from the staff side designated as such by the leader, may be allowed additional special casual leave of not more than ten days in a year for preparing staff side cases.

(Authority: G.I., M.H.A. O.M. No./8/1/64-JCA, dated 18.10.1966 and C&AG's circular No. NGE/32/1988 No. 239, N-4/54-87 dated 29.4.1988)

I) FOR UNION OFFICE BEARERS

The following facilities may be provided to recognised Unions/Associations of the Central Government Employees to carry on their activities:

- (a) Office-bearers may be allowed special casual leave for participation in the activities of Association subject to some conditions vide sub paragraph (d) below upto a maximum of 20 days in a calendar year.
- (b) Special Casual leave upto 10 days in a calendar year will be admissible to outstation delegates/members of executive committee of recognised All India Association/Federation to attend its meetings.
- (c) Special casual leave upto 5 days in a calendar year would be admissible to local delegates and local members of executive committee of all recognised Associations/Unions/Federations.
- (d) it is, however, clarified that those who could be availing of casual leave in their capacity as office bearers under (a) above will not be entitled to avail casual leave separately in their capacity as delegates/committee members under (b) and (c) above.

The special casual leave granted for the purposes of work connected with J.C.M. as mentioned in paragraph is in addition to the special casual leave mentioned above for participation in the activities of the Unions/Associations.

(Authority: G.I. M.H.A. 27/3/69-Estt (B) dated 8.4.1969 and C&AG's No. 239-N-4/54-87 vide circular No. NGE/32/1988 dated 29.4.1988).

J) IN CASES OF INTERVIEWS ETC. FOR INDIAN NAVAL RESERVE/ INDIAN NAVAL VOLUNTEER RESERVE

The period of absence from duty of civilian Government servant occasioned by their interview/medical

examination etc. in connection with the joining the Indian Naval reserve and the Indian Naval Volunteer Reserve should be treated as special casual leave. This concession would, however be admissible in those case where it may not be possible for the Government Servants concerned to attend to their civilian duties after the interview/medical examination etc. If a Government servant withdraws his candidature at the interview, he/she would not be entitled to any special casual leave.

(Authority: G.O. I., M.H.A. , O.M. 47/28/63-Estt. (A) dated 20.6 .1963)

K) FOR TRAINING IN TERRITORIAL ARMY ETC.

When Civil Government Servants are called for training in the Territorial Army/Defence Reserve/Auxiliary Air Force, the period spent by them in transit from the date of their relief from civil posts to the date on which they report to military authorities and vice-versa should be treated as special casual leave. During such periods, which should be restricted to the minimum required for the purpose, they would be paid pay and allowances at civil rates by their parent department/office.

(Authority: G.I. O.M. No. M.H.A. 36/15/64-Estt(B)dated 15.6.1965)

L) FOR ATTENDING COMPETITIVE EXAMINATION

The special casual leave may be granted to Central Government servants who are eligible to appear at departmental promotion examination which are neither obligatory nor entail a condition of preferment in Government Service (e.g. limited competitive examination for Section officer's grade of the Central Secretariat Service, Departmental examination for recruitment to grade IV of the General cadre of I.F.S. (B), etc.) special causal leave will not, however, be admissible to departmental candidates for appearing at the open competitive examination held by the U.P.S.C. e.g. combined services Examination, Stenographers' examination, L.D.C.s examination etc. for direct recruitment. Special casual leave for the departmental promotion examination will however, cover the actual duration of the examination concerned plus the minimum period required for the journey to and from the examination centre nearest to the headquarters station where such examination is held outside the headquarters.

Government servants can combine special casual leave with ordinary casual leave (but not with regular leave) for the purpose.

(Authority: G.I. MEA, O.M. No. 46-26/63 Eatts (A) dated 2.12.1963)

M) FOR APPEARING IN THE PROFICIENCY TEST CONDUCTED BY SUBORDINATE SERVICE COMMISSION FOR GRANT OF ADVANCE INCREMENTS TO STENOGRAPHERS (ORDY.) GRADE)

The period of absence of the candidates from duty who appear for the proficiency test conducted by the subordinate service Commission for grant of advance increment to Stenographers (ordinary Grade) in the subordinate offices of the Government of India may be treated as special casual leave under Ministry of Home Affairs O.M. No. 46-26/63-Estts {A} dated 2.12.1963.

Government servant can combine special casual leave with ordinary casual leave (but not with regular leave) for the purpose.

(Authority: G.I. Deptt. of perno O.M. No. A.R & F/28016/5/80-Estt (A) dated 23.12.1980)

N) FOR WORK CONNECTED WITH COOPERATIVE SOCIETIES

Members and office-bearers of Cooperative Societies (Formed exclusively with Central Government Employees) who are posted outside the headquarters of the societies may be granted special casual leave upto a maximum period of 10 days in a calendar year plus the minimum period required for the journeys to attend such meetings.

Members of the cooperative societies whose bye laws provide for attending annual general meetings/special general meetings through delegates will not be eligible for special casual leave and in such cases only the elected delegate will be eligible for this special casual leave. However, if the members are required to participate in any meeting outside the headquarters of the society for the purpose of electing their delegates, they may be granted special casual leave.

Special casual leave under these orders will be allowed to be combined with ordinary casual leave only but not with regular leave. Weekdays off/holidays intervening the period of special casual leave will not be ignored but will form part of special casual leave.

(Authority: G.I., MHA, O.M.No.46/22/63-Ests(A) dated 14.1.1964)

The benefit of special leave as admissible above may be extended also to those Government employees who are members, office-bearers etc. of such cooperative societies and who are posted at the same place as the Headquarters of the cooperative societies subject to the conditions stated below:

- (i) Special Casual leave should be granted only to cover the actual period of unavoidable absence and subject to exigencies of work. If the absence will be in the forenoon or in the afternoon as the case may be, then special casual leave may be granted for half-a-day only, to cover the actual period of absence.
- (ii) The Government servants concerned should furnish a Certificate from the Cooperative Society concerned to the effect that he has actually attended the meeting indicating the time and duration of meeting.

(Authority: G.I. M.H.A., O.M. 28016/1/84-Ests(A) dated 19.6.1984)

O) FOR CASTING VOTE IN GENERAL ELECTION

In order to provide facilities to Central Government employees who reside at a place where the date of polling is different from that at the place where their office is situated, one days special casual leave will be allowed on the day of polling at their place of residence, provided that, that day is not a public holiday or closed holiday.

(Authority: G.O.I. M.H.A., O.M. No. 21/1/71-JCA dated 1.2.1972)

P) SPECIAL CASUAL LEAVE IN CASES OF NATURAL CALAMITIES, BUNDH ETC

In accordance with the Department of Personnel and ARIs O.M. No. 27/6/71 Est.(B) dated 1.11.1971, all the Heads of Departments have been authorised to grant special casual leave with the concurrence of the Ministry/ concerned administrative Department to Central Government employees who stay at places far from their Headquarters, as a result of which they have to commute a long distance to their office and due to dislocation of traffic arising out of natural calamities, bundh etc. for which they are not able to undertake the journey and report to the Headquarters for duty.

All such cases where special casual leave has been granted should be reported to C.&A.G./Department/ministry, as the case may be.

(Authority: G.I. Dept. of Pers. O.M. No. A.R. & 28016/1/79-Ests(A) dated 28.5.1979)

Q) FOR PARTICIPATING IN ACTIVITIES OF HINDI PARISHAD

Government Servants may be granted special casual leave to the extent indicated below for work connected with the various meetings etc. of the Kendriya Sachivalaya Hindi Parishad.

- (a) In connection with the general body meetings and prize distribution functions of the Parishad, an office bearer of the Parishad may be granted special casual leave upto a limit of 5 days in a year including the time taken on journey subject to the condition that the special casual leave will be confined to the days on which the meetings/ceremonies are held and the time actually taken on journeys.
- (b) For participating in the meetings of the Central Committee at Delhi, an office bearer traveling from an outstation may be granted special casual leave upto a limit of 5 days depending on the distance of his place of duty from Delhi.
- (c) Office bearers working in the Central Secretariat at Delhi and going to different places for attending to the activities of the Parishad other than those mentioned in (a) & (b) above, may be granted special casual leave upto a limit of 20 days in a year for the outward and return journeys subject to the condition that (i) the special casual leave will be restricted to the time actually spent on journey and (ii) for reckoning the 20 days limit special leave taken in terms of (a) and (b) above will be taken into account.

Total limit of special casual leave that can be granted to an individual during anyone year for any or for all the purposes mentioned in (a), (b) an (c) above taken together, is not to exceed 20 days.

(Authority: C.S. Deptt. of Personnel & A.R. O..M. No.. 28016/2/76-Ests(B) dated 29.6.1976)

R) MISCELLANEOUS PURPOSES

Special Casual Leave may also be granted for following purposes :-

1. Training and duty as members of officially sponsored auxiliary Police Organization, such as Home Guards, National Volunteer Corps etc.
2. Training as member of St. John Ambulance Brigade (to the extent not covered by ordinary casual leave due)
3. Period spent in camp by Government Servants to join the Urban Units of Territorial Army, not exceeding 14 days which can be combined with regular leave, where necessary.
4. Training with P&T units of Territorial Army.
- 5.(i) Attending coaching or training camps under the Raj Kumari Amrit Kaur coaching scheme or similar All India coaching or training schemes provided the Government servants are selected or sponsored by a National sports Federation/ Association recognised by All India Council of Sports and approved by the ministry of Education.
- (ii) Attending coaching and training camps at the national Institute of Sports Patiala.

- (iii) Attending coaching Camps in sports organized by National Sports Federation/Sports Boards recognized by All India Council of Sports.
 - (iv) Participating in trekking expeditions.
6. Participants in Republic Day Parades and rehearsals connected therewith as members of the St. John ambulance Brigade.
 7. Taking Hindi Examination (Prabodh, Praveen and Pragya) under the scheme to teaching Hindi to Central Government Employees (for days of examination and reasonable time spent on journeys from and to the centre of examination nearest to the Headquarters and can be availed of only twice during the official career of the officer).
 8. Donating blood to recognized Blood Banks on working days (for that day only),
 9. Central Government Servants who having joined Lok Sahayak Sena have won certificate of merit and are required to participate in function for award of merit (for the period of stay not exceeding 14 days plus minimum period required for journey from headquarters to Delhi and back) .
 10. Attending courts of law as jurors or assessors with the permission of Heads of Departments.
 11. Government servants who are members of the Indian Institute of Public Administration and who are residing outside Delhi for attending authorised meeting of the Institute for a period not exceeding 6 working days in a calendar year plus journey time.

(Authority: G.I. M.H.A., Notes on Office Procedure Chapter-II)

PARA-222 COMBINING SPECIAL CASUAL LEAVE WITH REGULAR/CASUAL LEAVE

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 special casual leave should not be allowed to be prefixed both to regular leave and casual leave. Special casual leave should either be prefixed to regular leave and 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 Saturday or Sundays may be prefixed/suffixed to Regular leave as the case may be

(Authority: G.I., Deptt. of Per. & A.R.O.M.No.28016/3/78-Estt (A) dated 6.8.1979. No. 28016/1/80-Eatt(A) dated 30.4.1981.and No.28016/5/83Estt (A) dated 25.1.1984)

PARA-223 REGISTER OF CASUAL LEAVE

Each section of the office will maintain according to the calendar year, a register of casual leave in the prescribed form No. S-189 supplied by the General Department. On receipt of an application for casual leave the Assistant Accounts officer will fill in the necessary column in the page allotted to the person applying for such leave and put up the application together with the register and his own recommendation to the Branch Officer for sanction and orders if the casual leave applied for is more than 3 days at a time. In other cases where the casual leave applied for is upto 3 days or less, he may sanction the leave by recording his order under his signature and also make necessary entries in the casual leave Register.

In Case of transfer of an official from one section to another the total leave recorded in the register maintained by the section in which the official served before his transfer should be noted in the register of the

section to which the official concerned is transferred by the Assistant Accounts officer of the latter section. The permanent address and local residential address of all the officials should also be noted in this register with any changes that may occur from time to time.

PARA-224 APPLICATION OF LEAVE RULES

Central Civil Service Leave Rules which came into force on the first day of June 1972 shall apply to government servants appointed to the Civil Service and posts in connection with the affairs of the Union except in the case of persons governed for the purposes of leave by the Fundamental Rule or the Civil Service Regulations and persons serving under a Central Government Department and deputation from a State Government or any other source, for a limited duration.

PARA-225 LEAVE APPLICATIONS OF ESTABLISHMENT

Application for all kinds of regular leave, are required to be submitted in the prescribed printed form by the members of establishment to the Gazetted Officer, in charge of the section in which an individual applying for leave is working. Application for countersign of leave may, however, be submitted to the coordinating section concern.

The section will fill in the particulars of the person concerned in the form prescribed for the purpose (**Appendix VI**) which will serve as a covering memo to the leave application. The recommendations of the Branch Officer should invariably be recorded in the form at the proper place before transmitting the papers to the Administration Section through the group officers of the coordinating sections accordingly as the application are of the Assistant Accounts Officer or other staff.

PARA-226 PROCEDURE TO BE FOLLOWED IN DEALING WITH LEAVE APPLICATION

To ensure uniformity of procedure regarding sanction of leave and posting and transfer of staff the following instructions have been issued for compliance:

1. Every control section will maintain a subsidiary leave account in respect of all categories of officials posted in their coordination. The coordinating sections should initially obtain the balance of leave at credit in the leave account of all categories of officials from the Administration in respect of Sr. Accounts officers/ Accounts officers/ Assistant Accounts officers and from the Personal Claims sections in respect of Group 'C' officials and keep a note of the same in their subsidiary leave register with a view to ensuring that all leave applications have been sent by them to Administration/Personal Claims sections, have been noted in the service records of the officials concerned. The coordinating sections while forwarding leave applications to Administration/Personal Claims Section; after sanction of leave, a certificate to that effect that no previous leave case of officer/officials is pending must also be recorded and balance of leave at their credit will also be made known to Administration/Personal sections.
2. The leave applications in the coordinating section will be dealt with in the following manner:
 - (i) The Principal Accountant General/Accountant General in supersession of earlier orders, delegated in January 1995 the powers to respective Group officers for sanction .of leave including extraordinary leave (other than special disability leave and study leave) upto 30 days to Sr. AOs/AOs and irrespective of the period of said leave to AAOs working under them.
 - (ii) Leave etc. to officials of different cadres will be sanctioned as indicated below:

S. No.	Designation	Sanctioning authority	Extent of delegation
1.	Sr. AOs/ AOs	Accountant General	Irrespective of the period of leave
2.	AAOs	Group Officer	Upto 15 days
		Accountant General	Beyond 15 days
3.	Supervisor	Branch Officer	15 days
		Group Officer	Beyond 15 days
4.	Sr. Accountant/ Accountant/ PA/ Stenos/ Clerks/Record Keeper	Branch Officer	Upto 30 days and thereafter by Group Officer
5.	MTS	Branch Officer	Upto 30 days and thereafter by Group Officer

NOTE (i) Sanction beyond 15 days of aforesaid to Sr. AOs/AOs will be sent to Administration section for the sanction of PAG/AG.

(ii) All cases of leave of non gazetted staff exceeding 30 days and of Sectional officer will be sanctioned by the Group Officer concerned.

3. The respective controlling section on receipt of leave application from staff will process their leave cases as per leave titles. Leave as per admissibility will be sanctioned by the competent authorities. After sanction of leave by the respective Group Officers/competent authority leave application will then be forwarded to Administration section in respect of. Leave cases of Sr. AOs/AOs/AAOs and to Personal Claims Section in respect of other cases for making necessary entries in the leave accounts of respective Officers/Officials.
4. In case of unauthorized absence, pending regularization of absence, it should be ensured by the coordinating section that the position is properly reflected in time in the absentee statement Administration section should also be notified as soon as a case of unauthorized absence comes to notice.
5. On return from leave, the official will report to coordinating section from where he proceeded on leave.
6. Inter change of the official upto Assistant Accounts Officer level within the co- ordinations under the charge of the Group Officer may be done by the Group Officer under intimation to Administration. Any change of Staff between different coordination under different Group Officers can be made only by Administration.
7. Each coordination should furnish on the 2nd of each month a statement, approved by the Group Officer, showing the position of staff in that coordination as on 1st of each month. In no case, the submission of statement should be delayed. Such statement in respect of the staff posted directly under the Principal Accountant General/Accountant General/Group Officers should be consolidated and sent by respective cell of the Principal Accountant General/Accountant General/Group Officer.

(Authority: Office order No. 210/Admn-I/A&E/Leave/84 dated 19.08.2011)

PARA-227 LEAVE TO PROBATIONER/APPRENTICE

A probationer shall be entitled to leave under the CCS (Leave Rules) 1972 if he/she had held his post substantively otherwise than on probation. If for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him/her shall not exceed:

- (1) beyond the date on which the probationary period as already sanctioned, or extended expires, or
- (2) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent Government Servant according as his appointment is against a temporary or a permanent post.

Provided that such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave as a permanent Government Servant.

An apprentice shall be entitled to leave on Medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship.

PARA-228 SAS APPRENTICES

For purpose of grant of leave, the SAS Apprentices in the Indian Audit and Accounts Department shall be treated like temporary Government Servants.

(Authority: G.I., M.P.D.E., Letter No. -19(20)-EG-1/61 dated 3.4.1961)

PARA-229 EARNED LEAVE

In accordance with Rule 26 of the Central Civil Service (Leave) Rules 1972, the leave account of every Government servant is credited with earned leave in advance in two installments of 15 days each on the 1st day of January and July each year. The leave at the credit of the Government servant at the close of the half year is carried forward to the next half year subject to the condition that the leave so carried forward plus the credit of the half year do not exceed the maximum limit of 300 days (CCS (Leave) Rule 26 (1)).

When a Government Servant avails of leave towards the end of a half year and such leave extends beyond the close of the half year into the next half year e.g. a Government Servant taking 25 days earned leave from 24th December, of a year, the correct procedure to be followed in such cases is that portion of leave which falls in the half year which is coming to a close is to be deducted from the leave at the credit of the Government servant and the balance leave carried forward to the next half year. The advance credit of 15 days due at the commencement of the next half year will be allowed subject to the provision regarding maximum limit of 300 days. The portion of leave which falls in the next half year is then to be debited in the leave account.

While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1st January/1st July will be kept separately and set-off against the EL availed of during that half year ending 30th June/31st December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year (Rule 26, GID (2)(c)). If the earned leave taken during the half year is more than 15 day the amount in excess of 15 days will however, have to be debited the Leave Account.

NOTE: The leave accounts of the Government servants credited/debited otherwise than in accordance with the

procedure set out above should be recast in accordance with the procedure described above.

PARA-230 COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER

At the request of a Government servant, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the Government Servant cannot claim such commutation as a matter of right.

The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Government servant, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Extra ordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of Rule 31.

(Authority: C.C.S. (leave) Rules-Rules-10)

PARA-231 ENCASHMENT OF EARNED LEAVE

Where a Government Servant retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, or dies while in service or after final cessation of duties, the authority competent to grant leave shall '*suo-motto*' issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the Government servant on the date of his/her retirement, subject to a maximum of 300 days.

The cash equivalent of leave salary for earned leave shall be payable in one lump-sum as a one time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable. The authority competent to grant leave may withheld full amount or part of cash equivalent of earned leave in the case of a Government servant who retires from service on attaining the age of retirement while under-suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he/she will become eligible to the amount so withheld after adjustment of Government dues, if any.

The authority competent to grant the entire earned leave at the credit of a Government servant on the date of retirement, would be competent to issue an order granting cash equivalent of such earned leave as also the authority to whom the powers to grant earned leave have been delegated under the relevant delegation orders.

(Authority: G.I. Deptt. of Per. & Trg. Notification No. 1428/19/86-Estt(L) 9.12.88, G.I. Deptt. of Personnel & A.R. O.M. No. P. 14028/29-E-VI(A)/78(LU), 31.12.1980.

PARA-232 ELIGIBILITY IN CASES OF OFFICIALS ON LEAVE ON THE LAST DAY OF A PARTICULAR HALF YEAR

A Government servant on leave on the last day of any particular half on a calendar year shall be entitled to earned leave credited on the first of the succeeding half year provided the authority competent to grant leave has reason to believe that the Government Servant will return to duty on its expiry.

(Authority: G.I. N.R. O.M. No. 16(6)-E-IV(A)/ 74 dated 30.4.1976)

PARA-233 HALF PAY LEAVE

With effect from 1.1.1986 the Central Government employees have been allowed to avail the benefit of advance credit of half pay leave by crediting half pay leave of 10 days in their leave account on each occasion on 1st January, 1st July each year.

The half pay leave account of the employees should be closed on 31.12.1985, before the half pay leave is credited in advance to their leave account. The employees may be allowed the benefit of half pay leave for period of service till 31st December, 1985 by crediting to their half pay leave account at the rate of 5/3 per calendar month on 1st January, 1986 along with the advance credit of half pay leave, while calculating the completed months of service, the month, may be rounded off to the next higher. If it exceeds more than 15 days, for example, if an employee who has completed a years service on 11.5.85 he may be given the benefit of half pay leave from May (Since it exceeds more than 15 days) to December 1985 for 13 days ($5/3 \times 8 = 13\frac{1}{3}$) or 13 days).

The Half Pay Leave to be credited every half year will be reduced at the rate of 1/18th of the period of dies non / suspension treated as dies non, during the preceding half year, subject to maximum of 10 days. The credit for the half year in which a Government servant is due to retire/ resign or dismissed/ removed will be afforded @ 5/3 days per calendar month.

Half Pay Leave can be availed either with or without Medical Certificate.

The grant of Half Pay Leave to a temporary Government servant is subject to the sanctioning authority satisfying him/her that the official will return to duty after its expiry. This condition is not applicable where such official is declared completely incapacitated for further service.

[C.C.S. (Leave) Rules 29]

(Authority: G.I. Ministry of Personal & Trg. L. No. J 13014/1/85-estt (L) dated 24.1.1986 and C&A.G.'s letter No. 110-Audit-I/99-85/III-86''(19) dated 20.2.1986 and 0.0. No. P.C.I/pension/747 dated 10.3.1986)

PARA-234 COMMUTED LEAVE

Commuted Leave not exceeding half the amount of Half Pay Leave due can be availed on Medical Certificate. [Rule 30(1) of C.C.S. (Leave) Rules]

Commuted Leave can be taken without Medical Certificate.-

- (a) up to a maximum of 90 days in the entire service if utilized for an approved course of study certified to be in public interest. [Rule 30(1-A) of C.C.S. (Leave) Rules]
- (b) up to a maximum of 60 days by a female Government servant if it is in continuation of Maternity Leave. . [Rule 43(4) of C.C.S. (Leave) Rules]
- (c) up to a maximum of 60 days by a female Government servant with less than two living children if she adopts a child less than one year old. [Rule 34-B of C.C.S. (Leave) Rules]

Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the Government servant returning to duty on its expiry. So it cannot be granted as Leave preparatory to retirement. [Rule 30(1) (a) of C.C.S. (Leave) Rules]

If the commuted leave is taken, twice the number of days availed should be debited in the Half Pay

Leave account.-[Rule 30 (1) (d) of C.C.S. (Leave) Rules]

Where a Government servant is granted Commuted leave and he quits service voluntarily without returning to duty, the commuted leave shall be treated as Half Pay Leave and the excess leave salary will be recovered. If the retirement is by reason of ill-health incapacitating him/her for further service or in the event of death, recovery should not be made. [Rule 30 (2) of C.C.S. (Leave) Rules]

Commuted leave can be granted at the request of the Government servant even when earned leave is available. [Note below Rule 30 of C.C.S. (Leave) Rules]

PARA-235 LEAVE NOT DUE

- (i) Leave Not Due may be granted to a permanent Government servant with no Half Pay Leave at credit.
- (ii) Temporary Government servant with one year service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted Leave Not Due if the post from which the official proceeds on leave is likely to last till his/her return. [Rule 31(1-A) of C.C.S. (Leave) Rules]
- (iii) It is granted on Medical Certificate {except: (a) in continuation of Maternity Leave (Rule 43(4) of C.C.S. (Leave) Rules) and (b) to a female Government servant with less than two living children on adoption of a child less than a year old (Rule 43-B of C.C.S. (Leave) Rules)}, if the leave sanctioning authority is satisfied that there is a reasonable prospect of the Government servant returning to duty on its expiry. (Rule 31(1) of C.C.S. (Leave) Rules)
- (iv) The amount of leave should be limited to the Half Pay Leave that the Government servant is likely to earn subsequently (Rule 31(1) (b) of C.C.S. (Leave) Rules)
- (v) Leave Not Due during the entire service is limited to a maximum of 360 days. (Rule 31(1) of C.C.S. (Leave) Rules)
- (vi) Leave Not Due will be debited against the Half Pay Leave that the Government servant earns subsequently. (Rule 31(1) (c) of C.C.S. (Leave) Rules)
- (vii) It cannot be granted in the case of 'Leave Preparatory to retirement' (Rule 31(1) of C.C.S. (Leave) Rules).
- (viii) When a Government servant granted Leave Not Due resigns from service or is permitted to retire without returning to duty, the Leave Not Due should be cancelled. The resignation or retirement will take effect from the date on which such leave has commenced and the leave salary should be recovered. (Rule 31(2) (a) of C.C.S. (Leave) Rules)
- (ix) Where a Government servant, who having availed himself/herself of Leave Not Due, returns to duty but resigns or retires from service before he/she has earned such leave, he/she shall be liable to refund the leave salary to the extent the leave has not been earned subsequently. [Rule 31(2) (b) of C.C.S. (Leave) Rules]
- (x) In cases of (viii) and (ix) above, leave salary will not be recovered if the retirement is due to ill health, incapacitating the Government servant for further service or in the event of death or is retired prematurely under FR 56(j) or FR 56 (l) or Rule 48 (1) (b) of CCS (Pension) Rules. [Proviso to Rule 31(2) of C.C.S. (Leave) Rules]

- (xi) It can be granted to an officer whose leave account shows a debit balance in consequence of the grant of Leave Not Due on a previous occasion. [CAG's decision under Rule 31 of C.C.S. (Leave) Rules]

PARA-236 EXTRAORDINARY LEAVE

Extraordinary leave is granted to a Government servant-

- (a) When no other leave is admissible;
- (b) When other leave is admissible but the Government servant applies in writing for Extraordinary leave.
(Rule 32(1) of C.C.S. (Leave) Rules)

Extraordinary leave can not be availed concurrently during the notice period, when going on voluntary retirement. (Rule 32, GID (2) of C.C.S. (Leave) Rules).

LIMIT:

1. No leave of any kind can be granted to a Government servant for a continuous period exceeding five years. Subject to this limitation, any amount of Extraordinary Leave may be sanctioned to a permanent Government servant. (Rule 12 of C.C.S. (Leave) Rules).
2. For temporary officials, the limit on any one occasion is-
 - (a) All officials- Up to 3 months with or without Medical Certificate. . (Rule 32(2) (a) of C.C.S. (Leave) Rules).
 - (b) Officials with a minimum of one year continuous service- Up to 6 months with Medical Certificate for common ailments.. (Rule 32(2) (b) of C.C.S. (Leave) Rules).
 - Up to 18 months with Medical Certificate for cancer, mental illness, pulmonary tuberculosis or pleurisy of tubercular origin, tuberculosis of any part of the body and leprosy. (Rule 32(2) (d) of C.C.S. (Leave) Rules).
 - (c) Officials with three or more years continuous service-
 - Up to 24 months, where the leave is required for the purpose of prosecuting studies certified to be in public interest. (Rule 32(2) (e) of C.C.S. (Leave) Rules).
 - (d) Officials belonging to Scheduled Castes/ Scheduled Tribes-

Heads of Departments may grant leave exceeding three months for attending the pre-examination training course at the centres notified by the Government from time to time. (Rule 32 (4) of C.C.S. (Leave) Rules)

3. Two spells of Extraordinary leave intervened by any other kind of leave, should be treated as one continuous spell for the purpose of applying the maximum limit. (Rule 32 (5) of C.C.S. (Leave) Rules)
4. Extraordinary leave may also be granted to regularize periods of absence without leave retrospectively. (Rule 32 (6) of C.C.S. (Leave) Rules)

PARA-237 SUFFIX/PREFIX OF HOLIDAYS WITH LEAVE

If the day, immediately preceding the day on which a Government servants leave begins or immediately following the day on which his leave expires, is a holiday or one of series of holidays, the Government servant shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld) to leave his station at close of the

day before, or return to it on the day following such holiday or series of holidays.

PARA-238 MATERNITY LEAVE

- (1) A female Government servant (including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 135 days from the date of its commencement.
- (2) During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

Note: In the case of a person to whom the Employees State Insurance Act, 1948(34 of 1948) applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

- (3) Maternity leave not exceeding 45 days may also be granted to a female Government Servant (irrespective of the number of surviving children) during the entire service of that female Government servant in case of miscarriage including abortion on production of medical certificate as laid down in Rule 19 of CCS(Leave) Rules 1972:

Provided that the maternity leave granted and availed of before the commencement of the CCS (Leave) Amendment Rules, 1995, shall not be taken into account for the purpose of this sub-rule.

- (4)
 - (a) Maternity leave may be combined with leave of any other kind.
 - (b) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 30 or sub-rule (1) of Rule 31, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of one year may, if applied for, be granted in continuation of maternity leave granted under sub-rule (1).
- (5) Maternity leave shall not be debited against the leave account.

[Authority: GOI Dept. of Per. & Trg., Notification No. 13026/1/99-Estt. (L) dated the 18th April, 2002 published as GSR 149 in the Gazette of India, Dated the 27th April, 2002. Takes effect from 07.10.1997 vide O.M. , dated 07.10.1997.

GOI Dept. of Per. & Trg., Notification No. 13026/1/94-Estt. (L) dated the 31st March, 1995, published as GSR No. 317(E) in the Gazette of India]

GOVERNMENT OF INDIA'S DECISION

1. Unmarried female Government Servants also eligible for maternity leave:-

- (i) Under Rule 43 of CCS (Leave) Rules, 1972, maternity leave may be granted to a female Government Servant by an authority competent to grant leave subject to fulfillment of conditions laid down under the said Rule.
- (ii) The matter has, accordingly, been considered in this Department and it is felt that the word "female" in the CCS (Leave) Rules, 1972, does not specifically refer to the marital status of the female and the word "married" is not prefixed to the word "female". It is, therefore clarified that, as the rule itself does not make any distinction in this regard, maternity leave as admissible may be granted to an unmarried

female Government servant. Further, at the time of leave, while due regard may be had to the conditions laid in Rule 43 of the CCS (Leave) Rules, the welfare of the mother and the child, which is of primary concern., shall also be kept in view.

[G.I., Dept. of Per. & Trg., O.M. No. 13018/1/86-Estt. (L), dated the 28th April, 1986]

2. **Maternity leave for induced abortion**-It has been decided that the abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting maternity leave under the CCS (Leave) Rules, 1972

[G.I., M.F., O.M. No. 14(6)-E. IV (A)/74, dated the 21st April, 1975]

3. **No special casual leave for Salpingectomy operation undergone with “induced abortion”**.-Female Government servants undergoing Salpingectomy operation along with Medical termination of pregnancy will be entitled to six weeks maternity leave. Such female Government servants who avail the facility of maternity leave will not be entitled to additional 14 days of special casual leave.

[G.I., Dept. of Per. & Trg., O.M. No. 28016/1/91-Estt. (A), dated the 13th May, 1992]

4. **No maternity leave for threatened abortion**.- It is clarified that “abortion” does not include “threatened abortion” and maternity leave cannot be granted in the case of “threatened abortion.”

[G.I., D.P & A.R., O.M. No. 13018/11/84-Estt. (L), dated the 16th March, 1985]

PARA-239 PATERNITY LEAVE

- (1) A male Government servant (including an apprentice) with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.
- (2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) The Paternity Leave may be combined with leave of any other kind.
- (4) The Paternity Leave shall not be debited against the leave account.
- (5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

NOTE:- The Paternity Leave shall not normally be refused under any circumstances.

(Authority: GOI Dept. of Per. & Trg., Notification No. 13026/1/99-Estt. (L) dated the 18th April, 2002 published as GSR 149 in the Gazette of India, Dated the 27th April, 2002. Takes effect from 07.10.1997 vide O.M. , dated 07.10.1997.)

PARA-240 LEAVE TO FEMALE GOVERNMENT SERVANTS ON ADOPTION OF CHILD

It is granted to a female employee with fewer than two surviving children, on valid adoption of a child below the age of one year, for a period of 180 days immediately after the date of valid adoption from 22.07.2009.

Leave salary will be equal to the pay drawn immediately before proceeding on leave.

This may be combined with leave of any kind.

In continuation of the Child Adoption Leave, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of Medical Certificate) for a period up to one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of Child Adoption Leave.

Facility is not available to the female employees already having two surviving children at the time of adoption.

Leave not debited against the leave account.

[Rule 43-B of C.C.S. (Leave) Rules]

PARA-241 CHILD CARE LEAVE

Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave for a maximum of 730 days during their entire service for taking care of up to two children, whether for rearing or to look after any of their needs like examination, sickness, etc. Child Care Leave shall not be admissible if the child is 18 years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave up to 60 days (without production of Medical Certificate). It may be combined with leave of any kind due and admissible.

Conditions:

1. Can be availed even if there is Earned Leave at credit.
2. Requires prior sanction.
3. Intervening holidays will count as Child Care Leave as in the case of Earned Leave. – OM dated 18.11.2008.
4. In respect of disabled / mentally challenged children, it is permitted up to the age of 22 years subject to conditions and submission of certificates.-OM dated 03.03.2010.

PARA-242 REFUSAL OF MEDICAL LEAVE

Leave on medical certificate should not be refused when the sanctioning authority is convinced that it is admissible and advisable.

PARA-243 (A) MEDICAL CERTIFICATE

An application for leave on medical certificates made by:

1. A Gazetted Government Servant, shall be accompanied by a medical certificate in Form (**Appendix VII**) given by an authorised Medical Attendant
2. A non-gazetted Government servant shall be accompanied by medical certificate in Form (**Appendix VIII**) given by an Authorised Medical Attendant or a registered Medical Practitioner; Defining as clearly as possible the nature and probable duration of illness.

NOTE- In the case of non-gazetted Government Servant, a certificate given by a Registered Ayurvedic, Unani or Homeopathic medical practitioner or by a registered Dentist in the case of dental ailment 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 the State in which the Central Government servant falls ill or to which he/she proceeds for treatment.

(Authority: GOI, Deptt. of Personal & A.R., Notification no. P-13015/11/82-Estts (L) dated 25.05.1984 amended vide OM No. 13015/2/97 Estt.(L) dated 04.10.1997)

PARA-243 (B) SECOND MEDICAL OPINION

1. The leave sanctioning authority may secure second medical opinion by requesting a Government Medical Officer not below the rank of Chief Medical Officer or Staff Surgeon to have the applicant medically examined by the earliest possible date, and
2. The Government Medical Officer will thereupon express his opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for that purpose he may either require the applicant to appear before himself/herself or before a Medical Officer nominated by himself/herself.

In other words, the leave sanctioning authority, in case of doubt, may write, under intimation to the official concerned, for second medical opinion to Government Medical Officer not below the rank of a Chief Medical Officer or Staff Surgeon to have the applicant medically examined.

The Medical Officer will direct the official concerned either to appear before him/her or before Medical Officer, nominated by him/her, at a particular date, time and place.

(Authority: Letter No. 34/3/75-SPB. II dated 06.11.1975)

PARA-244 FEE FOR SECOND MEDICAL OPINION

The Government of India in their Education, Health and Lands Department letter no. F.16-13/40-H, dated 20th June, 1940 have decided that the cost of obtaining a second medical opinion or the counter signatures of the initial certificate for purposes of leave of their non-gazetted staff stationed in Uttar Pradesh, with effect from 20th June, 1940, is to be met by the Government of India themselves. The Charge on his account should be debited to contingencies-Fees for Medical examination.

PARA-245 (A) STAYING AWAY WITHOUT LEAVE

No employee should stay away from office, on the ground of sickness or any other ground before leave is sanctioned and arrangement for his work is made unless the medical certificate specially states that he is physically incapable of attending to his duties. The addresses of all the assistants of the office should be recorded in their leave applications. AAOs of the sections concerned should see that this is done. Co-ordinating section should bring to notice any omission to comply with this order.

PARA-245(B) PENALTY FOR STAYING AWAY WITHOUT LEAVE

Staying away from office without leave is a grave act of indiscipline which renders the official liable to action under CCS (CCA) Rules, 1965 except when the cause is sudden illness or unforeseen circumstances of a pressing nature. The reason of absence should be communicated to the office at once through personal messenger or by post and, if it is due to illness, a medical certificate should, if the Gazetted Officer so directs, be produced, no urgency of private affairs can be accepted as an excuse for staying away from office without leave or after the leave granted has expired.

PARA-245 (C) ABSENCE AFTER EXPIRY OF LEAVE

Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it was half pay leave, to the extent such leave is due the period in excess of such leave due being treated as extraordinarily leave.

Willful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

(Authority: Rule 25 of CCS (Leave) Rules, 1972)

PARA-245 (D) EXTENSION OF LEAVE

All applications for extension of leave should be made sufficiently early to reach the office at least one clear week before the expiry of the leave. Extension will not be granted to those who fail to do so except in case where the necessity for an extension can not be foreseen.

NOTE- It is often the practice to ask for short leave and then for extension because the employee thinks that there is a better chance of short leave being granted. This is objectionable and no extension will therefore ordinarily be granted, unless the applicant can show that unforeseen circumstances have arisen since made his first application.

PARA-246 STEPS TO BE TAKEN TO PREVENT ABUSE OF LEAVE RULES

The Government of India have ordered that all cases in which a fresh spell of leave is applied for by Government servants after a short interval of duty, should be carefully examined with view to see that the spirit of the leave rules is observed and that the competent authority may refuse the leave by exercising the discretion vested in them under F.R. 67 or Rule 47 of the Central Civil Services (Leave Rules) 1972, if they have reasons to believe that an attempt was being made to take undue advantage of the leave rules or to evade the spirit thereof.

PARA-247 RETURN FROM LEAVE

On return from all kinds of regular leave individual should report for duty punctually at 9:30 A.M. in the control section where from he proceeded on leave unless prior permission reporting to duty later in the forenoon of the day been obtained.

Anyone who is to resume charge of his duties on the expiry of his leave on a day which happens to be a local holiday should report to any section officer/Asst. Audit Officer/Branch Officer who may be present in the office on that date or in the absence of any such officer to the care taker. This fact should be mentioned in the joining report, duly attested by the Gazetted officer/Accounts Officer/Caretaker which may be submitted to the control section on the next working day.

PARA-248 FITNESS CERTIFICATE

The employees of the office who proceed on leave on Medical Certificate or who are granted leave on account of ill health and are required to produce fitness certificate, should bring the certificate of Medical fitness in the prescribed form.

A specimen of the prescribed form is appended below for the guidance of all concerned.

Fitness Certificate (Form)

Signature of applicant:

Dated:

I _____ registered medical practitioner of _____ do hereby certify that I have carefully examined Shri _____ whose signature is given above, and find that he has recovered from the illness and is now fit to resume duties in Government Service. I also certify that before arriving at this decision I have examined the original medical certificates and statement of the case (or certified copies thereof) on which leave was granted or extended and have taken those into consideration before arriving at my decision.

Signature: _____

Registered No: _____

NOTE: Fitness Certificate from the Chief Medical Officer is necessary in the case of infectious diseases like Tuberculosis, Leprosy, etc.

PARA-249 RESUMPTION OF DUTIES BEFORE THE EXPIRY OF LEAVE

The employees who have been sanctioned regular leave are ordinarily required to resume their duties on the dates they are due to return from leave granted to them. Persons desirous of resuming duties earlier should apply to the Group Officer or P.A.G./A.G. in case of Senior Accounts officer, Accounts officer and Assistant Accounts Officer for being permitted to join before the expiry of leave. In the absence of such permission, they will not be allowed to resume duties before the expiry of leave.

NOTE: FOR OTHER KINDS OF LEAVE, VIZ SPECIAL DISABILITY LEAVE, STUDY LEAVE, ETC., PLEASE REFER TO CENTRAL CIVIL SERVICES LEAVE RULES-1972 AMENDED FROM TIME TO TIME.

CHAPTER-IX

OTHER MATTERS RELATING TO NON-GAZETTED STAFF

PARA-250 (A) MAINTENANCE OF SERVICE BOOKS AND PERSONAL FILES AND ISSUANCE FROM RECORD ROOM

The Service Books and personal files of Group 'B' Officers, Group 'C' and MTS staff are kept in a Record Room by the clerk under the control and supervision of Assistant Accounts Officer of Administration Section. In order to ensure safe custody of Service books and personal files, the key(s) of the Record room is/are kept with the Assistant Accounts Officer of Administration Section. The clerk will take the key from the Assistant Accounts Officer of Administration Section every morning for opening the Record Room and return the same to him/her after locking the Record room in the evening.

With a view to exercise proper watch and control over the movement of Service books and personal files from Record Room to sections concerned and vice versa, personal files should be issued from Record Room on the basis of printed requisition cards (Proforma given below) given by sections to all the sections concerned. The clerk on receipt of printed requisition will keep these requisitions in the same folder from where the Personal files have been taken out for issue and note the date of issue in the prescribed column of the requisition at the time of issue. Similarly on return of personal files the clerk will hand over the requisition to the auditor concerned after noting the date of return therein and keep them in its original place.

The clerk will also maintain a Register (Proforma given below) in which the day to day issue and return of personal files will be recorded by him.

PROFORMA OF PRINTED REQUISITION CARD

Authority for issue of Service books and Personal files from Record Room (Only one file to be requisitioned at a time)

Card Sl. No. **Authorised by Assistant Accounts Officer (Administration)**

Sl. No.	Personal No.	Personal file of	Group No. of the Accountant	Signature of the Accountant in token of receipt	Date of issue	Date of return
1	2	3	4	5	6	7

PROFORMA OF THE REGISTER

Date

Card No.	Name of the Section	Personal No.	Date of issue	Date of return

PARA-250 (B): OPENING OF PERSONAL FILE AND SERVICE BOOKS/SERVICE ROLLS

As soon as a new recruit joins the office his personal file and Service Book/Service Roll should be opened. The joining report and other declarations etc. furnished by him should be kept in his Personal File. The first page of the Service Book/Service Roll should be completed from the information supplied by the candidate. The entries regarding his appointment should also be made and got attested by the Branch Officer (Administration). The personal file along with service books should then be made over to Record Clerk of the Record Room.

PARA-250 (C) ENTRY IN SERVICE BOOK ON PRODUCTION OF MEDICAL CERTIFICATE OF FITNESS ON FIRST APPOINTMENT

The medical Certificate of fitness furnished by a Government servant is an important document and it should be kept in safe custody along with the other documents connected with his service career. However, an entry in his service book may be made under the signature of the Head of the office that he had furnished the medical certificate of fitness.

(Authority: - G.I., M.F., O.M.No.F-25(24)-E.V. /66 dated 12.4.1967)

PARA-250 (D): PROCEDURE FOR OBTAINING THE PERSONAL FILES AND SERVICE BOOK FROM RECORD CLERK

The assistants in Personal Claims Sections, who are responsible for making entries relating to promotion, discharge, leave, increment, punishment etc., should obtain the Personal Files and Service Books by putting up requisitions to the Record Clerk. The leave or other applications etc, of an individual and other papers pertaining to him that are required to be recorded in his personal file should be kept therein and the relevant entries made in the Service Book, which should then be submitted to Branch Officer (Personal Claims) for attestation through the respective Assistant Accounts Officers.

PARA-250 (E): INSPECTION OF SERVICE BOOKS

Permission to Examine Service Books:- It is the duty of every member of the office to see that his service book is properly maintained in order that there may be no difficulty in verifying his service for pension. The Gazetted Officer-in-charge of the Administration Branch will permit any member of the office to examine his/her service book, should be at any time desire to do so, and obtain his signature in column 8 of the service book in token of his having examined it. If he/she finds that the service book is not properly kept or that any necessary entry has been omitted or wrongly made, he/she should at once report the matter to the Gazetted Officer- in-charge of the Administration. Branch and have the mistake rectified or the defects removed.

(A.G.'s Orders in File No.Admn.III/XVI/1S8 dated 28.08.1968).

PARA-250 (F): RE-ATTESTATION OF SERVICE BOOKS

The entries in the opening page of each service book will be re-attested by the Officer-in-charge, Personal Claims Section every five years, as required under the instructions on the opening page of the book.

PARA-250 (G): ALPHABETICAL REGISTER OF PERSONAL FILES OF GROUP 'C' ESTABLISHMENT

The personal file and service book pertaining to an individual are tagged together and entered in an alphabetical register maintained by the Record Clerk. A serial number of an alphabet is assigned to each personal file and is kept in the shelf earmarked for the alphabet in the almirahs at the proper serial. This will facilitate the taking out of the files as and when required.

PARA-250 (H): AVAILABILITY OF PERSONAL FILES OF THE INDIVIDUALS CONCERNED

The personal files are intended to contain all papers concerning personal matters of the individuals in whose names they are opened. There will be a separate personal file for each individual and orders regarding his appointment, grant of leave, punishments, etc., will be filed therein after the orders are made known to the individual concerned. On no account should any note or orders passed in the personal file be shown to the individuals concerned.

PARA-250 (I): SUPPLY OF SERVICE BOOKS

Blank copies of the service book will be obtained by the "Forms section" from the Manager of the Forms Press, Calcutta by indents. Those will be stocked there and supplied to Administration Sections as and when requisitioned.

Administration Sections will keep a regular account of the blank service books obtained from the Form Section in a register opened for the purpose.

First day of his service in the case of subscriber

PARA-251 (A) GRADATION LIST

A Gradation List of the whole establishment of this office is prepared annually corrected upto 1st March each year vide Comptroller and Auditor General's Letter No.1839-NGE 1/8/-56-11 dated 11.10.56.

With a view to evolving a uniform pattern of Gradation list for all the offices of the Indian Audit and Accounts Department, the Comptroller and Auditor General has decided that the gradation list of the offices in the Indian Audit and Accounts Department should hence-forth be prepared on the uniform pattern explained in the following paragraph.

In addition to a 'table of contents' and a 'list of abbreviation used' the entire body of the gradation list will be divided in the four section detailed below:

Section I

List of the Gazetted Staff as on the 1st March of the year, in this section, in addition to the particulars of name and designation of Gazetted Staff, the sanctioned strength of Group I & II officer (permanent and temporary) may also be shown in this section.

Section II

This section will contain a statement showing the sanctioned strength (Permanent and temporary) of Group I C I and Group 'D' posts as on the 1st March of the year, with their distribution according to Division or sections of the office or in any other manner most suitable to the organisation concerned.

Section III (Gradation List Proper)

In addition to the strength of the cadre (permanent and temporary) and/ various scales of pay applicable to the officials in the cadre, to be indicated at the top, the list contains the following columns :

- (1) Serial No.
- (2) Full name and educational Qualifications (in case of holder of degree and higher qualifications only)
- (3) Date of birth.
- (4) Date of commencement of Government Service
- (5) Date of Promotion
- (6) Date of Substantive appointment in the cadre.
- (7) Pay
- (8) Date of last increment
- (9) Remarks

In the list of the Assistant Accounts Officers there will be an additional column "year of passing the SAS Examination".

Section IV. Appendices

(a) **Appendix I** under the Section should comprise of the following three lists of officials divided into four columns each

- (1) List of persons on deputation to other office within the Department:
- (2) List of persons on deputation to offices outside the Indian Audit and Accounts Department:
- (3) List of persons on Foreign Service.

(b) Other appendices may be incorporated giving information peculiar to each organization in the Indian Audit & Accounts Department.

The following note will be included in the title page:

“Nothing in this list is to be taken as conveying any sanction or authority or may behold to supersede any standing rule or order of the Central government with which it may be at variance”.

(Authority:-C & A G's letter No. 623-NGE-I/86-58, dated the 28th March 1959 (in File No. Admn. I/53-140, Vol. V).

PARA-251 (B): SUPPLY OF GRADATION LIST TO COMPTROLLER AND AUDITOR GENERAL

Three copies of the gradation lists should be supplied to the Comptroller and Auditor General as soon as they are issued.

(Letter No.1458-NGE/251-320 dated the 4th July, 1932)

PARA-251 (C): INTER-LEAVED COPIES OF GRADATION LISTS

An inter-leaved copy of the gradation list in loose-leaves shall be maintained by the Establishment auditor. Blank leaves should be ruled providing the columns as in the printed form. Necessary additions and corrections in this list shall be made by the Establishment clerk during the course of the month in the following

manner:

- (i) The column 'Pay and date of next increment' shall be corrected with the help of the increment register.
- (ii) The column 'Date of Substantive appointment' will be completed by referring to the office orders regarding confirmation issued during the course of the month.
- (iii) In respect of new appointment, transfer of personnels to Audit office from the waitlist of eligible persons, columns relating to names, educational qualifications, date of birth and date of admission to Government Service will be filled in from the appointment register.

A report that the gradation list is being kept upto date should be submitted by the Assistant Accounts Officer/Administration after examining the inter-leaved copy of the gradation list with the Establishment auditor to the Branch Officer, Administration Section on 5th of every month and to the .Senior Deputy Accountant General. on the 5th of alternate month along with inter-leaved copy of the gradation list. These dates should be noted in the Sectional Calendar of Returns.

**PARA-252 INSTRUCTIONS GOVERNING THE RETENTION OF NONGAZETTED PERSONS
AGED 55 AND OVER**

Cases of retention in service of Group 'B', 'C' & 'D' Government servants beyond the age of 55 years should be reviewed by a Board consisting of the Principal Accountant General as Chairman and two Deputy Accountants General as members once in every quarter in March, June, September and December each year for the periods September to November, December to February, March to May and June to August, next year, respectively, in accordance with the instructions of Comptroller and Auditor General received from time to time on the subject. Once the decision has been taken to retain a Government Servant beyond the age of 55 years in public interest, the employee concerned will continue in service till the age of compulsory retirement i. e 60 years (Group 'B' & 'C') and 60 year (Group 'D') employees). If, however, the appropriate authority subsequently considers that further retention in service of the Government servants will not be in public interest, that authority may take action to serve three months notice in terms of Clause (J) of F.R. 56 and retire the Government Servant; The intention is that while further review of all cases of employees retained beyond 55 years of age may not be necessary as a matter of routine, action can be taken against individual on adverse cases coming to notice subsequently.

If medical opinion is considered necessary in a case and is obtained and if is found to be adverse, the retirement will ordinarily become effective not from the date of medical examination but from the date of attainment of 55 years of age.

(Authority:- No.Admn.IV/I-60/499, dated the11th December, 1967).

**PARA-253 : RULES REGULATING THE AGE OF SUPERANNUATION AND CONDITIONS OF
SERVICE**

The rules regulating the age of superannuation of the terms and conditions of service may provide for the compulsory retirement of a Government servant on his attaining the specific age or after completion of a specified period of service. In all such cases retirement is automatic and in the absence of specific orders to the contrary by the competent authority a government servant must retire on the due date. It is the responsibility of the administrative authorities concerned to ensure that the Government servants under their control so retire. 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 dates of retirement of the Government Servants working under them and take appropriate action as may be necessary for their retirement on the due dates.

As the same time, a Government servant can not take advantage of the non-receipt of formal orders regarding his relief etc. to say that he has been granted an extension of service. If not, he 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 date to the head of the office (or such officer as may be nominated by the letter), or if he is himself the head of the office to the next senior most officer, in the office who would normally be placed in charge of the office in his absence.

(Government of India, Ministry of Home Affairs O.M.No.33/6/56-Ests(A), dated the 10th December, 1956, copy received under Director of Audit & Accounts endorsement No.73-4/212-56, dated the 14th January, 1957)

PARA-254 GRANT OF EXTENSION OF SERVICE TO MTS STAFF BEYOND THE AGE OF 60 YEARS

In terms of rule 9 of the Central (Class IV) Services, (Gratuity, Pension and Retirement) Rules 1936, a MTS staff has to retire on attaining the age of 60 years. This rule is absolute and there is, therefore, no question of granting extension of service, to MTS staff beyond the age of 60 years. Any relegation of the absolute provision contained in this rule can be sanctioned only by the President i.e. in other words by the Ministry of Finance.

(Comptroller and Auditor General's letter NGE.II/296-56, dated the 4th September 1957)

PARA-255 OFFICIATING APPOINTMENTS FOR SHORT PERIOD

(1) The Principal Accountant General will exercise powers to fill vacancies for 2 months duration or less in accordance with the procedure lay down below:

- a) Short term vacancies the duration of which exceeds one month may be filled in the normal manner by the authority competent to make appointment against the post.
- b) Officiating promotion in vacancies of one month's duration or less, should not, as a rule, be made, save in very exceptional circumstances, with the approval of the Head of the Department.

(2) Such officiating arrangements will also be regulated by the following instructions in the matter of grant of extra remuneration to the promoted officers.

a) In cases which are covered, by F.R.49 additional pay as sanctioned may be granted only for a maximum period of three months as otherwise it would lead to the justifiable inference that the need for the second post in respect of which additional pay is drawn does not exist. If in any particular case it is desired that the additional pay should be continued for a longer period, the prior concurrence of this Ministry will be necessary.

b) In cases where an officer is formally appointed to hold full charge of the duties of a higher post on the same establishment as his own, in addition to his ordinary duties, he can draw the pay that would be admissible to him if he was appointed to officiate in the higher post (unless the competent authority reduces

his officiating pay under Fundamental Rule 35) but not additional pay. Such officiating pay may be drawn for the entire period the dual arrangement lasts.

(Comptroller & Auditor General's letter No.6487-GE/56955, dated "the 12th" September I 1955 File No.O.E./Admn./15-31/Vol.II)

PARA-256 TREATMENT OF PAST SERVICE AND SAS APPRENTICESHIP PERIOD FOR THE PURPOSE OF PENSION

In the case of a person holding an appointment under Government before joining as SAS apprentice, his past service and apprenticeship period will be counted for the purpose of pension to the extent indicated below:

(a) If a person holds a lien on a permanent post under Government; on his appointment as SAS Apprentice, the period of service before being employed as SAS apprentice as well as after conclusion of such apprenticeship whether rendered as an SAS Accountant or in the previous post, would be treated as qualifying for all purposes. The period of apprenticeship will count only to the extent otherwise permissible as stated below.

(i) **When the apprentice successfully negotiates the SAS Examination and is ultimately confirmed as Assistant Accounts Officer.**

In such a case, the period of apprenticeship will be dies-non for benefit of his previous service in full (including half the period of service as S.O.G. apprentice) together with full service rendered after appointment as Section Officer.

(ii) **Where the person concerned fails to come out successful in the SAS Examination and his apprenticeship is terminated and he reverts to his original post:**

In such a case the period of apprenticeship will be dies-non for all purpose, i.e. it will not count to any extent for the purpose of pension etc. No benefit for pension will be given for the apprenticeship period.

(b) In the case of a temporary or officiating Government servant (Holding no lien on any permanent post under the Government) appointed as SAS apprentice, the period of the previous temporary or officiating service and also the period of apprenticeship, for the purpose of pension, will be treated as follows:

When such an apprentice successfully negotiates the SAS Examination and is ultimately confirmed as Section Officer, half of the temporary or officiating service rendered prior to appointment as SAS apprentice and the period of such apprenticeship will count towards pension. But this benefit will not be admissible to such an apprentice who fails to negotiate successfully the SAS. Examination and his apprenticeship is terminated. If such a person is appointed as an Auditor in this Department on termination of his SAS apprenticeship he will also not be entitled to the benefits mentioned above.

(C.A.G's No.615-NGE, III-39-57, dated the 10th Aug 1958. File No. O.E./II-50).

PARA-257 RESIGNATIONS

Persons who desire to resign must give one months notice of their intention to do so. Those who wish to apply for appointments outside the office must necessarily obtain the permission of the Principal Accountant General before doing so.

PARA-258 SETTLEMENT OF OUTSTANDING DUES AGAINST PERSONS WHO SUBMIT RESIGNATION

Before submitting any case to Accountant General for acceptance of resignation the demands outstanding against the person concerned should be ascertained by a reference to P.C. I to P.C. IV, Library and the G.D. Branch and mentioned in the note, which should clearly indicate whether the outstanding demands can be adjusted against the amounts due to the Government servant concerned.

PARA-259 WITHDRAWAL OF THE IDENTITY CARD AND THE C.G.H.S. CARD ETC. FROM A RETIRING GOVERNMENT SERVANT

When a Government servant is compulsorily retired, removed or dismissed from Service or retires on superannuation it should be ensured that the Gratuity and Pension, if any, admissible to him are sanctioned in time, and all Government dues are recovered from him. Such a Government servant must return the identity card, the C.G.H.S. Card and the library books.

Copies of all orders of compulsory retirement, removal or dismissal from service should invariably be endorsed to the section/authorities concerned for prompt action.

Suitable instructions in the matter should also be issued to the section dealing with disciplinary cases and also to the attached and subordinate offices.

(Authority:- O.M. N-o.F.117/10/67-AVD, 'dated the 10th January, 1968, from the Government of India, ministry of Home Affaires, New Delhi received in this office vide Comptroller and Auditor General ', endorsement No.188-NGE.III/108-66-II, dated the 20th January, 1968)

PARA-260 GRANT OF CERTIFICATES ON DISMISSAL OR DISCHARGE ETC

Certificates to subordinates on dismissal, discharge or resignation must state the whole truth in respect of character and cause of dismissal or discharge or resignation of appointment, Certificates of, character, and work will not be given for less than three months' continuous service. The certificates must, invariably be prepared after reference to the character roll and personal file of the person concerned, and signed by the Gazetted Officer-in-charge of the Admn. They should be in the following form:

“Certified that Mr. _____ worked as a _____ in this office from _____ to _____ the reports on his work and conduct indicate _____ he is discharged on account of _____.

NOTE: The provision of this paragraph does not apply to temporary personnel whose services are terminated either in terms of their contract or under Rule 5 of the Central Civil Services (Temporary Services) Rules, 1965. In whose case the certificate may. be issued in the following form:

"Shri _____ son of Shri _____ (Address) _____ served as a temporary in the office of the Principal Accountant General (Accounts & Entitlement) - I, U.P., Allahabad from _____ to _____.

His service was terminated with effect from _____ under Rule 5 of the C.C.S. (Temporary Service) Rules, 1965.

**PARA-261 ISSUE OF DISCHARGE CERTIFICATES TO RETRENCHED CENTRAL
GOVERNMENT EMPLOYEES**

It has been decided by the Government of India, that a discharge certificate in the following form should invariably be given to the employees discharged from service on account of retrenchment:

Ministry/Department/Office

No _____ Place _____ Dated _____

DISCHARGE CERTIFICATE

"Shri/Shrimati _____ has/ had been working as _____ in the Ministry/Deptt./Office of _____ from _____ to _____ his/her service have been or are likely to be terminated w.e.f. (dated) _____ on account of reduction in establishment. He/She is considered suitable for employment under Government.

He/Shri was employed through the Union Public Service Commission/through the Employment Exchange/ from the open market after obtaining a non-availability certificate from the Employment Exchange with the prior approval of the Ministry of Home Affairs/direct without references to the Employment Exchange or to the Ministry of H.A.

Signature _____

(Designation of Officer, and office seal)

CHAPTER – X

BUDGET

PARA-262 (A): PREPARATION OF BUDGET ESTIMATES

In preparing the budget estimates, the Rules in paragraphs 67 to 75 of the Compilation of General Financial Rules and in paragraphs 348 to 359 of the Manual of Standing Orders (Administration.) Vol. I should be observed. Further instructions in the matter, in brief, issued by the Comptroller and Auditor General are embodied in the succeeding paragraphs.

PARA-262 (B): DATE OF SUBMISSION OF BUDGET ESTIMATES

Budget estimates for ensuing year and consolidated Revised Estimates for the current year are required to be prepared in prescribed forms 'A' to 'D' in respect of the "Salaries and Allowances, including Traveling allowances, of Group 'B' officers and non-gazetted establishment; Wages, Office Expenses, Rent, Rates and Taxes, Grants-in-aid, Publications, Minor Works and other charges" (to be specified), and in forms 'E' to 'H' in respect of "Salaries and Allowances, including Traveling Allowance of Group 'A' officers, and after approval by the Principal Accountant General/Accountant General, sent to the Budget Section of the Headquarters office by 30th September each year.

Following information in the prescribed form should be given while submitting the Budget proposals-

Group 'B','C' & 'MTS' Posts

Form 'A': Statement of Revised Estimates and Budget Estimates for the year.

Form 'B': Statement showing the actual expenditure for the last three years and budget/revised estimates for the current and ensuing year

Form 'C': Statement showing the revised estimates for the current year.

Form 'D': Statement showing the budget estimates for the ensuing year.

GROUP 'A' OFFICERS

Form 'E': Statement of revised estimates for the current year and budget estimates for the ensuing year.

Form 'F': Statement showing the actual expenditure for the last three years and budget/revised estimates for the current and ensuing year.

Form 'G': Statement showing the revised estimates for the current year.

Form 'H': Statement showing the budget estimates for the ensuing year .

PARA-262 (C): GENERAL INSTRUCTIONS REGARDING FRAMING OF ESTIMATES

(i) Revised Estimates for the current year (combined for permanent and temporary establishment) should be prepared on the basis of actual expenditure up to 31st August of the year and sanctioned strength (both regular and casual) as on 1st September of the year, Similarly, Budget Estimates for the ensuing year should be prepared on the basis of regular sanctioned strength as on 1st September of the year and should exhibit separately the provision (1) for all vacant posts and (2) such vacant posts as can be expected to be filled during the ensuing year.

(ii) The provision for 'Men-in-position' as on 1st September of the year 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 years should suitably explained.

(iii) No provision for additional posts is required to be made in the budget Estimates that will be included by the Headquarters office.

(iv) No provision should be made for additional posts under the sub head 'Travel Expenses' and provision for vacant posts may be made only after taking into account the result of the examination referred to in (i) above.

(v) The requirement under the head 'Salaries' (pay and allowances) should be computed with reference to salaries for the first six months (March to August), after making due allowance for any changes in the rates of pay and/or allowances announced during September as also provision for vacant posts likely to be filled from September onwards, and the requirement for other heads comprised on the basis of actual for five months.

In other words the monetary estimates should be prepared with reference to the actual for the first five months of the current year and estimated provisions for existing and additional items, as above, for the remaining seven months of the current year and whole of the ensuing year.

(vi) Full provisions for Group 'B' posts (Accounts Officers) sanctioned in lieu of Indian Audit and Accounts Service officers should be made in the revised estimates of the current year and Budget Estimates of the ensuing year. In respect of IA & AS officers posts provision should be proposed for existing posts excluding those which are held in abeyance.

(v) Detailed justification duly supported by item-wise details in support of the provision proposed for 'Overtime Allowances' should be furnished. In respect of provision proposed under the head 'Honoraria' (a) detailed calculation of the amount proposed for various items of work covered by rates prescribed by the Headquarters' office from time to time should be furnished and (b) provisions proposed on *ad hoc* basis should be supported by detailed justification.

(vi) Utmost foresight should be exercised in framing the revised estimates and the provisions for September to March next should be restricted to the absolute minimum necessary, 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 be spent during the course of the year. It should be noted that once an inflated amount has been provided in the revised estimates later surrenders are not of much use.

(vii) No monetary provision is to be made for non-duty posts like deputation reserve/shadow/supernumerary posts, posts held in abeyance, etc.

(viii) Variations between (a) the number of sanctioned posts under each category in the preceding and current years and (b) tentatively approved budget estimates, communicated by the Headquarters office, and the proposed Revised Estimates for the current year and (c) Budget Estimate for ensuing year should invariably be explained in a note appended to the estimates.

(ix) Festival Advances, though recoverable, are taken to the final head of expenditure under the head 'Salaries'. The recoveries of Festival Advances, whether relating to the current or the preceding years, should be taken in reduction of gross expenditure during the current years and the net amount so worked out debited to expenditure accounts. The provision for funds on this account is, however, to be computed by assessing the

gross payments likely to be made during the years and deducting there from the anticipated recoveries of festival advances, disbursed earlier, during the same year. These instructions apply mutatis mutandis to the budget estimates for the ensuing year except that anticipated payments and recoveries in the year are to be taken into account.

(x) Provision for special construction works and ancillary requirements, etc. as per Headquarters' circular letter no 3006-BRS/405-85. III dated 16.07.1985 should be made under the sub-head 'Minor Works'.

(xi) The explanations for variations between the Budget Estimates and the Revised Estimates for the current year and Budget Estimates for the next year should invariably be furnished with the Budget Estimates.

(xii) According to the instructions of Government of India, the recoveries to be 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.

(Authority: C & A.G.'s letter No. 3100-BRS/422-85.I dated 2-8-1985)

PARA-262 (D): SEPARATE PROVISION IN BUDGET FOR PURCHASE OF BOOKS AND PERIODICALS IN HINDI

Separate provision is required to be made in the Budget for purchase of books and periodicals in Hindi. It is also to be ensured that sufficient expenditure is incurred on purchase of reference books, etc., in Hindi.

Accordingly, an item "Purchase of Books and periodicals in Hindi" may be added in From 'B' after item 4 (v) and requirement of funds included while sending Revised Estimates(R.E.) for the current year and the Budget Estimate (B.E.) for the ensuing year.

(Authority: C&A.G.'s circular No. 14-BRS/84. Letter No. 4540-BRS/413-84. I dated 24-9-1984 and letter No. 3100-BRS/422-85.I dated 02.08.1985)

PARA-262 (E): UNFORESEEN EXPENDITURE TO BE MET FROM SAVINGS ONLY

In case of unavoidable unforeseen expenditure, concrete savings in the sanctioned estimates from which the extra cost can be met have to be indicated. Where there are no savings, proposals for additional allotment of funds should be sent to Headquarters office and expenditure incurred there-against only on receipt of sanction to the above proposals. This should, however, be resorted to sparingly and in cases of proven necessity alone.

PARA-262 (F): REAPPROPRIATIONS WITHIN THE EXISTING ALLOTMENT OF FUNDS FOR THE OFFICE AND SURRENDER OF SAVINGS

Powers for re-appropriation of funds from one detail head to another within the same subhead vest in the Accountant General. But the re-appropriation affecting "Honoraria" and "Overtime Allowance" should be made with the approval of the Headquarters office even though these are only the detail heads under the sub-head 'Salaries'.

Re-appropriations from one sub-head to another should be made only with the prior approval of the Headquarters office, proposals for which should be sent along with the monthly review of expenditure on "Control over Expenditure" from January onwards. These proposals should be based on the latest figures of total expenditure under the affected sub-heads and anticipated expenditure during the remaining part of the year. Full

justification indicating inter-alia, the reasons for not anticipating the extent of actual requirements/ additional items of expenditure while framing the Revised Estimates should be appended to the said proposals. Once approved, the re-appropriation should be reflected in the budgetary allotments under respective heads and the allotments thus revised shall constitute the final grant for the year.

Anticipated savings under the various detail/ sub-heads should be carefully worked out as early as possible but in no case later than the middle or the third week of March of the financial year and surrendered to the Headquarters office, if necessary, by Fax. Belated surrenders should, however, be avoided as the funds so surrendered are difficult to be utilized elsewhere.

Any excesses over the final allotments under the various sub/detail heads, after incorporating the supplementary and re-appropriations, should be scrupulously avoided and wherever inevitable, should be supported by detailed justifications at the time of sending the final review of expenditure to the Headquarters office.

PARA-262 (G): ROUNDING OF FIGURES IN BUDGET ESTIMATES

All figures should be worked out to the nearest rupees in preparation of the estimates. The figures in form should, however, be given to the nearest hundred rupees and those in the grand totals to the nearest thousand rupees.

PARA-263 CONTROL OVER EXPENDITURE

In order to ensure that approved provisions under various sub/detail heads are adhered to, it is essential to maintain a close watch over the flow of expenditure right through the year.

It has, accordingly, been prescribed that, starting from April, monthly reviews of expenditure indicating provision for the year, progressive actual expenditures at the end of the month, requirement of funds for the rest of the year worked out and total requirement for the year in respect of each sub/detail head should be prepared in the prescribed forms and submitted to the Accountant General for his information and orders, if any.

From the fifth month (August) onwards, the aforesaid monthly reviews are required to be sent to the Headquarters office also so as to reach these by the 10th day of the succeeding month.

Variations between the approved provisions and total requirements for the year, worked out as above, should be suitably explained in the remark column of the review of expenditure.

The figures of actual expenditure shown in the monthly reviews should be worked out with the help of bill registers maintained by the P.C. sections and reconciled with those appearing in the books of the P.A.O. Discrepancies noticed in the process of reconciliation should be quickly analyzed and adjusted and none should remain outstanding after the close of March accounts.

PARA-264 QUARTERLY RETURNS REGARDING ACTUAL EXPENDITURE

The quarterly return of Review of Expenditure for the quarter ending on 30th June, 30th September, 31st December and 31st March should be sent to the Government of India, Ministry of Finance, Department of Expenditure, Pay Research Unit, **Room No. 512, 'A' wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003** by the prescribed date positively endorsing a copy of the return to the Headquarters office.

Following instructions should be kept in view in submission of the quarterly return:

- (i) The return is to be submitted for the quarter ending June, September, December and March of the

financial year duly consolidated for Plan and Non-Plan Expenditure and filled item wise as shown in the prescribed proforma.

(ii) Deputation Allowance, Non-practicing Allowance and Special pay are to be included in 'pay' and reported suitably under SI. No. 1 or 2 as the case may be.

(iii) Allowance paid to (a) non-regular employees such as extra departmental agents in the P&T, Postal/Telecom on trainees., daily rates staff or the casual employees, etc. (b) expenditure incurred on awards, stipends, prizes, etc.(c) expenditure incurred from contingencies and (d) other charges are not to be reported.

(iv) The nature of allowances reported under, "Other Compensatory Allowance" are to be clearly specified.

(v) Usage of abbreviations is to be avoided in the return.

(vi) Under column 4, the actual expenditure incurred on the item upto the quarter ending, i.e. the progressive total which will be equal to the total of the current quarter and that of the previous quarter (s) of the financial year under reference is to be reported.

(vii) The returns in respect of the field/Regional Offices are to be duly consolidated by the Head Office and the consolidated return only is to be sent to the pay Research Unit.

(viii) The returns for the 1st, 2nd, 3rd and 4th quarter are to reach the pay research unit of the Ministry of Finance latest by 31st July, 31st October, 31st January and 30th April respectively.

(Authority: G. I. M. F. Deptt. Of Expenditure O.M. No. 6 (1) / 85-PRU dated 01-06-1985)

CHAPTER- XI

CASHIER

PARA-265 DUTIES AND RESPONSIBILITIES OF CASHIER

Each Accounts & Entitlement Office will have a cashier and/or an Assistant Cashier for receipt, custody and disbursement of cash. It shall be the primary duty of the cashier/Assistant Cashier to ensure the safety and correct and proper accounting of all receipts and disbursements of cash. For this purpose he will maintain a cash book strictly in the form and manner detailed in the following paragraphs.

PARA-266 (A) CASH BOOK

A Cash Book in Form No. G.A.R.-3 should be maintained by the Cashier for recording all cash transactions including miscellaneous cash receipts.

PARA-266 (B) DAILY CLOSING OF CASH BOOK

The Cash Book must be written up as soon as transactions actually take place and closed daily. The cashier should verify the balance in hand every day. The correctness of the amounts entered as receipts and disbursements should be authenticated daily by the initials of the gazetted officer in-charge against each item. The totaling of the cash book should be checked daily by the Assistant Accounts Officer, Personal Claims Section before the balance is worked out. They should also be checked by the branch officer during the first four days and the last day of each month and at random occasionally.

(Case No. O. E. / 8-19. vol II)

PARA-267 PRINTED RECEIPT BOOKS

In order to ensure that all the amounts received in cash (including cheques) in the office have been duly accounted for by the cashier in the Cash Book, it is necessary that for every such amount a receipt should be given out of a printed receipt book with consecutive pages machine numbered as far as possible on the day the money is entered in the cash book. The number of the receipt should be entered against each item on the receipt side of the Cash Book.

PARA-268 ENCASHMENT OF BILLS

Bills in respect of the pay and allowances of the office staff will be drawn by the Senior Accounts Officer/Accounts Officer/Personal Claims and Cash Sections and sent to the Cashier latest by 20th of the month and the cashier after keeping the duplicate copy of the bill and noting them in the bill register forward them to the Pay & Accounts Section, which will check and verify the bills according to the prescribed procedures and issue a cheque for the net payable amount of the bill. When one cheque for the total net amount payable for more than one bill is issued, the details of the bills should be prepared in the memorandum. A copy of it should be attached with the cheque and sent to the cashier one day before the last working day of the month/day of payment of salary to the staff.

NOTE: With effect from the salary month October, 2007, the salary of Officers and Staff members is being transferred to their respective Savings Bank accounts. For this purpose salary savings bank accounts have been got opened.

PARA-269 STATEMENT OF UNDISBURSED AMOUNTS

Statements of undisbursed amounts of each category (viz., Honorarium/ Traveling Allowance/ Contingent Expenditures etc.) in respect of each bill should be prepared monthly by the office cashiers in form No.T.R. 71 which should at any time show correctly the details of such undisbursed amounts. Subsequent payments if any should be recorded there against. The statement of undisbursed items should be carefully scrutinized by the bill preparing groups and it should be seen that such amounts as have remained undisbursed for more than three months are refunded by short drawl/deposit through challans in State Bank Government Account from subsequent bills.

(Rule 283, C.T. Rs. Vol I)

NOTE:- There should be an analysis of the cash balance shown in the cash Book at the end of each month showing specific individual items which work up to the total amount of the balance in hand.

PARA-270 INDIVIDUAL PAYMENTS

Individual payments such as arrear claims and payments account of Traveling Allowance, General Provident Fund advance etc. will be made direct by the cashier himself after proper identification. As and when the cashier makes each payment he will record it in the registers of undisbursed amounts maintained for the purpose.

NOTE: With effect from 01.05.2011, payments of any kind beyond Rs.5,000 to employees of A&E Offices are being directly credited /transferred to their Savings Bank Salary Accounts. Payments up to Rs. 5,000 are, however, being disbursed in Cash (through Cash Section).

[Office Order No. PC I/A&E-I/2011-12/45 dated 29.04.2011]

PARA-271 PROMPT REMITTANCE OF ATTACHED PAY

Recoveries on account of attachment of pay made by disbursing officers under the orders of the court should be treated as money belonging to the court and consequently as Government money. The amount recovered should be remitted every month to the courts concerned as soon as possible.

(C.A.G's letter No.T-354 Admn.II/75-38, dated the 14th June 1938 to the A.G.C.R.)

PARA-272 IMPORTANT INSTRUCTIONS FOR THE GUIDANCE OF THE OFFICER-IN-CHARGE CASH

- (i) He/she should check that in cases of all remittances into bank, there is bank's receipt on the challan, that a consolidated receipt from the Treasury/Bank for all remittances made during the month is obtained from the bank, if such remittances, are appreciable, and compare with postings in the cash book.

(Rule 13 of Central Government Account (Receipt & Payment) Rule, 1983

- (ii) He/she should examine office copies of the bills and acquittance rolls to see that all payments have been correctly made, are supported by valid quittance which indicate the date of payment and are stamped "paid".
- (iii) He/she should see that every entry of disbursement in the cash book is supported by valid quittance before he/she attests it.

- (iv) He/she should ensure that statements of undisbursed amounts are prepared in respect of each bill and subsequent payments of the former are recorded against relevant item. Amounts remaining undisbursed for more than 3 months should be refunded by short drawal from subsequent pay bills/deposit through challans in the State Bank of India in Government accounts.
- (v) He/she should see that detailed and complete analysis of the cash balance shown in the cash book at the end of each month is prepared. He should scrutinize it carefully and should ensure that the cashier does not retain money unnecessarily or unduly long.
- (vi) He/she should in respect of any moneys realized in cash, grant receipts in proper form (Form T.R. 5) and at the time of signing the receipt and the counterfoil satisfy himself that the amount has been properly entered in the cash book.
- (vii) He/she should keep a watch that the amounts drawn on contingent bills are intended only for immediate payments on account of contingencies. These amounts are not diverted for utilization on any other purpose.
- (viii) He/she should see that the recoveries from the salaries of government servants on account of cooperative societies, cumulative time deposit and life insurance premia are emitted to the authorities concerned immediately.
- (ix) He/she should check that the subsidiary cash book is maintained for accountal of the recoveries on account of the dues of cooperative societies and life insurance premia etc.
- (x) While attesting the entries in the cash book he should see that the amounts withheld have not been paid without the orders of the competent authority.

(Authority: CAG's circular No.62-TA-II/1983 letter No.938-TA-II/113-83 dated 25.08.1983)

PARA-273 PHYSICAL VERIFICATION OF CASH

(i) With a view to ensuring an effective system of control over the custody, disbursement and accounting of cash as contemplated in para 48 of the Comptroller and Auditor General's Manual of Standing Orders (Administrative) Volume I (Second Edition), there should be a continuous review of the arrangements for the expeditious disbursement of the money, for the custody thereof and for the prompt and correct disposal of undisbursed balances.

For this, Senior Accounts Officer/Accounts Office-Personal Claims and Cash Sections should conduct physical verification of cash at least weekly and also at the end of the month and should record a certificate of such verification under his/her dated signature. He/she should also check the cash balance in the hands of the cashier at least once a month without previous notice. There should be adequate reconciliation of cash balances with the accounts. In order to exercise better control over cash, there should be a half yearly test check of the cash accounts by an internal test audit party and monthly surprise check of the cash by one of the Deputy Accountant General. The Accountant General should, at irregular intervals satisfy himself/herself that the system of supervision as prescribed in codes and special orders is observed properly and should remedy speedily the defects noticed, if any.

The actual cash to which the cashier can have access without the help of the Senior Accounts Officer/Accounts Officer (Cash) should as far as possible not exceed the amount of security furnished by him. The money in excess of the security should be kept in the safe under double lock.

(Authority: Para 48 of C.A.G's MSO (Admn.) Volume I)

(ii) A surprise verification of cash by a Deputy Accountant General nominated by the Accountant General should also be conducted once a month. The dates chosen by the Deputy Accountant General should be such that the element of surprise is maintained and once he has chosen to make surprise check, no excuse whatever should be admitted for postponing check to later date.

In order to ensure that it is done regularly an entry should be made in the calendar of return of Personal Claims Section and orders of Accountant General should be obtained each month for nominating a Deputy Accountant General for this purpose.

PARA-274(A) SECURITY REQUIRED FROM THE CASHIER

The cashier and the assistant cashier are required to furnish a security of Rs. 8000/- and Rs. 5000/- respectively and execute a bond in order to protect Government from loss. Fidelity bond of recognized companies may be accepted in lieu of scrutinizes in cash or National Savings Certificates but before accepting such bonds, they should be carefully scrutinized to see that they do not include any unnecessary reservation which might seriously effect their value.

NOTE:-It came to the notice of the Government of India that some difficulty was experienced by a certain department in enforcing the recovery of the amount of loss caused to Government because the bond contained a clause which gave the insurance company the right to insist upon the prosecution of the Govt. servant in the event of his dishonesty. As Government may not always like to institute formal prosecution, the grant of such a right to the company seriously affects the value of the fidelity bonds and the deletion of such unnecessary reservation should always be insisted upon.

PARA-274(B): FORM OF SECURITY BONDS

- (i) The security bond will be adopted in the form indicated in **Appendix IX**. in cases where cash is deposited as security but where the security is other than cash, the form may be appropriately altered.
- (ii) The security bond to be adopted in cases where fidelity guarantee bonds of nationalized Insurance companies are deposited as security will be in the form indicated in **Appendix X**.

(G.O.I., M.O.F. No.4314-B-49 dated 28-6-1949 & O.M. No. D-433-B/48 dt. 27-03-1948 as amended by O.M. No.D-5880/B/48 dt. 30-4-1948; O.E. Case No. 8-19 & N.O.K.W. 8-19)

PARA-274(C): ACCEPTANCE OF FIDELITY BONDS AS SECURITY DEPOSITS

Fidelity bonds of the nationalized Insurance Companies may be accepted in lieu of cash or National Savings Certificates from employees, who are required to furnish security deposits subject to the conditions of the Rule 20 and 21 of the code of the currency department (6th Edition). In such cases it is essential to see that the employee is insured with the company for the amount of the security deposit and the policy is kept alive from time to time by prompt payment of the premia.

PARA-275 SPECIAL PAY OF CASHIER AND ASSISTANT CASHIER

I. SPECIAL PAY TO CASHIER

The power to grant special pay is delegated to the Head of the Department who at their discretion may appoint Senior Accountant/Accountant to perform the duties of cashier. The grant of special pay will be subject to the following conditions:-

- (i) The monthly average amount of the actual cash disbursement (excluding payments by cheques and amount of receipts) will be the basis for arriving at the amount of special pay.
- (ii) The head of the department concerned should certify on the basis of the previous financial year's average, the amount of the cash disbursed and sanction the rate of special pay appropriate to that quantum in each individual case.
- (iii) The special pay should be reviewed annually.
- (iv) The special pay is to be granted from the date of issue of orders of appointment as cashier or from the date of furnishing the security under chapter -15 of the Government Financial Rules 1963, whichever is later.
- (v) Not more than one official should be allowed the special pay in an office/department.
- (vi) The rates of special pay shall be as under :-

Amount of average monthly cash disbursed	Rate of special pay per month (Rs.)
Up to Rs. 50,000	150/-
Over Rs. 50,000 & Up to Rs.2, 00,000/-	300/--
Over Rs. 2, 00,000/- & Up to Rs. 5, 00,000/-	400/-
Over Rs. 500,000/- & Up to Rs. 10, 00,000/	500/--
Over Rs. 10, 00,000/-	600/-

- (vii) In cases where direct recruitment to the post of cashier is contemplated no special pay is admissible. Further where there are sufficient number of cashier in various grades to constitute a viable cadre in a department/organization then the post of cashier should not carry any special pay.
- (viii) Any relaxation of the terms and conditions will require the prior concurrence of the Ministry of Finance.

(Authority: G.I. Dept. of Per. & Trg., O.M. No. 4/6/2008-Estt. (Pay-II), dated the 1stOctober. 2008)

II. SPECIAL PAY TO ASSISTANT CASHIER

A sum of Rs. 80 P.M. as special pay is admissible to the assistant cashier.

(Authority: C.A.G's letter No.104-Audit.I/88-86/IV-87(23) dated 5-2-1987)

CHAPTER – XII

MISCELLANEOUS

PARA-276: REQUISITION FOR ORIGINAL DOCUMENTS/RECORDS OR SUMMONS TO MEMBERS OF THIS OFFICE

Letters from courts or other departmental officers containing requisitions for original documents and summons to members of staff for giving evidence in their official/private capacity are served and dealt with by Administration section

PARA-277: POINTS OF CONDUCT AND ETIQUETTE FOR THE GUIDANCE OF WITNESSES APPEARING BEFORE PARLIAMENTARY COMMITTEES OR THEIR SUB-COMMITTEES

The witnesses should note the following points while appearing before a parliamentary Committee:

1. Due respect to the Chairmen and the Committee/Sub-committee should be shown by the witness by bowing while taking his seat.
2. The witness should take the seat earmarked for him opposite to the seat of the Chairman.
3. The witness should take the oath, or make affirmation if so asked by the Chairman. The oath or affirmation will be administered by the secretary. The witness will take the oath or make affirmation standing in his seat and bow to the Chair just before taking the oath or making the affirmation and immediately afterwards.
4. The witness should answer specific question put to him either by the Chairman, or by a member of the Committee or by any other person authorized by the Chairman. The witness may be asked to place before the Committee any other points that have not been covered and which a witness think are essential to be placed before the Committee.
5. All submissions to the Chairman and the Committed should be couched in courteous and polite language.
6. When the evidence is completed and the witness is asked to withdraw, he should, while leaving, bow to the chair.
7. The witness should not smoke or chew when he is seated before the committee.
8. Subject to the provisions of Rule 270 of the Rules of Procedure and Conduct of Business in the Lok Sabha, the witness should note that the following acts shall constitute breaches of privilege and contempt of Committee.
 - (a) Refusal to answer questions.
 - (b) Pre verification or willfully giving false evidence or suppressing the truth or misleading the committee.
 - (c) Trifling with the committee; returning insulting answers.
 - (d) Destroying or damaging documents relating to the enquiry.

[(Lok Sabha Secretariat office Memo No. 74- PAC/57, dated the 11th June, 1957) received with Comptroller & Auditor General's letter No. 944-57' dated the 22nd June, 1957) (C.S.C.(Conduct) Rule 10 (1))]

PARA-278 TENDERING EVIDENCE BEFORE THE ADMINISTRATIVE REFORMS COMMISSION

The Government servants who are interviewed by the Commission are free to give frank expression to their personal views vide rule (3) of the C.C.S.(Conduct) Rules. No permission of the Government or of the Head of the Department is required for the purpose. But evidence tendered by the Commission should not be given publicity as that would amount to public criticism of government or unauthorized communication of information vide Rule 9&11 of the Central Civil Services (Conduct) Rules 1964.

Government servants are also free to submit memoranda, of their own accord direct to the Commission on any subject included in their terms of reference. In such memoranda, Government servant can give frank expression to their personal views, but the view so expressed should not be given any publicity. Care should also be taken to ensure that such memoranda do not reach any person/authority other than the Commission.

(Authority: M.H.A., O.M. NO. 25/8/66. Estt (A) dated 26 .7.1966 and 10thAugust 1966/C.C.S. (Conduct) Rule 10 (2))

PARA-279: APPEALS AGAINST THE DECISIONS OF THE CHIEF MEDICAL OFFICERS AND INDIVIDUAL MEDICAL OFFICERS

The government of India has decided that there should be no right of appeal from the findings by Chief Medical Officer or Authorised Medical Attendant about their physical fitness from candidates for appointment in government service. But if Government is satisfied in the evidence placed before them by the candidate concerned of the possibility of an error of judgment in the decision of the Chief Medical Officer or the Authorized Medical Attendant, it will be open to them to allow re-examination by another Chief Medical Officer or a Specialist or by Medical Board as may be considered necessary. The fee for such examination, if any, will be paid by the candidates concerned.

It has also been decided by the Government of India that if any Medical Certificate is produced by a candidate or a Central Government Servant as a piece of evidence about the possibility of an error of judgment in the decision of the Chief Medical Officer or other Medical Officer who had examined him in the first instance, the certificate will not be taken into account unless it contains a note by the medical practitioners concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for service by a Chief Medical Officer or other Medical Officer.

Government Servants or candidates for Government service whoa are declared unfit by Chief Medical Officer/Individual Medical Officer; should, if they desire to appeal against such decisions, do so together with the requisite evidence in support of their case within a month from the date of issue of the communications in which the findings of the Medical Officers are Communicated to the candidates/Government servant concerned

Authority:-(1) Government of India, Ministry of health, Memo No. F. 7 (1) – 27 /51 –M-II, dated the 18th January 1952 received under controller & Auditor General's endorsement No. 590/Nge/II/218/50-Vol. II, dated the 26th February, 1952.

(2) Government of India Ministry of Health, Office Memorandum No. F.7(1)-6/53 -M-II, dated the 27th March, 1953.

(3) Government of India Ministry of Health, Office Memorandum No. F.7(1)-10/53-M-II, dated the 1st May, 1953 received under comptroller & Auditor General's endorsement No. 1579-NGE/II 2-53, dated the 2nd June, 1953.

PARA-280: COMPETENT AUTHORITY FOR SIGNING THE APPOINTMENT ORDER

The following general instructions on the above subject have been issued by the Government of India for strict observance:-

- (i) For every "Gazetted" appointment there should be a gazette Notification and for every other appointment there should be a formal order of appointment as distinct from an offer of appointment;
- (ii) The notification or the appointment order should expressly state that the appointment is made by the authority empowered to make such appointment and should be signed by the appointing authority or, where this is not practicable, by any other officer signing for the appointing authority. In such cases, however, the officer signing should ensure that the appointment has been formally approved by the appointing authority and the fact recorded on the file. In no case should the appointment order be issued by an officer higher than the appointing authority.

(G.I. Ministry of home Affairs, Office Memorandum No. F7 (43) / 57-East. (A) dated the 24th January, 1958 received under Comptroller & Auditor General's endorsement No. 581-G.E. II /9-58, dated 27th February, 1958)

PARA-281: ALTERNATION IN THE DATE OF BIRTH

At the time of appointment every Government servant shall declare his date of birth which is required to be accepted by the appointing authority on production, as far as possible, of documentary evidence such as High School or Higher /secondary or Secondary School certificate or extract from Birth Register. The date of birth so declared by the Government servant and accepted by the appointing authority shall not be subject to any alteration except under the circumstances specified below.

An attestation of date of birth of a Government servant can be made, with the sanction of the Comptroller & Auditor General, if

- (a) A request in this regard is made within five years of his entry in Government service;
- (b) It is clearly established that a genuine bonafide mistake has occurred; and
- (c) The date of birth so altered would not make him ineligible to appear in any school or University or Union Public Service Commission examination in which he had appeared or for entry into Government service on the date on which he first appeared at such examination or on the date on which he entered Government Service.

PARA-282: ENROLMENT OF CENTRAL GOVERNMENT SERVANTS IN THE HOME GUARDS ORGANIZATION

1. The Government of India have decided that ordinarily there should be no objection to Central Government Servant enrolling themselves in the officially sponsored auxiliary police organizations like, the Home Guards, National Volunteer Corps, Prantiya Raksha Dal, etc. provided that the Head of their Department considers that this can be done without detriment to their official duties. The grant of permission to join forces will be subject to the conditions:-

- i. That the period of training and duty as Home Guard etc. will be treated as special casual leave and the person concerned permitted to receive in addition to their pay such emoluments as the State Government may offer; and

- ii. That the Government of India will not be responsible for any risks/injuries, damages or other consequences arising out of or during the course of employment in the Home Guards etc. organizations.
2. Such of the Government servant as are holding key posts and who cannot be released during emergency need not be permitted to join the organization.
3. As far as possible it is envisaged that the normal period of training will be outside office hours. However, if in an emergency a Government servant who is enrolled as a member of the Home Guards organization is required by the Commandant General to perform any duties and functions during office hours, the period of absence shall be treated as special casual leave. The Government servants concerned may also be permitted to receive in addition to their civil pay, such allowances as may be prescribed for them under the Home Guards Rules.

PARA-283 (A): DIRECTOR GENERAL OF INSPECTION

The inspection of the civil Accounts Offices is conducted on behalf of the Comptroller and Auditor General by the Director General of Inspection who is assisted by staff appointed by the Comptroller and Auditor General.

PARA-283 (B): DIRECTOR GENERAL OF INSPECTION AND THE INSPECTION ACCOUNTANTS FORM PART OF THE ESTABLISHMENT OF COMPTROLLER & AUDITOR GENERAL'S OFFICE.

The Director General of Inspection form part of the establishment of the Comptroller and Auditor General's Office. The inspection Accountants are drawn mainly from the Audit and Accounts Offices, ordinarily for a period of not more than 5 years. No. Inspection Accountant is entrusted with the inspection of work of the parent Office.

PARA-283 (C): SUMMARY OF MAIN DIRECTIONS CONTAINED IN THE MEMORANDUM OF INSPECTIONS GOVERNING THE GENERAL PROCEDURE FOR CONDUCTING INSPECTION BY THE DIRECTOR GENERAL OF INSPECTION AND DRAFTING UP OF THE INSPECTION REPORT

The main directions contained in the Memorandum of instructions governing the General Procedure for conducting Inspection by the Director General of inspection and drafting up of the inspection Report issued by the Comptroller and Auditor General are summarized below for information (see **Appendix XI**). The inspection Reports are dealt with Internal Test Audit Section of this office in consultation with the Group Deputy Accountant General concerned.

(a) The Director General of inspection will send to the Head of the Office inspected, two typed copies of the Inspection Report within seven days of the completion of the inspection.

(b) The Director General of inspection will be required to follow up his/her report with the Accountant General by direct correspondence in an endeavor to settle between him/her all such points as do not involve any question of general nature points involving major policy which cannot be settled and matters of general interest concerning offices should be referred to the office of the Comptroller and Auditor General by the Director General of Inspection in the form of a memo for decision. On receipt of the reference, the matter will be

examined in his/her Office and the decision reached communicated to the Accountant General and the Director General of inspection.

(c) Proposals made by the various branches of this office for getting any work done by the Director General of Inspection should be sent through Internal Test Audit Section. Such proposals should be rare specially on account of the formation of Internal Test Audit Section which should undertake such special investigations as the Accountant General may suggest. Internal Test Audit section will, for this purpose maintain a simple register in which points requiring to be specially looked into by the Director General of Inspection should be recorded for being intimated to the Director General a few days before the latter takes up inspection of this office.

PARA-284: REPLIES TO PARLIAMENT QUESTIONS

Replies to Parliament questions are required to be routed to the Government of India only through the Comptroller and Auditor General of India even in respect of questions received direct from the Government of India. The proposed replies should, therefore, be sent to the Assistant Comptroller and Auditor General (P) by name along with a copy of the question and a copy thereof endorsed to Administration Section to enable that section to maintain a record centrally of all the parliamentary questions and replies thereto.

(Authority: C &AG's letter No. 6/RS/33-58 dated the 29th April, 1958)

PARA-285: PROCEDURE FOR THE SETTLEMENT OF CLAIMS ARISING OUT OF ACCIDENTS IN WHICH GOVERNMENT OWNED VEHICLES ARE INVOLVED

The Government of India, Ministry of Transport have laid down that by virtue of subsection (2) of section 94 of the Motor Vehicles Act 1939 the vehicles owned by the Government and approved total authorities are exempted from the necessity to take out policies of insurance against third party risks.

2. The order to ensure that all claims against Government in respect of death or bodily injury or of damage to property to third parties arising out of accidents in which Government owned vehicles are involved are settled promptly, the Government of India have outlined the following procedure for dealing with all such cases, expeditiously, so that the underlying object namely, prompt settlement of such claims, is not defeated.

INSTRUCTIONS TO THE CIVIL MINISTRIES OF THE GOVERNMENT OF INDIA REGARDING THE INSURANCE OF THEIR VEHICLES AND ACTION TO BE TAKEN IN THE EVEN OF ANY OF THESE BECOMING INVOLVED IN AN ACCIDENT

No liability at law attaches to the Government of India in respect of death, bodily injury or damage to property caused by the use of their vehicles, but in respect of any of their registered vehicles otherwise than under section 39 of the Motor Vehicles Act, 1939 they have accepted

- a) Extra legal liability to the extent of the legal liability whether for an official or unofficial purpose.
 - b) The legal liability attached to any persons driving the vehicle whether for an official or unofficial purpose.
2. Since insurance companies insure only legal liability and none attaches to the Government of India, Ministries should not insure their vehicles. Moreover since the Government of India owns an appreciable number of civil vehicles, by carrying their own insurance they will save the profit they would have been made by the insurance companies. As the Government of India have accepted the legal liability attaching to

any person driving one of their civil vehicles it is essential that order issued by the ministry regarding the use of vehicles should provide that vehicles should not be driven by any official other than the driver engaged for the purpose, except with the express orders, in writing of the Department, and that also there should be safeguards against any unauthorized use of vehicles. Where vehicles are allowed to be used by officers for private purposes on payment, this payment should be based on costs which include a sum equivalent to the premium that would have been paid had the vehicles been insured.

3. There has already been criticism of the provisions of the Motor vehicles Act which exempt Government from the necessity to insure their vehicles, on the grounds that there is danger of delay and difficulty in the settlement of genuine claims; and it is possible that the public may be afraid that they will not get a fair deal from Government in the event of any of them being involved in an accident. To meet these objections the following procedure will be followed by the Ministries of the Government of India;
 - A. The Ministry concerned will in the first instance endeavor to reach a settlement with the aggrieved party out of court.
 - B. If the accident occurs in a locality where it is inconvenient for an officer of the Ministry to conduct an investigation, the District Magistrate of the District in which the accident takes place will assess the compensation to be paid to the aggrieved party on behalf of the Ministry concerned and will offer it to the aggrieved party in the final settlement; if the aggrieved party accepts the amount so offered, the Government of India will pay without further argument; provided that no sum exceeding Rs. 2000/- shall be so offered by any District Magistrate until he has obtained consent of the Ministry concerned.
 - C. If it is impossible to reach a settlement out of court the aggrieved party will be permitted to take legal action in the civil court against the driver, Government undertaking to honor the court's decree.
 - D. It is important the Ministries should issue orders regarding the action to be taken when any of their vehicles is involved in an accident; the instructions set out below have been prepared for guidance in this respect.
 - a) If a vehicle is Involved in an accident the driver should after making any report to the police required by section 89 of the Motor Vehicles Act bring the full facts of the case to the notice of the office of the Ministry immediately responsible for the control of the vehicle without avoidable delay.
 - b) Neither the driver nor any other officer except the prescribed senior officer mentioned in paragraph (c) below should:
 - (i) Embark on, or incur any expenditure on litigation
 - (ii) Make any offer, or promise of payment, for settlement; or
 - (iii) Make any admission of liability; in respect of any claim made by a third party. This should, however not be regarded as debarring them from answering truthfully any reasonable questions especially questions asked by a police officer in uniform. In this connection attention is invited to the duties of owners and drivers described in section 86 of the Motor Vehicles act.
 - c) The Office to whom a report is made in accordance with (a) above should be required to report the full facts to a specified officer (referred to hereafter as "the Officer concerned") who should normally be a senior officer of the Ministry selected for the purpose. This officer should be required to act much in the same way as an insurance company in the case of a private vehicles, that is to say he should keep in

touch with progress of cases, deal with claimants and their legal advisers, instruct the counsel where cases are taken to court, and make arrangements for payment when settlement is reached or when judgment is delivered. Further he may be given power to compromise claims out of court. Where possible he should endeavor to obtain first hand knowledge of the cases he is required to settle by visiting the spot questioning witnesses etc.

- d) In regard to the settlement of claims, stress must be laid on the need for avoiding unnecessary delay in this connection. Ministries should arrange with their Financial Advisors regarding the extent to which the Officer referred to in can be empowered to sanction amounts necessary to settle cases quickly out of Court. The Indian workmen's compensation act should be used as a guide in calculating compensation for death or injury within the provision of that act.

(G. I., Min. of Transport Memo No. 37-T(19)/46 dated the 1st December 1950 received with the C.A. G. 's endt. No. 266 –Admn./44/51 dated the 29th January, 1951. Case No. OE/33-398)

PARA-286: LENDING OF STAFF AT THE TIME OF ELECTIONS TO THE CENTRAL/ STATE LEGISLATURES

The Comptroller and Auditor General has decided that following procedure should be followed by the Heads of Departments under his control at the time of elections to the central and State Legislatures

(i) GENERAL ELECTIONS

Heads of department should render such assistance as may be required by the State Government in connection with the General Elections of the Legislature in Uttar Pradesh. Any expenditure on Traveling Allowance Incurred in Central Department in connection therewith will be debitable to the State Government.

(ii) BYE - ELECTIONS

The Comptroller and Auditor General considers that in the case of bye-elections it should be possible for the State Government to call in their officers from other stations, if necessary. Such assistance as is still required by the State Government may be obtained by them in consultation with the Ministry of Finance to the Government of India.

The Accountant General may entertain and dispose such requests in direct correspondence with the State Government in accordance with the principle enunciated above and having due regard to the members of staff available and required position about arrears of urgent work etc. No staff should, however, be withdrawn from election work after having previously agreed to offer their services, as such last minute changes might have the effect of suddenly facing the State Government with a most embarrassing and difficult question.

(C.A.G's letter No. 1878 – NGE – II/204-49 dated the 29th June, 1949)

PARA-287 (A): PROCEDURES FOR A CHANGE OF NAME BY GOVERNMENT SERVANT

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 changing his name 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 Gazette of India. The publication should in both cases, be undertaken by the Government servant himself/herself at his/her own expense. For the publication of advertisement in the Gazette of India a Government servant should approach the Manager of publications, Government of India, publication

Branch, Civil Lines, New Delhi. The adoption of the 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 personal files 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 two witnesses, preferably Gazetted Officers.

(Vide G.I., M.H.A. O.H. No. 60/274 – 48 – Easts. Dated 3.11.1948, G.I. Ministry of Home Affairs Letter No. 161/51- Easts dated the 19th August, 1951, and G.I., M.H.A. O.M. No. 87/52 – Easts dated 24.03.1952. Case No. O.E./ 33- 394)

PARA-287 (B): PROCEDURE FOR CHANGE OF NAME ON MARRIAGE

In the case of female Government servant who desires to have an entire change in their names after marriage (and not merely a change of surname) the formalities (for alteration/change of name by Government servant) will have to be gone through.

In cases where girls in Government services may desire on their marriage, a change of name to be noted in the official records and the formalities mentioned in Para 443(A) need not be observed in such cases provided that the Head of the Office/Department concerned is satisfied that the change sought to be effect is in fact in pursuance of marriage and the name is after the name of the husband.

In the case of a married women, who while in service get a valid divorce and desire to revert to her maiden name and also in the case of a widow who remarries and desires to have a change of name after the name of the second husband the formalities mentioned in Para 443(A) should be observed.

(Authority : C. & A. G.' s No. 5378 – NGE – II / 398 – 1958 dated 12.11.1959 circulated to all A.G. No. 5379 – NGE. II / 398 – 58 – Ests. G.I., Min. of Home Affairs U.O. No. 50055/ 65- Ests. (A) dated 25.05.1965 NGE. II/ 149- 65 dated 3-6-1965).

PARA-287 (C): CHANGE OF RELIGION

Scheduled Caste – concessions are admissible to the members of scheduled Caste who profess Hinduism or Sikhism and consequently any change of religion other than Hinduism or Sikhism will deprive him of the eligibility for the concession admissible to the members of the Scheduled Caste. Consequently it is necessary for such a person to give the declaration on change of religion. The procedure prescribed in the Ministry of Home Affairs Office Memorandum No. 60/274/49 – Ests dated 3.11.1948 for reorganizing the change in the name of the Government servants may be followed for recognizing the change in the religion and the deed form prescribed there in may be used with suitable modifications.

(Authority: C. & A. G. 'S No. 5599–NGE. II/ 393-58 dated 7.12.1959, C. & A.G.'s No. 2163 – N. III / 13 – 85 / I dated 2.07.1986).

PARA-288: ACCEPTANCE OF DOWRY BY GOVERNMENT SERVANT

With reference to rule 13 – A of Central Civil Services (Conduct) Rules 1964, no Government Servant shall

- (i) give or take or abet the giving or taking of dowry, or

- (ii) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

For the purpose of this rule, “dowry” has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961). Section 2 of this Act defines dowry as “any” property or valuable security given or agreed to be given directly or indirectly by one party to marriage to the other party to marriage or by the parents of either party to a marriage or to any other person at or before the marriage as consideration for the marriage of the said parties”, but does not include ‘Dower’ or in the case of persons to whom the Muslim Personal Law (Shariat) applies.

For removal of doubts, Explanation 1 below section 2 declares that “any” present made at the time of marriage to other party to the marriage in the form of cash, ornaments, clothes or any other articles, shall not to be deemed to be dowry within the meaning of this section, unless they are made as consideration for the marriage of said parties.

Persons who are guilty of giving or taking or abetting the giving or taking of dowry, or demanding any dowry directly or indirectly from the parents or guardian or a bride or bridegroom as the case may be, are liable to punishment prescribed in section 3 and 4 of the Act. Dowry can, therefore, no longer be treated as “Customary Gift”. Any violation of the provisions of Dowry Prohibition Act 1961 by a Government Servant will constitute a good and sufficient reason for instituting disciplinary proceedings against him, in addition to such legal actions may be taken against him in accordance with the provisions of the Act.

(Authority: D.P. & A. R. Nof. No. 11013/12/75. Estt. (A) dated 13.02.1976)

PARA-289: RIGHT TO INFORMATION ACT 2005- DISCLOSURE OF INFORMATION- REGARDING

The Right to information Act 2005 Came in force on 12th October 2005 The right to information means and includes :-

- (i) Inspection of works, documents.
- (ii) Taking notes, extracts in sanctified copies of the documents, the Right to information in this office in effective since 15-6-2005 and Deputy Accountants General/Administration of both the Accounts & Entitlement Offices function as Public information Officers. Instructions issued to disclaim information in terms of Section 7 & 8 of Right to information Act 2005 Senior Accounts Officer/Accounts Officer of Administration Section acts as Assistant Public Information Officer in both the A&E Offices.

2. Audit/Accounts Matter

2.1 According to Article 151 (1) of the Constitution of India, the Reports of the Comptroller and Auditor General of India relating to the audit and accounts of the Union shall be submitted to the President, who shall cause them to be laid before each House of Parliament. Under Clause (2) of the said Article, the Reports of the Comptroller and Auditor General of India relating to the account of a State shall be submitted to the Governor of the State, who shall cause them to be laid before the Legislature of the State. Under Section 8(1) (c), there is no obligation to disclose information that would cause breach of privilege of Parliament or the State Legislature.

2.2 The Finance Accounts, Appropriation Accounts & Audit Report goes through various processes before its finalization. Having regard to the intent and provisions of the RTI Act, all documents/information contained in inspection Reports and other like documents issued to the auditee may be disclosed. The

intent to report any matter to Parliament/State Legislature is established for the first time only when 'Draft Audit Para/ Draft Review' is to the Government (auditee entity) for confirmation of facts & figure and for comments. Accordingly, privilege may be claimed only in respect of Draft Audit Paras/Draft Reviews and 'Bond copies' of Audit Reports sent for signature of CAG. Once the Audit Report is laid on the Table of the Parliament/State Legislature (s) it would come within the public domain. Audit memos, Half Margins and other working papers that relate to Inspection Reports and Audit Reports are of internal nature and may not be disclosed.

2.3. In future all Inspection Reports may be issued with the following disclaimer statement:-

"The Inspection Report has been prepared on the basis of information furnished and made available by-----
- (Name of auditee entity). The Office of Accountant General (Name) disclaims any responsibility for any misinformation and/or non-information on the part of auditee/ of which entity accounts are being maintained."

In respect of information being sought on past Inspection Reports and accounts, information may be disclosed to any person with a similar disclaimer statement.

2.4. In case of request for letters and other communications issued by the auditee or account entity, action may be taken in terms of Section 6(3) of the Act to transfer the request to the concerned public authority under the Act to transfer the request to the concerned public authority under intimation to the petitioner within the time limit prescribed under the Act. This will relate to all letters and communications issued by the auditee or account entity and mentioned in the Inspection Reports and Audit Reports already placed before Parliament/Legislature.

3. Administration Matters

3.1 In respect of documents relating to office management, Administrative Reports brought out by each office can be made available for the prescribed cost. Information relating to the budget details, details regarding welfare activity, recreation, details regarding tenders etc. after conclusion of the contract, promotion, appointment, pay fixation, gradation list, and roster details can be disclosed.

3.2 Information that is purely personal in nature the disclosure of which has no relationship with any public activity or interest need not be disclosed in terms of Section 8(1) (f) of the Act. In this category the personal details of the Government servants, their family, GPF balance, CRs, etc should not be disclosed.

4. The obligation under the Act is to disclose only the information available and it is not necessary to generate information for disclosure. As a general rule, internal noting should not be disclosed.

5. A copy of the 'Right to Information (Regulation of Fee and Cost) Rules, 2005 issued by Department of Personnel & Training vide Notification dated 16.9.2005 is placed as Annexure for levy of fee/cost for disclosure of information.

(TO BE PUBLISHED IN PART-II, SECTION 3, and SUB-SECTION (1) OF THE GAZETTE OF INDIA)

Government of India

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

New Delhi, Dated the 16th September 2005

Notification

G.S.R..... In exercise of the powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the Right to Information Act, 2005 (22 of 2005), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement-

- (1) these rules may be called the Right to Information (Regulation of fee and Cost) Rules, 2005.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions- In the rules, unless the context otherwise enquires,-

- (a) 'Act' means the Right to Information Act, 2005;
- (b) 'section' means section of **the Act**;
- (c) all other words and expression used herein but not fined and defined in the Act shall have the meanings assigned to them under the Act.

3. A request for obtaining information under sub-section (of section 6 shall be accompanied by an application fee of rupees by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority.

4. For providing the information under sub-section (1) or section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-

- (a) Rupees two for each page (in A-4 or A-3 size paper created or copied);
- (b) Actual charge or cost price of a copy in larger size paper;
- (c) Actual cost or price for samples or models; and
- (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

5. For providing the information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the following rates:-

- (a) for information provided in diskette of floppy rupees fifty per diskette or floppy; and

- (b) for information provided in printed form at the price fixed for staff publication or rupees two per page of photocopy for extracts for the publication.

(Hari Kumar)

Director

[F. No. 34012/8(s)/2005-Estt.(B)]

To,

The Manager,

Government of India Press,

Mayapuri, New Delhi.

PARA -290: MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS):

The scheme (MACPS) is operational from 1st September, 2008. The scheme is based on the recommendations of the sixth pay commission.

The scheme envisages grant of three financial up-gradations to Group 'A', 'B', and 'C' employees on completion of 10, 20 and 30 years of continuous regular service.

The scheme is not applicable to the organized Group 'A' Service, Casual employees (including those with temporary status), ad hoc and contract employees, but applicable to work charged employees, if their service conditions are comparable with regular establishment.

The scheme will in no case affect the normal (regular) promotional avenues available on the basis of vacancies.

PARA-291 : CONDITIONS FOR GRANT OF BENEFITS UNDER MACPS

- (i) The scheme merely makes/allows placement in the immediate next higher grade pay in the hierarchy of the recommended revised Pay Bands and Grade Pay.
- (ii) The financial up-gradations under the MACPS would be admissible up to the highest Grade Pay of Rs. 10,000 in PB-4.
- (iii) The financial up-gradations under the MACPS will be admissible whenever a person has spent 10 years continuously in the same Grade Pay. The second up-gradation is admissible after completion of 10 years regular service from the date of first financial up-gradation. The third up-gradation admissible after completion of 10 years regular service from the date of second financial up-gradation. If the first financial up-gradation gets postponed on account of the employee not found fit or due to departmental proceedings etc., this would have consequential effect on second and third financial up-gradations which would also get deferred accordingly.
- (iv) Three financial up-gradations under the MACPS in the entire career of an employee will be counted against regular promotions availed from the grade in which an employee was appointed as a direct recruit.
- (v) If an employee in PB-1 in the Grade Pay of Rs. 1,900 gets his/her first regular promotion in the PB-1 in the Grade Pay of Rs. 2,400 on completion of 8 years of service and then continues in the same

Grade Pay for further 10 years without any promotion, then he/she would be eligible for second financial up-gradation under the MACPS in the PB-1 in the Grade Pay of Rs. 2,800 after completion of 18 years (8+10years)

- (vi) In case, he/she does not get promotion thereafter, then he/she would get third financial up-gradation in PB-2 in the Grade Pay of Rs 4,200 on completion of further 10 years of service i.e. after 28 years (8+10+10).
- (vii) The period of regular service for grant of benefits under the MACPS will be counted from the grade in which an employee was appointed as a direct recruit.
- (viii) Financial up-gradation under the MACPS will be given next higher Grade Pay in the hierarchy of the recommended revised Pay Bands and Grade Pay without creating new posts for the purpose..
- (ix) The financial up-gradations under the MACPS will be purely personal to the employee concerned and will have no relevance to his/her seniority position.
- (x) On up-gradations under the MACPS, pay of an employee will be fixed under Rule 13 of Central Civil Services (Receipt & Payment Rules, 2008). The financial benefit allowed under MACPS will be final and no pay fixation benefit will accrue at the time of regular promotion, i.e. posting against a functional post in the higher grade.

However, at the time of regular promotion, if it happens to be in a post carrying higher grade pay than what is available under the MACPS, no pay fixation would be available and only difference of the grade pay would be made available.

- (xi) If an employee has been offered regular promotion but it was refused by the employee before becoming entitled to a financial up-gradation, no financial up-gradation shall be allowed, as such an employee has not been stagnated due to lack of opportunities.
- (xii) If an employee, after availing the financial up-gradation under the MACPS subsequently refuses to accept the regular promotion, the financial up-gradation already granted will not be withdrawn. However, the subsequent financial up-gradation will get postponed.
- (xiii) If an employee, after getting promotion/ MACPS seeks unilateral transfer on a lower post or lower scale, he/she will be entitled only for second and third financial up-gradations on completion of 20/30 years of regular service under the MACPS from the date of his/her initial appointment to the post in the new organization
- (xiv) Regular service includes all periods spent on deputation/ foreign service/ study leave and all kinds of sanctioned leave.
- (xv) Past service rendered in a State Government/ Statutory body/ Autonomous body / Public Sector Organization should not be counted towards regular service.

[OM dated 19.05.2009]

APPENDIX- I

(Referred to in Para 2(A))

DISTRIBUTION OF SUPERVISORY CHARGE OF OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), UTTARAKHAND, DEHRADUN

Secretary to PAG	D.A.G./ Sr. D.A.G.(Admn. & A/cs)	D.A.G./Sr. D.A.G. (Funds)
---	AAGs /Sr. A.Os./A.Os	AAGs/Sr. A.Os./A.Os
AAOs	AAOs	AAOs
Sr. Acctts/Acctts. & other staff	Sr. Acctts/Acctts. & other staff	Sr. Acctts/Acctts. & other staff
PAG Secretariat, ITA, PAO, Report, Welfare	DAG(Admn. & A/cs) Cell, Admn-I,II, III & IV, Legal Cell, Pension, Pension (C), Hindi Cell, TM, LA, GE, ITSG, TRS, WAD-I&II, Forest, AC(D), Book (C) & Budget, GD, Dak & Dispatch , RMSG, VLC, VFC, TOS, CSS Cell	DAG (Fund) Cell, FMG-I to VII, EDP (Fund), FRS, FOS

APPENDIX –II

RETURNS/REPORTS DUE FROM ADMINISTRATION CO-ORDINATION

MONTHLY	Due Date	QUARTERLY	Due Date	HALF YEARLY	Due Date	YEARLY	Due Date	
Monthly Statement of Sanctioned Staff Strength (MIP)	<i>10th of the next month</i>					Annual Returns of immovable property in r/o IA&AD (Gr. 'A' Officers only)	<i>1st Jan.</i>	
						P.M's new 15 point programme for the Welfare of minorities-measure to give special consideration to minorities in recruitment regarding.	<i>20th April</i>	
						Copies of Gradation list as on 1 st March, Annually	<i>1st June</i>	
						Annual Returns on the APAR.	<i>24 Dec.</i>	
Monthly Review of Expenditure (including HBA and other than HBA)	<i>10th of the next month</i>	Quarterly expenditure on pay & Allowances for each year (To be sent to MOF, Deptt. of Exp. with a copy to C&AG office.	<i>31st July 31st Oct. 31st Jan 30th April</i>			Annual Final review of Expenditure. (March Final)	<i>15 May</i>	
						Annual REs for the current year and BEs for the next year (a) Gazetted (b) Non-Gazetted (including HBA and other than HBA).	<i>10th Sept.</i>	
Monthly Report on pending disciplinary cases	<i>1st week of subsequent month</i>	Quarterly Returns regarding information of the Office Council	<i>7th March 7th June 7th Sept. 7th Dec.</i>			Annual Statement of vigilance complaint cases against Officer/Staff of the office.	<i>15th Jan</i>	
						Annual Document required to be submitted by recognized association to be submitted by recognized service association copies of constitution also to be submitted.	<i>1st July</i>	
		Quarterly report regarding number of Consultants engaged.	<i>10th April 10th July 10th Oct. 10th Jan.</i>				Annual Information in respect of membership of recognized Association/ Union/Federation /re-verification of membership under check off system.	<i>1st Aug.</i>
							CTP in r/o J&K migrants Staff	<i>Feb.</i>
							Appeal in r/o temporary sanctioned post 02 Ad-hoc AAO 01 Staff Car Driver	
		Quarterly Returns regarding arbitration cases pending for more than 01 year (NIL report to be sent)	<i>15th April 15th July 15th Oct. 15th Jan.</i>			Appeals addressed to C&AG of India but with held by AG. Annually	<i>30th April</i>	
		Quarterly statement showing Civil Suits by serving/retired Govt. Servant of IA&AD against the govt. pending.	<i>7th April 7th July 7th Oct. 7th Jan.</i>	Half Yearly Report of such cases where special casual leave has been granted by the Head of the Department.	<i>10th Jan. & 10th July</i>	Annual Report on SC/ST/OBC Report I/II showing the representation of SCs/STs/OBCs in Service and number of apptt. made.	<i>31st Dec. each year</i>	
						Annual report of Physically Handicap	<i>31 Dec. each year</i>	
		Half Yearly Gender perspective Plan (2007-2012)	<i>31st March 30th Sept.</i>			Annual Return on sexual harassment of working women.	<i>31st Dec.</i>	

(Referred to in para 141)

RETURNS/REPORTS DUE FROM ADMINISTRATION COORDINATION

(.....To Whom due for submission)

SL No.	Particulars of Return/ Report	Due Date & Period	Weekly	Fortnightly	Monthly	Quarterly	Half Yearly	Annually	Authority
1.	2	3	4	5	6	7	8	9	10
1	Returns & Report For All The Sections In Admn. Co. Ordination	Monday 10 th & 25 th	B.O.	Sr.DAG	-		-	-	
2	Urgent Letters Diary	Monday 10 th & 25 th	B.O.	Sr. DAG(A)	-	-	-	-	
3	Ordinary letter's Diary	Monday	B.O.	-	Sr.DAG (A)		-	-	
4	C& AG/G.I Letter Diary	Monday	BO/ Sr. DAG(A)	-	-	-	-	-	
5	Dispatch Register	1st	B.O.	-	-	-		-	
6	Calendar of Returns	Monday 5 th	B.O.	-	Sr. DAG	-	-	-	
7	Register of Codes & Manuals	5 th of every month	-	-	BO	-	-	-	
8	Report on progressive use of Hindi	1 st week of April, July, Oct., Jan.	-	-	BO Hindi Cell	-	-	-	
9	Anrear Report	3 rd of April, July Oct. Jan.	-	-	BO	Sr.DAG/ ACASS VII, July, Oct. &	-	-	
10	Report of late attendance	1 st of month	-	-	BO	-	-	-	
11	Absentee Statement	18 th	-	-	BOPC	-	-	-	
12	Incumbency Register	1 st of April, July, Oct. & Jan	-	-	BO	Sr.DAG(A)	-	-	TM1/III.33(II)/73 dated 21.5.74

<u>Sr. DAG(Admn.)Cell</u>									
SL No.	Particulars of Return/ Report	Due Date & Period	Weekly	Fortnightly	Monthly	Quarterly	Half Yearly	Annually	Authority
1.	2	3	4	5	6	7	8	9	10
1	Report on Adverse remarks	1 st Monday	-	Sr. DAG(A)	PAG				
2	Register of Codes & Manuals	7 th April and 20 th Jan.	-	-	-	Sr.DAG(A)			
3	Deputation Ao/AAO to officers post	5 th Jan & July	-	-	-		CAG	-	No. 1997NGE-II/8986 dated 23.7.1986
4	Group 'C' Officials on deputation/foreign service for a period exceeding three years	5 th Jan & July	-	-	-	-	CAG	-	CAG No.226-N-3/685/vol-III dt.3.7.86

5	Report on immovable property of Group 'A' officers	31 st Jan	-	-	-	-	-	CAG	CAG No. 181GE- /37-67dt.10.1.86
6	Pending disciplinary cases in respect of Group 'B' Officers	15 th Jan 15 th July	-	-	-	-	-	CAG	CAG No. 16- NGE 94 No. 70 NGE-Disc/1994 dated 13.1994
7	Statement of Vigilance cases against the non-gazetted staff	15 th Jan	-	-	-	-	-	CAG	CAG's no. 171- 6E. 15-84/Vig dt. 28.3.84
8	Review of cases under FR 56-J in respect of Gr 'B' and (C) officials	14 th August	-	-	-	-	-	CAG	CAG No. 2639/N- 3/76-86II dated 20.07.1987

3. ADMINISTRATION									
SL No.	Particulars of Return/ Report	Due Date & Period	Weekly	Fortnightly	Monthly	Quarterly	Half Yearly	Annually	Authority
1.	2	3	4	5	6	7	8	9	10
1	Register of complaints	Monday (1st, 15 th)	BO	Sr.DAG(A)					
2	Opinion Diary	10 th , 25 th	-	BO, SR, DAG					
3	Report on Appeal Diary	10 th , 25 th	-	BO	Sr. DAG (A)				
4	Sanction Strength of Staff and number of Vacancies in each cadre on 1st of each month	10 th	-	-	CAG				
5	Monthly statement of regular temporary posts sanctioned by AG under delegated powers.	10 th	-	-	CAG	-	-	-	
6	Review of monthly expenditure in respect of officers of IA&AD	20 th from Sept on wards	-	-	CAG	-	-	-	
7	Sanctioned strength and officer on duty as on 1st on month	5 th	-	-	CAG	-	-	-	
8	Progress of expenditure under Audit	19 th of Expt. On wards	-	-	CAG	-	-	-	
9	Report on compilation/revision and updating of manuals	3 rd of April, July, Oct. & Jan	-	-	-	CASS-VII			
10	Material for inclusion in C&AG's	1st April, July, Oct. & Jan	-	-	-	WOCASS-VII			
11	Quarterly list of appeals/memorials to CAG with held by AG	15 th of April July Oct. & Jan	-	-	-	CAG	-	-	CAG's No.1745- NGE-II/109-68 dt.29.12.64
12	Report regarding transfer of SOGE passed auditors to other offices	15 th of April July, Oct. & Jan	-	-	-	CAG	-	-	CAG No.1128NGE- III/4180 dt. 18.4.80

13	Statement of pending legal cases	31 st March 30 th June 31 st Oct 31 st Dec.	-	-	-	CAG	-	-	CAG No.173 O- NGE-III/29- 75/Vol I dt. 26.8.79
14	Statement showing civil suits against Govt. by serving/retired Government servant.	31 st March, 30 th June, 31 st Oct, 31 st Dec.	-	-	-	CAG	-	-	CAG No.1730- NGE-III/29- 75/Vol dt. 26.8.79
15	Statement showing position of civil suits Writ petition/application filed by serving/retired State Government employees and other persons not belonging to IA & AD against Government where in imp leaded defendant/ respondent.	31 st March, 30 th June, 31 st Sept. 31 st Dec.	-	-	-	CAG	-	-	CAG No.56NGE- III/1986, No.405- VO/71-86 dt. 18.7.86
16	Transfer of surplus AAOs/SOGE passed clerks to other audit Offices Performa showing the number of SOGE passed men awaiting promotion and shortage in AAOSO cadre	25 th March & Oct.	-	-	-	-	CAG	-	CAG No.2921- NGE-III/8-84-Vol dt. 12.9.84 and NGE-III 84/84 dt. 22.9.84
17	Reservation of vacancies for Ex-serviceman in Group 'C' and Group 'D' posts under Central Government	15 th of July & Jan	-	-	-	-	CAG	-	CAG NO.2016 NG III/25-II dt. 1.7.68
18	Report on Special Casual leave grants by H.Q. office under powers delegates to Head of the Department.	5 th June & Jan	-	-	-	-	CAG	-	CAG NO.1747- I/56 dt.20.6.79
19	Copies of Gradation list as on 1st March	15 th June	-	-	-	-	-	-	
20	Proposal for temporary establishment (Gazetted)	15 th Aug	-	-	-	-	-	CAG	
21	Budget proposals of Gazetted). Officers/Group 'A' Officers	Ist week Aug	-	-	-	-	-	CAG	
22	Representation of SC/ST in services reservation of reserved vacancies	15 th March	-	-	-	-	-	CAG	CAG's No.329- NGE-III/55-77 (iii) dt. 7.3.77
23	Proposal for temporary establishment for inclusion in the RE and BE for current and next year.	25 th July	-	-	-	-	-	CAG	CAG No.129-94- BRS/304-81(1)
24	Final review of expenditure	30 th June	-	-	-	-	-	CAG	CAG No. 283- BRS/746 dt. 15.5.69
25	Revised estimates for the current and Budget estimates for the next year (Gazetted. An Non-Gazetted.)	Sept.	-	-	-	-	-	CAG	CAG No.2204 dt. 3.3.70
26	Departmental Examination passed candidate awaiting for promotion as Auditor	15 th of July and Jan.	-	-	-	-	-	CAG	CAG No.2921,, NGE-III/84 dt. 22.09.1984
27	Report for monitoring recruitment of minorities in Government Services	30 th April & 31 st Oct.	-	-	-	-	-	CAG	CAG No. NGE/34/99 no. 709
28	Sanction of Higher Scale under	1 st Jan. & 15 th July	-	-	-	-	-	CAG	-

	Assured Career Progression Scheme								
29	Annual Report on appointment of SC/ST/OBC candidates in Central Government Services	15 th January	-	-	-	-	-	CAG	CAG No.15/NGE/2004 no.47 NGE(Ap.)2-2004 KW dated 10.02.2004
30	Annual Report on Sexual Harassment of Female staff	31 st Jan.	-	-	-	-	-	CAG	CAG No. NGE 12/2000, No. NGE/DISC 34-99 dated 24.01.2000
31	Annual Report on representation of Physically Handicapped persons in Central Government Services	28 th Feb.	-	-	-	-	-	CAG	CAG No.1151 NGE (Ap.)46-98 dated 28.10.1998
32	Report on organization of Departmental Promotion Committee	10 th Jan.	-	-	-	-	-	CAG	CAG No. NGE/23/2000 No. 393 NGE (Ap) 12-2000 dated 24.04.2000

4	EXAMINATION SECTION								
SL. No.	Particulars of Return/Report	Due Date & Period	Weekly	Fortnightly	Monthly	Quarterly	Half Yearly	Annually	Authority
1.	2	3	4	5	6	7	8	9	10
1	Type test of serving clerks recruited on or after 1.1.67 and matriculate Group 'D' promoted clerks.	April July Oct & Jan	-	-	-	Sr.DAGA	-	-	
2	Setting of question papers for department examination for auditors.	Jna/July	-	-	-	-	Sr. DAG/A	-	Sr. DAG/A's order
3	Departmental Examination for Auditors issue of Office Orders and calling for application for taking up the examination.	Feb/Aug	-	-	-	-	Sr. DAG/A	-	CAG's No.42 Exam-160-86 dt. 17.5.88
4	Evaluation of training programs being conducted in filed officers.	Jan/July	-	-	-	-	CAG	-	CAG's No.625 O&M-91-84 dt. 28.7.84
5	Six monthly report regarding evaluation of compulsory training in typing to clerks promoted from Group 'D'	15 th July & Jan	-	-	-	-	CAG	-	CAG's No.79-O&M-Trg/42-87 Dt. 21.3.88
6	List of candidates for SOGE to be prepared & sent.	15 th Aug	-	-	-	-	-	CAG	Para 197 of MSO/A Vol I
7	Consolidated list of candidates permitted to withdraw their candidature from examination	After Exam	-	-	-	-	-	CAGdo.
8	Certificate of completion of training for eligibility to appear in Pt. I and Pt. II of SOG Exam.do.	-	-	-	-	-	CAG	CAG's No.721 Exam/154-74 dt. 1.10.74
9	Departmental examination for promotion of clerks as steno	When occasion arise	-	-	-	-	-	CAG	Para 4.6 of MIR

10	Incentive Examination for Senior Auditors	April	-	-	-	-	-	CAG	CAG No.768-Exam/27-28
11	List of Candidates for revenue Audit Examination	15 th Aug.	-	-	-	-	-	CAG	Para 237 of MSO (D) Vol I.
12	Consolidated list of candidates permitted to withdrawal of their candidature from Exam	15 th Aug (After exam)	-	-	-	-	-	CAG	
13	Certificate of completion of training of Revenue Audit.	15 th Aug	-	-	-	-	-	CAG	

5. Personal Claims Section									
SL. No.	Particulars of Return/Report	Due Date & Period	Weekly	Fortnightly	Monthly	Quarterly	Half Yearly	Annually	Authority
1.	2	3	4	5	6	7	8	9	10
1	Bank Draft Diary	Last week of Month	-	-	SR.DAG				
2	Report on Honorarium /O.T.A. bill	10 th /25 th	-	No					
3	Report on T.A. bills	Monday/10 th /25 th	BO	Sr.DAG					
4	Report on G.P.F. Advances	Monday/10 th /25 th	BO	Sr.DAG					
5	House Building Advances Diarydo.....	BO	Sr.DAG					
6	Leave Travel concession/H.T.A Advance Diarydo.....	BO	Sr.DAG					
7	Diary of tuition fees reimbursement and children education Allowance	10 th /25 th	-	BO	Sr.DAG				
8	Bi-monthly return of expenditure on House Building Advance for the month of Jan & Feb.	1st/15 th	-	CAG	-	-	-	-	CAG NO.50/BRS/419 dt.5.1.85
9	T.A./L.T.C. Adjustment diary	15 th /30 th	-	Sr.DAG	-	-	-	-	Sr. DAG/A/PA/TR-71 dt.7.7.83
10	Diary of personal claims	Monday/10 th /25 th	BO	Sr. DAG	-	-	-	-	AG's order dt. 28.3.69
11	Diary of medical claimsdo....	BO	Sr.DAG					
12	Compilation of pay bills	5 days before last working day	-	-	BO				
13	Report on Increments and Efficiency bar Cases.	April/July	-	-	BO				
14	Surprise check of Cash by Group Officers.	Last week	-	-	AG				
15	Monthly review of leave travel concession	5 th	-	-	BO				
16	Statement of undisbursed pay	24 th	-	-	BO				

	and allowances								
17	Report on final withdrawal from G.P. Fund	5 th	-	-	GD				
18	Register showing the disposal of pension cases.	Last day of the month	-	-	BO Sr. DAG	AG			
19	Register of recovery of House Building advance	15 th	-	-	BO				
20	Review of advance	3 ^d /15 th	-	-	BO Sr. DAG				
21	G.P.F. Leger & Broadsheet of Group 'D' employees.								
22	Selection of Officer to supervise collection of cash on pay day.	22 nd	-	-	Sr. DAG				
23	Requisition of police van and guard on pay day.	20 th	-	-	SSP				
24	Congratulatory letters sent to retiring personal	Last week of month	-	-	Sr. DAG/AG				
25	Reminders in cases of persons due to retire within a year	Last week of month			BO				
26	Motor car advance	3 ^d	-	-	BO				
27	Other conveyance advances	3 ^d	-	-	BO				
28	Monthly statement showing the actual loans to Government servants during the year duly certified by PAO	From 15 th Sept onwards.	-	-	CAG				
29	Mortgage deed watch register	5 th		-	BO	Sr. DAG			
30	Review of cases under 56 (J) of Group 'B' and 'C' officers/staffdo....	-	-	-	Sr. DAG			
31	Casualty report of Non-Gazetted staff of the IA & AD	10 th of April July Oct. & Jan	-	-	-	CAG			
32	Verification of stamps of cashier	15 th of April July Oct. & Jan.	-	-	-	Sr. DAG			
33	Review of TA advance not adjusted within a period of 3 months	10 th of April, July, Oct. Jan	-	-	-	SR. DAG			
34	Statement of expenditure showing progress against sanctioned grant on account of advances for House Building	10 th of April July, Oct. Jan	-	-	-	Min. of works & Housing	-	-	CAG No.359-NGE-22-63 II dt 9.2.64
35	Statement of Honorarium to Non-gazetted staff.	15 th May & Nov.	-	-	-	-	CAG		
36	Statement of expenditure of House Building advance.	7 th April & Oct.	-	-	-	-	AG	-	CAG No.50/BRS-419-84 dt. 5.1.85

37	Statement V showing the provisional payment of pension made to retiring Government servant and mode of final payment made.	10 th July & Jan	-	-	-	-	AG		
38	Verification of service of those officials who have completed 25 years of service or due to retire within 5 years	10 th July & Jan.	-	-	-	-	AG		
39	List of Central Government Servants (IA&AS officers) due to retire in the next 24 to 30 months.	1st Jan & July	-	-	-	-	PAOCAG		
40	Report regarding verification of service.	31 st April	-	-	-	-	CAG	CAG No.61 1-Admn II/465-63 dt. 1.10.84	
41	Annual return of Income Tax.	31 st April	-	-	-	-		I TO	
42	Certified regarding annual attestation by Government in service Books.	30 th Sept	-	-	-	-	-	CAG	CAG No.25NG/68-61 dt.20.11.87
43	Acknowledgment of permanent advance	15 th April	-	-	-	-	-	CAG	
44	Annual expenditure statement on House Building Advance for the year.	15 th July	-	-	-	-	-	CAG	CAG No.2304/BRS/337 -81 (iv) dt. 19.5.82
45	Return showing the financial allotment and actuals under Grant. Loans to Government servant	31 st May	-	-	-	-	-	CAG	CAG No. 641- BRS/454-84-II dt. 25.2.85
46	Physical verification of legal documents such as mortgage deed sale deed, Building plan in the custody of AO/CASH	30 th Sept	-	-	-	-	-	Sr. DAG	SR. DAG(A)'s order dt. 6.11.88
47	Verification of duplicate Keys of Cash chest	April	-	-	-	-	-	Sr. DAG	AG's order Dt. 25.1.78
48	Premium & fidelity Bond by Cashier	June	-	-	-	-	-	Sr. DAG	
49	Issue of Certificate after completion of 25 years of services.	1st Jan	-	-	-	-	-	Sr. DAG	Rule 32 of CCS (Conduct Rules 1972.

6. Hindi Cell									
SL No.	Particulars of Return/Report	Due Date & Period	Weekly	Fortnightly	Monthly	Quarterly	Half Yearly	Annually	Authority
1.	2	3	4	5	6	7	8	9	10

1.	Report on progressive use of Hindi	25 th April July, Oct. & Jan	-	-	-	CAG	-	-	CAG No.55 Hindi 3-68 dt. 1.2.88
2.	Minutes of meeting of official language implementation committee.do.....	-	-	-	CAG Secy Raj Bhasha Vibhag Nideshak Kshetriya Karyalaya	-	-	CAG No. 55 Hindi 3-86 dt. 1.2.88
3.	Material for quarterly Hindi magazine Lekha pariksh. Jyotsna.	31 st March 30 June 30 th Sept. 31 st Dec.	-	-	-	Joint Director Hindi Vibhag	-	-	CAG No.647- Hindi/31-86-dt. 28.11.86
4.	Hindi, Hindi type and Hindi stenography training report.	Jan & July	-	-	-	-	Secretary Raj Bhasha Vibhag Officer In- charge Hindi Scheme	-	Ministry of Homes Raj Bhasha Vibhag-3/685- Hindi dt. 5.7.85
5.	Provisions of Shield for incentive for working in Hindi to subordinate officers.	April	-	-	-	-	-	CAG	CAG No.73 Hindi 25-85 dt. 15.12.85

APPENDIX – III
(Referred to in Para 143)
SERVICE INDEX CARD

Personal No. _____

1	(a) Name	
	(b) Father's/Husbands Name	
2	Date of Birth	
3	Local Address:	
4	Permanent Address	
5	Home Town Declared	
6	Religion / Caste :-	
7	Date of Appointment	
8	Initial Appointment in the Post of	
9	Whether appointed against special quota (SC/ST/Handicapped/Compassionate/Ex-Serviceman	
10	Date of Joining in A&E Office	
11	Highest Educational qualification	
12	Departmental Examinations passed and the year (in which passed)	
13	Date(s) of Promotion	
	i) Steno/Accountant	
	ii) PA/Sr. Accountant	
	iii) Assistant Accounts Officer	
	iv) Accounts Officer	
	v) Sr. Accounts Officer	
14	(i) Date of Confirmation	
	(ii) Post on which confirmed:	
15	State of Health: (Sound/Heart Ailment/Orthopedic HOH/Poor eyesight)	
16		
17	Merit Certificates/Cash Awards obtained	
18	Trainings attended in A&E Offices	
19	Deputation	
20	Special incidences/achievements (Social Service/Music/Art/ Literature etc.)	

EXPERIENCES *

- i) Prior to promotion as A.A.O. (Co-ordinations where he/she worked)-(considerable periods are only to be indicated).
- ii) As Assistant Accounts Officer
- iii) As Senior Accounts Officer/ Accounts Officer

Period	Coordination	Period	Coordination

Dated _____

Signature _____

Designation & Section _____

APPENDIX –IV

(Referred to in para 179)

PROFORMA FOR THE ANNUAL STATEMENT TO BE FILLED BY EACH OFFICE, REGARDING RECRUITMENT OF MERITORIOUS SPORTSMEN

Statement showing Number of Sportsmen Appointed to Group 'C' and Group 'D'/'MTS' posts/services during the year ending 31st December, 20_____

Sl NO.	Name of Office	Number of sportsmen appointed to Group 'C posts	Number of sportsman appointed to Group 'D'/ 'MTS' Posts	Total appointments during the year (Col.3 + Col.4)	Name of the Game and No. appointed against each	Remarks
		Total	Total			
1	2	3	4	5	6	7

Category wise breakup of the sportsmen appointed during the year mentioned in column 5.

1. Participation in International Competition.
2. Participation in National Competition.
3. Participation in Inter University Tournaments.
4. Participation in National School Games. Competition.

Sr. Dy. Accountant General (Admn)

SPECIMEN FORMS OF CERTIFICATES

FORM – 1

(For representing India in an International Competition in one of the recognized Games/Sports)

National Federation/National Association of _____

Certificate to a meritorious sportsman for employment to Group 'C' and 'D' service under the Central government.

Certified that Shri./Smt./Kumari _____ Son/Wife/Daughter of Shri. _____ Resident of _____ complete Address) represented the country in the game/event of _____ in 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 _____

Place : _____

Signature: _____

Date : _____

Name: _____

Designation: _____

Name of the Federation/

National Associations _____

Address Seal _____

Note :- This certificate will be valid only when signed personally by the Secretary, National Federation/ National Association.

FORM – 2

(For representing a State in an International Competition in one of the recognized Games/Sports)

State Association of _____ in the game of _____

Certificate to a meritorious sportsman for employment to Group 'C' and 'D'/'MTS' services under the Central Government.

Certified that Shri /Smt./Kumari _____ Son/Wife/Daughter of Shri. _____ Resident of _____ complete Address) represented the country in the game/event of _____ in 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 State Association of _____.

Place : _____

Signature: _____

Date : _____

Name: _____

Designation: _____

Name of the State Associations _____

Address Seal _____

Note :- This certificate will be valid only when signed personally by the Secretary, State Association.

FORM – 3

(For representing a University in the Inter - University Competition in one of the recognized Games/Sports)

University of _____

Certificate of meritorious sportsman for employment to Group 'C' and 'D'/'MTS' service under the Central government.

Certified that Shri /Smt./Kumari _____ Son/ Wife/ Daughter of Shri. _____ Resident of _____ complete Address) represented the country in the game/event of _____ in 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 Dean of sports of officer over all charge of sports in the University of _____.

Place : _____

Signature _____

Date : _____

Name _____

Designation _____

Name of the University: _____

Address Seal _____

Note:- This certificate will be valid only when signed personally by the Team/Director or other office in over all charge of sports in the University _____

FORM- 4

(For representing a State School team in the national games for School in one of the recognized Games/Sports)

Certificate to a meritorious sportsman for employment to Group 'C' and 'D'/MTS service under the Central government.

Certified that Shri./Smt./Kumari _____ Son/ Wife/ Daughter of Shri. _____ Resident of _____ complete Address) represented the _____ State School team in the game/event _____ in the National games for Schools 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 Directorate of public instructions/education of _____.

Place : _____

Signature _____

Date : _____

Name _____

Designation _____

Name of the University _____

Address Seal _____

Note :- This certificate will be valid only when signed personally by the Director of additional joint or Deputy Director in overall charge of sports games/ for Schools in the Directorate of public instruction/education of the State.

FORM - 5

(For the awardees in Physical Efficiency performance conducted by the Ministry of Educational and Social Welfare)

Certificate to a meritorious sportsman for employment to Group 'C' and 'D'/'MTS' service under the Central government.

Certified that Shri /Smt./Kumari _____ Son/ Daughter of Shri _____ Resident of _____ complete Address) represented the _____ School team in the game/event of _____ Student of _____ represented the Schools team/event of _____ in at the national competition 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 Ministry of Education and Social Welfare _____.

Place : _____

Signature _____

Date : _____

Name _____

Designation _____

Name of the University _____

Address Seal _____

Note :- This certificate will be valid only when signed personally by the Secretary or other officer in overall charge of physical efficiency in the Ministry of education and social welfare.

APPENDIX – V

(Referred to in para 180 and 181)

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION.

PART – I

1	(a) Name of the Government Servant (deceased/retired on medical grounds)	
	(b) Designation of the employee	
	(c) Whether it is Group 'D' / 'MTS' or not?	
	(d) Date of birth of the employee	
	(e) Date of death/retirement on medical grounds	
	(f) Total length of service rendered	
	(g) Whether permanent/temporary	
	(h) Whether belonging to SC/ST/OBC	
2	(a) Name of the candidate for appointment	
	(b) Relationship with the employee	
	(c) Date of Birth	
	(d) Educational qualification	
	(e) Whether any other dependent family member has been appointed on compassionate grounds?	
3	Particulars of total assets left including amount of	
	(a) Family pension (Total including relief)	
	(b) D.C.R. Gratuity (Actually due/paid)	
	(c) G.P.F. Balance (Actually due/paid)	
	(d) LIC policies	
	(e) CGE Insurance Scheme	
	(f) Leave encashment	
	(g) Movable and immovable properties and annual income earned there from by the family.	
	(h) Any other assets	
	TOTAL	
4	Brief particulars of liabilities if any	
5	Particulars of all dependents of the employee (if some or employed their income and whether they are living together or separately)	

Sl. No.	Name	Relationship with the Government Servant	Age	Address	Employed or not (if employed, particulars of employment and emoluments)
1.					
2.					
3.					
4.					
5.					

Declaration/Undertaking

1. 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 service may be terminated.
2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government Servant mentioned against 1 (a) of Part-I of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate

Shri/Smt./Km. _____ is known to me and the facts mentioned by him are correct.

Date:

Signature of permanent Government servant

Name _____

Address _____

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

Date:

Signature of the welfare officer

Name _____

Address _____

PART – II

(To be filled in by office in which employment is proposed)

1. (a) Name of the candidate for appointment _____
(b) His/her relationship with the employee _____
(c) Educational Qualification, Age & Date of Birth _____
(d) Post for which employment is proposed and whether it is Group 'C' or 'D'/'MTS' _____
(e) Whether there is Vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment? _____
(f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not? _____
(g) Whether the relevant Recruitment Rules provide for direct recruitment? _____
(h) Whether the candidate fulfills the requirements of the Recruitment Rules for the post? _____
(i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxations are to be given. _____
2. Whether the facts mentioned in part- I have been verified by the office and if so indicate the records? _____
3. If the employee died/retired on invalid pension more than 5 years back, why the case was not sponsored earlier? _____
4. Personal recommendations of the Head of the Department (with his signature and office stamp/seal) _____

APPENDIX – VI

(Referred to in para no. 312)

LEAVE FORWARDING MEMO

1. Name of section
2. Full name of applicant
3. Sr. Accountant/Accountant/Clerk /'MTS' Whether Permanent, Q.P./Temporary.
4. Graduation list No.
5. Date of Appointment
6. Pay bill and Group NO.
7. Nature and period of leave applied for
8. Request for prefixing and suffixing holidays, if any
9. Date of which he last attended office
10. Date on which he returned to duty after leave
11. Details of enclosures
12. Last leave taken
13. Whether any subsequent leave case pending in the section
14. Recommendation of Branch Officer

Assistant Accounts Officer

Sr. Accounts Officer/Accounts Officer

APPENDIX – VII

(Referred para 330(A))

MEDICAL CERTIFICATE FOR GAZETTED OFFICERS RECOMMENDED LEAVE OR EXTENSION OF LEAVE OR COMMUTATION OF LEAVE.

Signature of Government Servant _____ I, _____ after careful personal examination of the case hereby certify that Sri. /Smt./Kumari _____ whose signature is given above, is suffering from _____ and I consider that a period of absence from duty of _____ with effect from _____ is absolutely for the restoration of his/her health.

CMO/Staff Surgeon

Authorized Medical Attendant.

Dated _____

_____ Dispensary

NOTE: No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

APPENDIX – VIII

(Referred para 330(A))

MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE OR COMMUTATION OF LEAVE (FOR NON-GAZETTED GOVERNMENT SERVANT)

Signature of the Government Servant _____ I, _____ after careful personal examination of the case hereby certify that Sri./Smt./Kumari _____ whose signature is given above, is suffering from _____ and I consider that a period of absence from duty of _____ with effect from _____ is absolutely necessary for the restoration of his/her health.

Authorized Medical Attendant

Dated _____ Hospital/Dispensary or the Registered Medical Practitioner

APPENDIX – IX

(Referred to in paragraph 427(B))

FORM OF SECURITY BOND (CASH DEPOSITED AS SECURITY)

Know all men these present that I, A.B. _____ am held and firmly bound unto the president of India, his successors and assigns (hereinafter referred to as “Government”) in the sum of Rs. _____ (Rupees _____) to be paid to the government for which payment well and truly to be made, I bind myself my heirs, executors administrators and legal representatives by those presents, Signed and dated this _____ day of _____ one thousand nine hundred _____.

2. Whereas the above bounded A.B. _____ was on the _____ day of _____ 19_____ appointed to and now holds the office of _____ in the office of bound to collect and whereas the saved AB _____ by venture of holding such office is bound to collect _____ (here described the nature of the cashier’s/Store – Keeper’s

Keeper’s/subordinate duties) and to keep and render true and faithful accounts of his dealings with all property and money which may come into his hand or possession or under his control, such accounts to be kept in the form and manner that may, from time to time be prescribed by duly constituted authority and also to prepare and submit such returns, accounts and other document as may from time to time be required of him.

3. And whereas the said A.B. _____ has in pursuance of Rule 270 of the General financial rules 1963, delivered to and deposited with _____ Rs. _____ (Rupees _____) in cash as security for the due and faithfully performance by the said office and of any other office requiring security to which may be required of him while holding any such office as aforesaid and for the purpose of securing and indemnifying the government against or loss, injury, damage, costs or expenses which the government may, in any way suffer, sustain or pay, by reason of the misconduct neglect, oversight or any other act or omission of the said A.B. _____ of or any person or persons acting under him or for home he may be responsible.

4. And whereas the said A.B. _____ has entered into the above bond in the sum of _____ conditioned for the due performance by him the said A.B. of the duties of the said office and of other duties appertaining thereto or which may lawfully be required of him and to indemnify the Government against loss from or by reasons of the acts or defaults of the said A.B. _____ and of all and every other person and persons aforesaid.

5. Now the condition of the above written bond is such that if the said A.B. _____ has whilst he has held the said office of _____ as aforesaid always duly perform and full filed the duties of this said office and if he shall whilst he shall hold the said office or any other office requiring security to which he may be appointed or in which he may act, always duly perform and fulfill all and every duties thereof respectively and other duties which may from

time to time be required of him while holding any such office at aforesaid and shall duly pay into the Government treasury at _____ all such, moneys and securities for moneys as are payable or deliverable to Government and shall come into his possession or control by reason of the said office and shall duly account for and deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said A.B. _____ his heirs, executors, administrators or legal representatives shall pay or cause to be paid unto the Government the amount of any loss or defalcation in the amount of the said _____ within 24 hours after the amount of such loss and/or defalcation shall have been demanded from the said A.B. _____ by the _____ such demand to be in writing and left at the office or least known place of residence of the said A.B. _____ and shall also and all kind in the indemnify and save and keep harmless the Government from all and every loss injury damage actions suits proceedings costs, costs, charges, or expenses which has been or shall or may at any time or times hereafter during the service or employment of the said A.B. _____ in such office or aforesaid, or any such offices aforesaid be sustained, incurred, suffered, brought sued commenced or paid by the Government by reason of nay act, embezzlement, defalcation, mismanagement, neglect failure, misconduct, default , disobedience, omission, or insolvency of the said A.B. _____ or of any person or persons acting under him or for whom he may be responsible then this obligation shall be and remain in full force, PROVIDED ALWAYS and it is hereby declared. And agreed by and between the parties hereto the said sum of Rs. _____ (Rupees _____) so delivered and deposited as aforesaid shall be and remain with the _____ for the time being as such security as _____ aforesaid with full power to the _____ for the time being as occasion shall require, to apply the said sum of Rs. _____ or any part thereof in and towards in the indemnity of the Government or otherwise as aforesaid.

6. And it is hereby further agreed that in the event of the death of the said A.B. _____ or on the final termination of the service of the said A.B. _____ whether as _____ as aforesaid or otherwise or in the event of the said A.B. _____ ceasing to hold any office requiring security the said sum of Rs. _____ (Rupees _____) shall be retained by Government for months after the said A.B. _____ has either died while holding the said office or has quitted the said office or has ceased to hold an office remaining security and the said sum or so much thereof as shall then remain in deposit and shall not have been applied or appropriated as aforesaid shall on the expiration of the said period of _____ months be returned to the said A.B. _____ or his heirs and legal representatives as the case may be without interest and this bond shall remain with the _____ for recovering any loss injury damage cost or expenses that may have been sustained incurred or paid by the Government owing _____ to any act, neglect or default of the said A.B. _____ or any such other person or persons as aforesaid and which may not have been discovered until after his death or the termination of his said service or ceasing to hold nay office for which the security was required.

PROVIDED ALWAYS that the returns at any time of the said security shall not be deemed to affect or prejudice the right of the Government to take proceedings upon or under this bond against the said A.B. _____

or against his heirs, executors, administrators or legal representative after his death in case any breach of conditions of this bond shall discovered after the return of the said security and the responsibility of the return of the said security and the responsibility of the said A.B. _____ or his estate as the case may be shall at all time continue, and the Government shall be fully indemnify against all such loss or damages as aforesaid as any time.

7. PROVIDED FURTHER that nothing herein contain nor the security here by given shall be deemed to limit the liability of the said A.B. _____ in respect of matters aforesaid to the same said sum forfeiture of the said sum of Rs. _____ (Rupees _____) or any part or parts thereof and that should the said sum be insufficient to indemnify the Government in full for any loss or damages sustained by them i respect of matters aforesaid or any of them the said A.B. shall pay to the Government on demand of such further sum as shall be deemed by the to be necessary in addition to the said sum of Rs. _____ (Rs. _____) to cover loss or damage as aforesaid and that the Government shall be entitled to the cover such further sum payable as aforesaid in manner open to them.

1. Singed by the above bounded presence of

2. Signed for and on behalf of the president of India by _____ the _____ being the person directed on authorized by him in that behalf in the presence of _____.

APPENDIX – X

(Referred to in para 427(B))

(See Government of India's decision under Rule 276)

FORM OF SECURITY BOND (FIDELITY BOND DEPOSITED AS SECURITY)

KNOW ALL MEN BY these presents that I, A.B. _____ of _____ am held and firmly bound unto the president of India, his successors and assigns (hereinafter referred to as "Government") in the sum of Rs. _____ (Rs. _____) to be paid to the Government for which payment, well and truly to be made, I bind myself, my heirs, executors, administrators, and legal representatives by these present, signed and dated this _____ -- day of _____ 20. _____

2. WHEREAS the above bounded A.B. _____ was on the day of _____ 20 _____ appointed to the and now holds the office of _____ by virtue of holding such office is bound to collect _____ (here described the nature of Cashier's/storekeeper's/sub-storekeeper's/subordinate's duties) _____ - and to keep and render true and faithful accounts of his dealings with all property and money which may come into his hands of possessions or under his control, such accounts to kept in the form and manner that may, from time to time, be prescribed by duly constituted authority, and also to prepare and submit such returns, accounts and other documents as may from time to time be required of him.

3. AND WHEREAS the said A.B. _____ has in pursuance of rule 270 of the general financial rules, 1963 delivered to and deposited with _____ a fidelity bond issued by _____ company for the sum of Rs. _____ (Rs. _____) as security for the due and faithful performance by the said A.B. _____ of the duties of his said office and of any other office requiring security to which he may be appointed at any time and of other duties which may be required of him while holding any such office as such aforesaid and for the purpose of securing and identify the Government against or loss, injury, damage, costs, or expenses which the Government may, in any way, suffer, sustain or pay, by reason of the misconduct, neglect oversight or any other act of omission of ht said A.B. _____ or of nay person or persons acting under him or for whom may be responsible.

4. AND WHEREAS the said A.B. _____ has entered into the above bond in the sum of _____ condition for the due performance by him the said A.B. _____ of the duties of the said office and of other duties appertaining thereto or which may lawfully be required of him and to indemnify the Government against loss from or reason of the act or defaults of the said A.B. _____ and of all and A.B. person and persons aforesaid.

5. NOW THE CONDITION of the above return bond is such the if the said A.B. _____has whilst he has held the said office of _____ as aforesaid always duly performed and fulfilled the duty of his said office and if/he shall, whilst be shall hold the said office or any other office requiring security to which he may be appointed, or in which he may act, always duly perform and fulfilled all the every duties thereof respectively and other duty which may from time to time be required of him while holding any such office as aforesaid, and shall duly pay into the government treasury _____ at all such money and securities as are payable or delivered to Government and shall come into his possession or control by reason of the said office and shall duly account for an deliver up all moneys, papers and other property which shall come into his possession or control by reason of the said office and if the said A.B. _____his heirs executors administrators or legal representative shall pay or cause to be paid up to the Government the amount of any loss and/or defalcation shall have been demanded from the said A.B. _____ by the _____ said demand to be in writing and left at the office or last know places or of residence of the said A.B. _____ in such office as aforesaid, or any such office aforesaid, be sustained incurred, suffered brought sued or commenced or paid to the Government by reason of any act, embezzlement, defalcation, mismanagement neglect failure, misconduct default disobedience, omission or insolvency of the said A.B. _____ or of any person or persons acting under him or for whom he may be responsible then the above written bond shall be void and of no effect otherwise the same shall be and remain in full force.

6. PROVIDED ALWAYS and it is hereby declared and agreed by the and between the parties hereto that the said fidelity bond No. _____ delivered and deposited as aforesaid shall be and remain at the disposal of the said officer for the time being or the Government as and for part and additional security over and above the above written bond to the Government for the indemnify and other purpose aforesaid with full power to the Government or an officer duly authorized in that behalf to obtain and receive payment of the sum of sums of money recoverable or to be received upon or by virtue of the said fidelity bond or a sufficient portion thereof and all benefits and advantages thereof and to apply the same in and towards to the indemnify as aforesaid of the Government.

7. AND it is hereby further agreed and declared by and between the parties thereto that the said A.B. _____ shall keep the said fidelity bond issued by the said company in full force by payment for the premia as and when they fall due and by otherwise conforming to the rules of the said company relating thereto.

8. PROVIDED ALWAYS that the cancellation of lapse at any time of the said fidelity bond shall not be deemed to effect or prejudice the right of the Government to take proceeding upon or under this said bond against the said _____ in case any breach for the conditions of this bond shall be discovered after the cancellation or lapse of the said fidelity bond but the responsibility of the A.B. _____ shall at all times continue and the government shall fully indemnified against all such loss or damages as aforesaid at any time.

9. PROVIDED FURTHER that nothing herein containing or in the fidelity bond so deposited shall be deemed to limit the liability of the said A.B. _____ in respect of matters aforesaid to the forfeiture of the said sum of Rupees _____ or any part of parts thereof and that if the said sum be found insufficient to indemnify the Government in full for any loss or damage sustained by them in respect of matters aforesaid or any of them the said A.B. _____ - shall pay to Government of demand such further sum as shall be deemed by _____ to be necessary in addition to the said fidelity bond of Rs. _____ to cover such loss or damage as aforesaid and that the government shall be entitled to recover such further sum payable as aforesaid in any manner open to them.

Signature

1. Singed and delivered by the above named A.B. _____ in presence of _____.
2. Signed for an on behalf of the president of India by _____ the _____ being the person directed or authorized by him in that behalf in the presence of _____.

APPENDIX-XI

(Referred to in Para 438(C))

MEMORANDUM OF INSTRUCTIONS GOVERNING THE GENERAL PROCEDURE FOR CONDUCTING INSPECTION BY THE DIRECTOR GENERAL OF INSPECTION AND DRAFTING UP OF THE INSPECTION REPORT. THE OBJECT OF INSPECTION AND THE POSITION OF THE DIRECTOR OF INSPECTION VIS-À-VIS THE HEAD OF THE OFFICE.

1. The inspection of the Audit and Accounts Offices in India through the Director of Inspection not only enables the Comptroller and Auditor General to judge whether his ultimate responsibility for the efficiency of the offices under his control is adequately discharged but it also enables the Accountant General to ascertain whether his primary responsibility for the efficient working of the office/Department, of which he is the head, is being properly and consistently fulfilled. In the circumstances, and inspection by the Director General of Inspection should be looked upon not as an inquisition but as a means of helping the Accountant General in Controlling his office more efficiently and he should be glad to take advantage of it to overcome the various shortcomings prevailing in his office.

2. The purpose of the Director General of Inspection and the Accountant General is the same, namely, the most efficient working of the office of the Accountant General and the Indian Audit Department as a whole. In order, therefore, to enable the Director General of Inspection to discharge his functions in an effective and constructive manner the Heads of Offices should feel no antagonism to the Director General of Inspection, but disposed to be co-operative and helpful to the processes of inspection. At the same time it should be the regular practice of the Director of Inspection to consult the Accountant General or the head of the office both as regards the particular branches of work to be inspected and the order in which the inspection of each to be taken up. While the Accountant General is at liberty to suggest to the Director General of Inspection any particular account or process of accounting or audit which the former would like to be examined, or any class of charges deserving of particular attention, or points of suspected weakness to which he himself would like the inspection to be first and most vigorously directed, it should be remembered that this privilege should be most sparingly use, Accountant General have all now been given their own test audit sections and it is primarily given their own test audit sections and it is primarily the duty of these section to undertake such special investigations as the Accountant General may suggest. It should also be remembered that an unduly large proportion of the time of the Director of Inspection should not be spent on assignments given by the Principal Accountant General for this purpose. Each Principal Accountant General/Accountant General should keep notes of points which in his opinion should be referred to the Director General, of Inspection during his visit. The decision, however, as to when and to what extent the points mentioned by the Principal Accountant General/Accountant General should be examined would rest with the Director General of Inspection.

Supply of Records etc. to the Director of Inspection

3. Expeditious supply of documents, registers and other records to the Director of Inspection for his examination is of the utmost importance for the efficient working of the Director General to Inspection and for completing the inspection without loss of time and not later than 24 hours from the time they are asked for. The records will be obtained by the Inspecting Accounting by issuing requisitions therefore to the section concerned or by personal contact with the superintendent of the section. If the records etc. cannot in any case be supplied promptly, orders of the Deputy

Accountant General (Senior) should be taken to supply them after a specified interval and the Director General of Inspection should be informed of the fact and the reason therefore.

Disposal of objections

4. While the inspection is in progress, no formal Inspection Notes containing the objections, criticisms and observation need be issued to the Head of the office. The various points arising out of the Inspection should be settled as far as possible on the spot by personal discussions at appropriate levels. Any serious irregularities such as defalcations, culpable negligence etc., should ab-initio be brought to the notice of the Accountant General for immediate action. The normal procedure will, however, be as follows:-

The Inspection Accountant will, during the course of his scrutiny of the various documents, take note of the points arising out of the scrutiny and discuss them with the Superintendents of the sections concerned to ensure the correctness of the facts. The rough memo or a collective summary in respect of the same type of irregularity pertaining to different section, as may be convenient, should then be shown to the Branch Officer concerned and the points discussed with him. The result of the discussion will then be incorporated in the memo which will be initiated both by the Branch Officer and the Inspection Accountant. Wherever the Branch Officer does not agree with the point raised in the rough memo, he will indicate his views against the item concerned. This memo or the summary will then be submitted by the Inspection Accountant to the Director of Inspection who will bring the points to the notice of the Deputy Accountant General (Sr.) and settle them by discussion with the Deputy Accountant General/Principal Accountant General as may be necessary. If the Director notices any point in the course of his own scrutiny, he will discuss them similarly at the appropriate level. Where any further action is necessary, the results of the discussions will be recorded then and there by the Deputy Accountant General/Principal Accountant General, who will arrange for the issue of necessary orders for rectification of the defects or implementation of the decisions, under intimation to the Director General of Inspection.

The form and contents of Inspection Reports

5 (a) Generally speaking, the Director of Inspection as representative of the Comptroller and Auditor General should be able to settle nearly all the points raised during the course of inspection. Only a few important points where the differences cannot be settled on the spot or which cannot be decided finally without the orders of the Comptroller and Auditor General should be included in the Inspection Report. Minor cases where no mala fides or deliberate intention to circumvent procedure are involved need not be included in the report, nor cases where remedial measures have been taken to report to prevent the recurrence of such irregularities in future. The Principal Accountant General has, however, to report to the Comptroller & Auditor General every serious case of failure of audit vide para 24 manual of standing orders. This will naturally include those brought to notice by the Director General of Inspection.

(b) In drafting the Inspection Report, a reproduction in extension of the rule transgressed is not necessary and should be avoided as far as possible. A reference to the relevant rule will be sufficient and only the nature and extent of transgression need be mentioned. The Inspection Report should not also be burdened with illustrative examples and must be conclusive and exactly to the point.

(c) The Inspection Report will also contain an overall picture of the state of affairs of the office in a nutshell in the form of general remarks. These should indicate the general impression which the Director General of Inspection has formed, as a result of his inspection, of the efficiency, accuracy, punctuality etc., of

the work of the office inspected and should give a summary of any really important matters or special problems, the consideration of which has been initiated and which are still outstanding and are intended (a) to give the Comptroller and Auditor General a correct appreciation of the state and efficiency of work of different Departments of the office and (b) to call the attention of the responsible authorities by a simple and compelling process to matters of consequence while they are still current and before they have receded into the past.

(d) The draft Inspection Report will be discussed by the Director General of Inspection with the Head of the Office before closing the inspection. A table of Contents should be added to the Report.

Issue and disposal of Inspection Report

6. After finalizing the inspection report the Director of Inspection will have it typed and sent to the Head of the Office inspected within seven days of the completion of the inspection, Four copies of the report will be prepared of which two copies will be sent to the Head of the Office inspected, one copy to the office of the Comptroller and Auditor General and the other will be retained by the Director General of Inspection for further action by him. In the case of Office subordinate to the Accountant General, Food, Rehabilitation and supply, an extra copy should be prepared and sent to the Accountant General concerned on receipt of the Inspection Report from the Director of Inspection the Accountant General will consider the points afresh with reference to the available records and documents and one copy of the report with replies arranged in just apposition should be returned to the Director General of Inspection within fifteen days of the receipt of the report. The Director General of Inspection will settle by direct correspondence with the Accountant General all such points as do not involve any question of major policy or an important decision of a general nature.

7. In cases of points involving major policy which cannot be settled without the orders of the Comptroller and Auditor General and matters of General interest concerning various offices should be referred to the office of the Comptroller and Auditor General by the Director of Inspection in the form of a Memo for decision. In the latter case reference may be made to the Comptroller and Auditor General for consideration and issue of suitable instructions where necessary, even though there is agreement between the Director General of Inspection and the Accountant General of the Office inspected. The reference so made, should also contain the views of the Head of the Office inspected and if it is in connection with any para of the Inspection Report, it is desirable that instead of only quoting the number of the para, a copy of the para, should also be enclosed, on receipt of the reference in the office of the Comptroller and Auditor General the matter will be examined and the decision reached will be communicated to the Accountant General and the Director of Inspection.

8. As soon as the Inspection Report is received in the office of the Comptroller and Auditor General the same will be submitted to the Additional Deputy Comptroller and Auditor General (Headquarters) who will bring to the notice of the Comptroller and Auditor General such matters as he may deem necessary. The Administration Section will also examine the Inspection Report expeditiously and obtain order of the Additional Deputy Comptroller and Auditor General (Headquarters) on points requiring further action from Headquarters.

General

9 (i) It should be recognized as one of the first duties of the Director of Inspection to report to the Comptroller and Auditor General separately and immediately anything really serious or really important which comes to light in the course of his inspection. Obviously, it would be incorrect to wait to include anything of this kind in a

formally compiled report. Such interim reports are to be shown in the first instance to the Accountant General, who will be at liberty to add any comments of his own that he wishes to add.

- (ii) The Director General of Inspection will also send to the Headquarters office periodically a digest of all points of general importance noticed during his inspection of the various offices. These will be examined in the comptroller and Auditor General's office with a view to consider whether any general instructions to all Accountants General and Comptroller are necessary.
- (iii) A formal notice of inspection of the offices of the Accountants General will be issued by the office of the Comptroller and Auditor General normally four weeks before the approximate date of commencement of the inspection. The exact date on which the inspection will be taken up will be intimated by the Director General of Inspection direct.

The dates of commencement and completion of inspection should be invariably reported to the Comptroller and Auditor General by the Director of Inspection.

(C.A.G. 's circular letter No. 65-Admn. I/707-54, dated the 15th January 1995. File No. TM/IX-54)

APPENDIX-XII

(Referred to in Para 194-B)

COMPENDIUM ON RESERVATION FOR THE SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES IN SERVICES

Given below are the instructions governing Reservation for Scheduled Castes (SCs), Scheduled Tribes (STs) and Other Backward Classes (OBCs) in Services of the Government of India.

2. Reservation in Direct Recruitment:

- (a) There shall be a reservation of 15 per cent for the members of the Scheduled Castes, 7.5 per cent for the members of the Scheduled Tribes and 27 per cent for the members of the Other Backward Classes in the matter of appointment by direct recruitment to civil posts and civil services on all India basis by open competition.
- (b) There shall be a reservation of 16.66 per cent for the members of the Scheduled Castes, 7.5 per cent for the members of the Scheduled Tribes and 25.84 per cent for the members of the Other Backward Classes in the matter of appointment by direct recruitment to civil posts and civil services on all India basis otherwise than by open competition.
- (c) Except in Delhi, reservation for the Scheduled Castes and Scheduled Tribes in case of direct recruitment to Group C and Group D posts normally attracting candidates from a locality or a region is generally fixed on the basis of proportion of their population in the respective States/UTs. Reservation for OBCs in such cases is fixed keeping in view the proportion of their population in the respective States/UTs and the fact that it is not more than 27% and total reservation for SCs, STs and OBCs does not exceed 50%. Quantum of reservation fixed for SCs, STs and OBCs in such cases has been indicated in **Annexure I**.
- (d) Where recruitment is made for zones or circles or regions consisting of more than one State, the percentages of reservation for SCs and STs is generally fixed on the basis of the proportion of SCs and STs in the respective zones/circles/regions and reservation for OBCs is fixed keeping in view their proportion in the population of the respective zones/circles/regions and the fact that it is not more than 27% and total reservation for SCs, STs and OBCs does not exceed 50%.

Illustration: Suppose direct recruitment to a Group C post in an organisation is made on the regional basis for the region consisting of the 8 States of the North East namely, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim. Total population of these States and population of the Scheduled Castes and Scheduled Tribes in these States as per Census 2001 is 38,857,269; 2,486,474, and 10,465,898 respectively. Thus, the proportion of Scheduled Castes and Scheduled Tribes in the region is 6.39% and 26.93%. Estimated population of Other Backward Classes in the region is more than 27% of the total population of the region. Keeping all aspects in view percentage of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes for the region may be fixed as 6%, 27% and 17% respectively.

Note 1: The expression 'by open competition' means all recruitments by UPSC whether through written examination or by interview or by both; and recruitments made by other authorities including Staff Selection Commission or

any other appointing authority through written competitive examination or tests (but not by interview alone). Any recruitment not made by the U.P.S.C. or not made through written competitive test held by any other authority would mean direct recruitment otherwise than by open competition.

Note 2: In cases of recruitments on local/regional/zonal/circle basis, SC/ST/OBC candidates not belonging to the concerned locality/region/ State/ zone/ circle shall also be eligible to get the benefit of reservation.

3. Creamy Layer amongst OBCs:

The members of the Other Backward Classes who fall in creamy layer shall not get the benefit of reservation. Criterion for determining creamy layer status amongst Other Backward Classes is given in **Annexure II**.

4. Reservation in Promotion:

There shall be a reservation of 15 per cent for the members of the Scheduled Castes and 7.5 per cent for the members of the Scheduled Tribes in the matter of appointment by promotion to the grades of civil posts and civil services in which element of direct recruitment, if any, does not exceed 75 per cent and when posts are filled by promotion:

- (a) through Limited Departmental Competitive Examination in Group B, Group C and Group D posts;
- (b) by selection from Group B post to a Group A post or in Group B, Group C and Group D posts; and
- (c) by non-selection in Group A, Group B, Group C and Group D posts.

5. Concession in Promotions within Group A:

There is no reservation in case of promotions by selection from a Group A post to another Group A post. But when promotions by selection are made from a Group A post to a Group A post which carries an ultimate salary of Rs.18,300/- (pre-revised), or less, the Scheduled Caste and Scheduled Tribe Officers, who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn up, would be included in that list provided they are not considered unfit for promotion. Their position in the select list would, however, be same as assigned to them by the Departmental Promotion Committee on the basis of their record of service.

Note: Fitness of the SC/ST officers in such cases would be assessed keeping in view the duties and responsibilities attached to the post and not on the basis of benchmark, if any, prescribed for promotion to the post.

6. Exemptions from Reservation:

6.1 Reservations do not apply to posts filled by deputation or absorption, but whenever a Ministry/Department/Attached Office/Subordinate Office etc. proposes to depute in public interest officers serving in or under them to a post in or under another Ministry/Department etc., the Scheduled Caste/Scheduled Tribe/OBC employees serving in or under the Ministry/Department etc. concerned, who are eligible to be sent on deputation should also be considered along with other eligible employees for such deputation. The Ministries/Departments under whose control the posts to be filled by deputation or absorption arise should also, in turn, while selecting persons for such post(s) to be filled by deputation or absorption, duly consider the cases of eligible Scheduled Caste, Scheduled Tribe and Other Backward Class employees whose names have been

forwarded by other Ministries/Departments alongwith the other eligible employees, for appointment on deputation or absorption to those posts. Where the number of posts to be filled on deputation or absorption by any employing Ministry or Office is fairly substantial, the employing Ministry/Head of Office concerned should endeavour to see that a fair proportion of such posts are filled by employees belonging to Scheduled Castes/Scheduled Tribes/OBCs, of course, subject to availability from the feeder categories of qualified persons belonging to these communities.

6.2 Reservations also do not apply to:

- (i) Temporary appointments of less than 45 days duration;
- (ii) Those work-charged posts which are required for emergencies like flood relief work, accident restoration and relief etc.

7. Reservation in Scientific and Technical Posts:

7.1 Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes apply to appointments made to "scientific and technical" posts upto and including the lowest grade of Group A in the respective services.

7.2 Such "scientific and technical" posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Ministries/Departments:

- (i) The posts should be in grades above the lowest grade in Group A of the service concerned.
- (ii) They should be classified as 'scientific or technical' in terms of Cabinet Secretariat (Department of Cabinet Affairs) O.M. 85/11/CF-61(1) dated 28-12-1961 according to which scientific and technical posts for which qualification in the natural sciences or exact sciences or applied sciences or in technology are prescribed and the incumbents of which have to use that knowledge in the discharge of their duties.
- (iii) The posts should be 'for conducting research' or 'for organising, guiding and directing research'.

7.3 Orders of the Minister concerned should be obtained before exempting any posts satisfying the above conditions from the purview of the scheme of reservations.

7.4 In the case of scientific and technical posts required for research upto and inclusive of lowest grade of Group A of a service which are not exempt from the purview of reservation orders, reservation should be provided for Scheduled Castes, Scheduled Tribes and Other Backward Classes as per the scheme of reservations, except that:

- (i) reserved vacancies in such posts need be advertised only once and not twice,
- (ii) in the event of non-availability of candidates belonging to Scheduled Castes, Scheduled Tribes and OBCs, vacancies in such posts may be dereserved by the administrative Ministry/Department concerned. However, the National Commission for Scheduled Castes or the National Commission for Scheduled Tribes or the National Commission for Backward Classes, as the case may be, and the Department of Personnel and Training should be informed about the dereservation together with the details and reasons necessitating dereservation.

8, 9, and 10 do not pertain to our office.

11. Appointment of Casual Workers to Regular Posts:

Appointment of casual workers against regular posts will be a case of direct recruitment. Hence all statutory requirements relating to filling up of posts by direct recruitment should be followed while regularizing the services of casual workers. General orders relating to reservation for persons belonging to SCs/STs/OBCs will be applicable in cases relating to regularization of casual workers. Vacancies meant for these categories of persons should be filled up by casual workers of respective reserved categories and the balance, if any, may be filled up by outsiders belonging to these categories, who are not casual workers. Casual workers, who do not belong to the reserved categories, can be appointed against unreserved vacancies only.

12. Reservation in Newly Constituted Services:

If according to the relevant Service Rules of a newly constituted Service, appointments at the initial constitution of the Service are to be made only from out of the departmental candidates who might have been holding posts which are now incorporated in the new Service, reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes would not apply to such appointments. However, where such initial constitution of a Service also makes a provision of recruitment from outside sources, i.e. other than the incumbents of the service which is reconstituted or of the posts which are encadred in one form or another in the new service, the recruitment from outside sources would be akin to direct recruitment and would, therefore, attract the orders providing for reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes in respect of such recruitment. Each case of initial constitution of a service should be considered separately on its merits with a view to determine whether the reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes would apply. Whenever it is proposed to constitute a new All India or Central Service under the control of a Ministry/Department, the question of applicability of the orders regarding reservation for Scheduled Castes, Scheduled Tribes and OBCs at the initial constitution of that service should be considered in consultation with the Department of Personnel and Training.

13. Reservation in Adhoc Promotions:

The basic approach of this Department is that adhoc promotions should be minimized, if not eliminated altogether. However, if adhoc promotions are to be made in exceptional circumstances, such as during pendency of court cases, protracted seniority disputes, non-framing of recruitment rules, unforeseen delay in direct recruitment or convening of DPCs for reasons beyond the control of the appointing authorities etc., the following guidelines may be followed on every occasion when adhoc promotions are resorted to so as to ensure that the claims of eligible officers belonging to Scheduled Castes/Scheduled Tribes are also duly considered:

- (i) In cases where reservation orders for SCs and STs are applicable, the number of vacancies falling to the share of SCs and STs would be the same if the vacancies were to be filled on regular basis.
- (ii) Since adhoc promotions are made on the basis of seniority-cum-fitness, all the Scheduled Caste/Scheduled Tribe candidates covered in the relevant seniority list within the total number of such vacancies against which adhoc promotions are to be made, should be considered in the order of their general seniority as per the gradation list, on the principle of seniority-cum-fitness and if they are not adjudged unfit, they should all be promoted on adhoc basis.

- (iii) If the number of SC/ST candidates found fit within the range of actual vacancies is less than the number of vacancies identified as falling to their share if the vacancies were filled on a regular basis, additional SC/ST candidates to the extent required should be located by going down the seniority list, provided they are eligible and found fit for such adhoc appointment.
- (iv) All adhoc appointees have to be replaced by regular incumbents at the earliest opportunity. When regular promotions are made subsequently, reversion of the adhoc appointees should take place strictly in the reverse order of seniority, the junior-most candidate being reverted first. No special concessions are to be given to SC/ST candidates at the time of such reversion.
- (v) There is no need for maintaining any separate formal register or roster register for adhoc promotions. The concept of dereservation, carrying forward of reservation etc. will also not be applicable in the case of adhoc appointments. However, a simple register called Adhoc Promotions Register may be maintained for different categories of posts for which adhoc appointments are made to facilitate a record being kept of the adhoc appointments and for ensuring reversion in the proper order on regular promotions being made to the posts in question.

14. Reservation in case of a Single Vacancy:

In cases where only one vacancy occurs in the initial recruitment year and it falls on point reserved for Scheduled Castes or Scheduled Tribes or OBCs, it should be treated as unreserved and filled accordingly and the reservation should be carried forward to subsequent recruitment year. In the subsequent recruitment year, even if there is only one vacancy, it should be treated as “reserved” against the carried forward reservation from the initial recruitment year, and a Scheduled Caste/ Scheduled Tribe/OBC candidate, if available, should be appointed in that vacancy, although it may happen to be the only vacancy in that recruitment year. This provision applies to direct recruitment as well as promotion. In the years of carry forward of reservation, the normal procedure of filling up of reserved vacancies should be followed.

15 and 16, do not pertain to our office.

17. Determination of Reservation Quota

17.1 Number of posts reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes in a cadre having more than 13 posts shall be determined by multiplying the cadre strength by the percentage of reservation prescribed for respective categories. While doing so, fractions, if any, shall be ignored.

Illustration : Suppose a grade in a service where reservation in promotion is available, has a total of 600 sanctioned posts, 50% of which are filled by direct recruitment on all India basis by open competition and 50% are filled by promotion by non-selection. Number of posts reserved for Scheduled Castes in case of direct recruitment would be equal to $300 \times 15/100$ which comes to 45. Number of posts reserved for scheduled Tribes would be equal to $300 \times 7.5/100$, which after ignoring the fraction comes to 22 and number of posts reserved for Other Backward Classes would be equal to $300 \times 27/100$ i.e. 81. Similarly, the number of posts reserved for Scheduled Castes and Scheduled Tribes in case of promotion would be 45 and 22 respectively. It may be noted that the number of reserved posts for Scheduled Tribes comes to 22.5 in case of direct recruitment as well as promotion. Exact number of reserved posts is arrived at by ignoring the fraction.

17.2 If the number of posts in a cadre is 2 or more than 2 but less than 14, reservation shall be provided by rotation on the basis of 14-point rosters given in **Annexure III**. There shall be no reservation in single post cadres.

Note 1: The term 'cadre strength' used in relation to calculation of reservation/maintenance of reservation registers /rosters means number of posts required to be filled by a particular mode of recruitment in terms of the applicable recruitment rules. In a grade comprising 200 posts, where the recruitment rules prescribe a ratio of 40:40:20 for direct recruitment, promotion and deputation/absorption respectively, the cadre strength for direct recruitment shall be 80 and cadre strength for promotion shall be 80. Since there is no reservation in case of deputation/absorption, 40 posts will not be subject to reservation.

Note 2: Where the recruitment is made vacancy based, it is possible that at any given point of time share of direct recruitment may increase and share of promotion may correspondingly decrease or vice-versa. In such cases cadre strength for direct recruitment and cadre strength for promotion may change from year to year. Consequently, number of reserved posts in direct recruitment quota and number of reserved posts in promotion quota would change from year to year. Likewise, if there is any increase or decrease in the cadre strength for any other reason, the number of reserved posts shall increase or decrease accordingly.

Note 3: Excess or shortfall of reservation, which may arise due to change in cadre strength, shall be adjusted/made up in subsequent recruitments.

18. Determination of Reserved Vacancies

18.1 While filling up of vacancies in a year, efforts shall be made to make up the shortfall of reservation for all the three categories, namely, SCs, STs and OBCs subject, however, to the condition that total number of vacancies reserved for SCs, STs and OBCs is not more than 50% of the vacancies of the year.

18.2 The ceiling of 50% reservation on filling of reserved vacancies would apply only to the vacancies which arise in the current year and the backlog reserved vacancies of SCs, STs and OBCs in case of direct recruitment and backlog reserved vacancies of SCs and STs in case of promotion of earlier years, would be treated as a separate and distinct group, and would not be considered together with the reserved vacancies of the year in which they are filled for determining the ceiling of 50% reservation on total number of vacancies of that year.

Note 1: Shortfall of reservation of a particular reserved category in a cadre means the difference between the 'total number of reserved posts for that category in the cadre' and 'the number of persons of that category appointed by reservation and holding the posts in the cadre'.

Note 2: Backlog reserved vacancies of a category are those vacancies which were earmarked reserved for that category in an earlier recruitment year but remained unfilled in the previous recruitment attempt on account of non availability of suitable candidates belonging to that category and are still lying unfilled.

18.3 Given below is an illustration which would clarify the method of earmarking reservation for SCs, STs, and OBCs.

Illustration:

- (i) Suppose there is a cadre having a total number of 1000 posts which are filled by direct recruitment on all India basis by open competition. The number of SC, ST and OBC employees appointed by reservation in the cadre should ideally be 150, 75 and 270 respectively when all the posts are filled.
- (ii) Suppose all the 1000 posts stood filled in the year 2006 but the number of SC, ST and OBC employees appointed by reservation was 130, 75 and 100 respectively. There was, thus, a shortfall of 20 SCs and 170 OBCs in the cadre in that year, though all the posts were filled.
- (iii) (a) Suppose 200 vacancies occurred in the cadre in the recruitment year 2007, of which 20 were vacated by SCs, 10 by STs and rest by unreserved category candidates. After vacation of these posts, shortfall of SCs, STs and OBCs in the cadre became 40, 10 and 170 respectively. Though there was a big shortfall of SCs, STs and OBCs in the cadre, only 100 of these vacancies could be earmarked reserved because all the 200 vacancies were current vacancies and limit of 50% on reservation in a year would apply on these vacancies.
- (b) Shortfall of SCs and OBCs was more than 15% and 27% respectively of the current vacancies. Therefore, 15% of the current vacancies were straightway earmarked reserved for SCs and 27% for OBCs i.e. 30 vacancies were earmarked reserved for SCs and 54 for the OBCs. Shortfall of STs was 10 which is less than 7.5% of total vacancies. Therefore, only 10 vacancies were earmarked reserved for STs. Applying the above principle, 94 vacancies were earmarked reserved. This left room for 6 $\{100-(30+54+10)\}$ more vacancies to be earmarked reserved to make up the shortfall. These 6 vacancies were apportioned between SCs and OBCs in the ratio of percentage of reservation prescribed for these categories viz. 15: 27, i.e. 2 for SCs and 4 for OBCs (fractions rounded off to the nearest whole number). However, while making such distribution, it has to be kept in view that the number of vacancies earmarked reserved for any category is not more than the shortfall of that category. Thus, final earmarking of reservation in respect of the vacancies for the year 2007 was 32 for SCs, 10 for STs and 58 for OBCs.
- (c) Suppose only 20 SC candidates, 5 ST candidates and 50 OBC candidates could be appointed in the recruitment year 2007 against the vacancies reserved for them. Thus, 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved could not be filled and remained vacant. These 12 vacancies of SCs, 5 vacancies of STs and 8 vacancies of OBCs which were earmarked reserved but remained vacant in the recruitment attempt will be treated as backlog reserved vacancies for the subsequent recruitment year. After the recruitment process for the year 2007 was over, total number of posts filled was 975, of which 130, 70 and 150 were held respectively by SCs, STs and OBCs. It may be noted that shortfall of reservation of SCs, STs and OBCs at this stage was 20, 5 and 120 respectively. However, number of backlog reserved vacancies of SCs, STs and OBCs was 12, 5 and 8 respectively.
- (iv) Suppose 200 vacancies occurred in the recruitment year 2008 of which 20 were vacated by SCs, 10 by STs and 20 by OBCs. At this stage shortfall of SCs, STs and OBCs was 40, 15 and 140 respectively. Total vacancies in the year were $200+12+5+8=225$, of which 200 were current vacancies and 25 backlog vacancies. While earmarking reservation, 25 backlog reserved vacancies of SCs, STs and OBCs will be treated as a separate and distinct group and will be kept reserved-12 for SCs, 5 for STs and 8 for OBCs. Of the 200 current vacancies, not more than 100 can be earmarked reserved. By applying the same principles as in the year 2007, out of 200

current vacancies, 28 were earmarked reserved for SCs, 10 for STs and 62 for OBCs. Thus the number of vacancies reserved for SCs, STs and OBCs in the recruitment year 2008, including the backlog reserved vacancies, were 40, 15 and 70 respectively. If only 35 SCs, 12 STs and 50 OBCs become available to fill up the reserved vacancies, 5 vacancies of SCs, 3 vacancies of STs and 20 vacancies of OBCs will be kept vacant and will be treated as backlog reserved vacancies for the subsequent recruitment year.

- 18.4** In case of cadres where reservation is given by rotation, number of reserved vacancies will be determined as per roster points. It would have to be kept in view that not more than 50 per cent of current vacancies of a year are reserved and total reservation in the cadre does not exceed the limit of 50%. If at any stage, filling up of a vacancy results into more than 50% reservation in the cadre, reservation shall be skipped.

19. Grouping of Posts:

- 19.1** In the case of posts filled by direct recruitment, small cadres may be grouped with posts in the same group for the purpose of reservation order taking into account the status, salary and qualifications prescribed for the posts in question.

- 19.2** The posts of Sweepers should not be grouped for the purpose of reservation, with other categories of Group D posts, even though the number of posts of Sweepers may not be large in an office /establishment.

- 19.3** Proposals for grouping of posts should be referred to the Department of Personnel & Training for prior approval together with full particulars of the posts proposed to be grouped together in the following respect:

- (i) Designation and number of each post.
- (ii) Group to which the posts belong i.e. Group A, Group B, Group C or Group D.
- (iii) Scale of pay of each post.
- (iii) Method of recruitment for each post as provided in the recruitment rules.
- (iv) Minimum qualifications prescribed for direct recruitment to each post.

- 19.4** While reservations would be made according to the groups as provided above, the total reservation in any of the posts/services so grouped should not exceed 50 per cent of the vacancies to be filled in it i.e. in the particular post/service, in a recruitment year. The total reservation for SCs, STs and OBCs in any post or service should also not exceed 50 percent of the total number of posts in the particular post/service.

20. Maintenance of Reservation Registers / Roster Registers

- 20.1** In case of cadres having more than 13 posts, all appointing authorities should maintain reservation registers in the format given in **Annexure-IV**.

- 20.2** Reservation roster registers will be maintained in format given in **Annexure V** in cadres having less than 14 posts.

20.3 Following principles shall be followed for preparation and maintenance of reservation registers and reservation roster registers:

- (a) Separate registers/ roster registers shall be maintained for appointments made by direct recruitment and promotion. In case of promotion, separate registers / roster registers shall be maintained for each mode of promotion viz. limited competitive examination, selection, non-selection, etc.
- (b) A common register / roster register shall be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely.
- (c) A separate register / roster register shall be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely.
- (d) Immediately after an appointment is made, the particulars of the person appointed shall be entered in the register / roster register in the appropriate columns and the entry signed by the appointing authority or by an officer authorized to do so.
- (e) No gap shall be left in completing the register / roster register.
- (f) The register / roster register shall be maintained in the form of a running account year after year. For example if recruitment in a year stops at point 6, recruitment in the following year shall begin from point 7.
- (g) If reservation register becomes unwieldy or difficult to manage, a fresh register may be started by applying the method of initial preparation of registers.
- (h) In case of cadres where reservation is given by rotation, fresh cycle of roster shall be started after completion of all the points in the roster.
- (i) Since reservation does not apply to deputation/absorption, where the recruitment rules prescribe a percentage of posts to be filled by these methods, such posts shall be excluded for determining reservations.
- (j) After every recruitment year, an account shall be noted at the end of the last entry of the year in the reservation register indicating representation of Scheduled Castes/Scheduled Tribes/Other Backward Classes and details of backlog reserved vacancies etc.

Note : Reservation registers / roster registers are only an aid to ensure that Scheduled Castes, Scheduled Tribes and Other Backward Classes get quota reserved for them. They are not to determine seniority.

21. Initial Preparation of Reservation Register / Roster:

21.1 In order to prepare the reservation register initially, names of all the candidates holding the post as on the date of starting the reservation register may be entered in the register starting with the earliest appointee who was in the cadre as on the date of start of register. If an appointee in the cadre is a Scheduled Caste candidate, SC may be entered in column 4 of the register against his name. If that candidate was appointed by reservation, SC may be written in column 5 also but if he was appointed on his own merit, UR will be written in column 5. If the

next appointee is a general category candidate, general shall be written in column 4 against his name and UR in column 5, and so on till all the appointments are adjusted. After making entries as indicated above, details about the number of SC, ST and OBC candidates appointed by reservation, backlog reserved vacancies, if any, may be indicated in 'Remarks' column.

- 21.2** After initial preparation of the register, the names of persons appointed thereafter may be added by filling up the columns as stated above.
- 21.3** Roster registers shall be maintained for cadres with 2 to 13 posts. For preparing roster, names of all the incumbents in the cadre as on 2.7.1997 may be entered in the register starting from the earliest appointee. If an appointee in the cadre is a Scheduled Caste candidate, SC may be entered in column 5 of the register against his name. If that candidate was appointed by reservation, SC may be written in column 6 also but if he was appointed on his own merit, UR will be written in column 6. If the next appointee is a general category candidate, general shall be written in column 5 against his name and UR in column 6, and so on till all appointments are adjusted. In doing so, a general category candidate may appear on a reserved point and an SC/ST/OBC candidate may appear against an unreserved point. If name of an SC/ST/OBC candidate appointed by reservation is entered against a general point, entries may be made in remarks column against that point and also against nearest point reserved for SCs/STs/OBCs, as the case may be, to the effect that such a candidate is to be treated to have been adjusted against the relevant reserved point. Likewise, entries will be made in remarks column for candidates who are appointed as general category candidates but whose names appear against reserved points. Similar adjustments will be made in respect of SC candidates appearing against a point reserved for STs or OBCs and so on. After all the 14 points are consumed, fresh cycle of the roster may be started. As many roster points, may be treated to have been consumed on the date of start of the roster register as many employees occupy the roster points as on the date of start of the register. From that point onward, vacancies may be filled as per roster points subject to adjustment of reserved category candidates appointed by reservation and general category candidates as explained above.

22. SC/ST/OBC Candidates Appointed on Their Own Merit:

- 22.1** SC, ST and OBC candidates in case of direct recruitment and SC and ST candidates in case of promotion, appointed on their own merit and not owing to reservation should not be shown against reserved quota. They will be adjusted against unreserved quota.
- 22.2** If an unreserved vacancy arises in a cadre and there is any SC/ST candidate within the normal zone of consideration in the feeder grade, such SC/ST candidate cannot be denied promotion on the plea that the post is not reserved. Such a candidate will be considered for promotion alongwith other candidates treating him as if he belongs to general category. In case he is selected, he will be appointed to the post and will be adjusted against the unreserved point.
- 22.3** Only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall be treated as own merit candidates. If any SC/ST/OBC candidate is selected by getting any relaxation in age limit, experience qualification, number of permitted chances in written examination, zone of consideration etc., he/she shall be counted against reserved vacancies. Such a candidate cannot be considered for appointment against an unreserved vacancy.

- 22.4** SC/ST candidates appointed on their own merit (by direct recruitment or promotion) and adjusted against unreserved points will retain their status of SC/ST and will be eligible to get benefit of reservation in future/further promotions, if any.
- 22.5** 50% limit on reservation will be computed by excluding such reserved category candidates who are appointed/promoted on their own merit.
- 22.6** Since in case of promotions by non-selection, merit is not the criterion for promotion, candidates promoted by non-selection will not be treated as own merit candidates. However, a Scheduled Caste/Scheduled Tribe candidate cannot be ignored for the reason that there is no vacancy reserved for them. If representation of SCs/STs exceeds the reservation provided to them, such excess representation may be adjusted against reserved vacancies arising in future.

23. Adjustment of Compassionate/Surplus Cell Appointees:

- 23.1** If an SC/ST/OBC candidate is appointed on compassionate grounds or on recommendations of the Surplus Cell against an unreserved vacancy, such appointment shall not be adjusted against reserved point occurring in future recruitment years. For example, if an unreserved vacancy is filled by an SC candidate on compassionate grounds, the SC candidate's appointment against unreserved vacancy shall not be adjusted against reserved vacancy which may occur in future.
- 23.2** If a reserved vacancy for SCs is filled up by a compassionate or a surplus cell appointee who happens to be an SC candidate, the reservation will be deemed to have been consumed. Even if such a reserved vacancy happens to be the single vacancy of a year, it will not be treated as unreserved but, in view of beneficiary being in fact an SC member, will be treated as reserved, Likewise for reserved vacancies for STs and OBCs.
- 23.3** When general category candidate(s) are appointed on compassionate grounds or on recommendations of the Surplus Cell against reserved vacancies, reservation would be completed in the subsequent recruitment year. When the initial reserved vacancy against which a compassionate or surplus cell appointment has been made, the subsequent vacancy would be treated as reserved, even if it happens to be a single vacancy in that recruitment year.

24. Age Relaxation in Direct Recruitment:

The maximum age-limit prescribed for direct recruitment to a service or post shall be increased by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes and by 3 years in the case of candidates belonging to OBCs.

25. Age Relaxation in Promotion:

Where an upper age-limit not exceeding 50 years is prescribed for promotion to a service/post, it shall be relaxed by 5 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes. This however, would not apply to posts which have arduous field duties or are meant for operational safety and to posts in para-Military Organizations.

26. Concession in Fee:

The candidates belonging to Scheduled Castes and Scheduled Tribes will not be required to pay any fees for admission to any recruitment examination/selection.

27. Relaxation of Experience Qualification in Direct Recruitment:

27.1 Where some period of experience is prescribed as an essential qualification for direct recruitment to a post, and where, in the opinion of the Ministry/Department concerned, the relaxation of the experience qualification will not be inconsistent with efficiency, a provision should be inserted under the 'Essential Qualification' in the relevant Recruitment Rules as at (a) or (b) below to enable the Union Public Service Commission/competent authority to relax the 'experience' qualification in the case of Scheduled Caste/Scheduled Tribe/Other Backward Class candidates in the circumstances mentioned in the provisions:-

- (a) Where the post is filled by direct recruitment through the Union Public Service Commission the provision to be inserted will be:

"The qualification regarding experience is relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes or Other Backward Classes, if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so."

- (b) Where the post is filled by direct recruitment otherwise than through the Union Public Service Commission, the provision to be inserted will be:

"The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes or Other Backward Classes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. The appointing authority shall record the reasons for relaxing the qualifications regarding experience in writing while doing so."

27.2 When any vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes are advertised or intimated to the Employment Exchange, it should be specifically mentioned in the advertisement/requisition that the period of experience prescribed is relaxable, at the discretion of the Union Public Service Commission or the competent authority, as the case may be, in the case of Scheduled Caste/Scheduled Tribe/Other Backward Class candidates as provided in the Recruitment Rules. This is intended to ensure that the aspirants who may fall slightly short of the requisite experience come to know about the possibility of relaxation in this regard.

28. Relaxation of Standard of Suitability in Direct Recruitment:

28.1 In direct recruitment whether by examination or otherwise, if sufficient number of Scheduled Caste/Scheduled Tribe/Other Backward Class candidates are not available on the basis of the general standard to fill all the

vacancies reserved for them, candidates belonging to these communities should be selected to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes cannot be filled on the basis of general standard, candidates belonging to these communities will be taken by relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for appointment to the post/posts in question.

- 28.2** In addition to the concession referred to above, in cases where the requisite number of Scheduled Caste/Scheduled Tribe/Other Backward Class candidates fulfilling even the relaxed standards admissible in their cases are not available to fill the vacancies reserved for them in non-technical and quasi-technical Group C and D services/posts required to be filled by direct recruitment otherwise than by written examination, the selecting authorities should, to the extent of the vacancies reserved for Scheduled Castes/Scheduled Tribe/Other Backward Class, select for appointment the best among the Scheduled Caste/Scheduled Tribe/Other Backward Class candidates who fulfill the minimum educational qualifications laid down in the notice for recruitment of advertisement. In order to bring such candidates to the minimum standard necessary for the posts and for the maintenance of efficiency of administration, they should be given in-service training. The in-service training will be provided by the appointing authorities within their own offices. Such candidates will, on their appointment, be placed on probation and the rules/orders regarding probation will apply to them.
- 28.3** Ministries /Departments should instruct all authorities under them to prepare a list of nontechnical and quasi-technical posts in Group C and D to which the provisions given above apply. While notifying vacancies in such posts or advertising them, it should be indicated that the posts are non-technical in Group C and D.

29. No Relaxation in Educational Qualification:

Where an educational qualification has been prescribed in the recruitment rules, all candidates including the SC, ST and OBC candidates shall satisfy the said qualification. Sometimes, a minimum number of marks or a minimum grade is prescribed as part of the educational qualification in the recruitment rules. In such cases, the minimum marks/grade so prescribed shall uniformly apply to all candidates including SC, ST and OBC candidates.

30. Relaxation of Standards in Departmental Competitive / Qualifying Examinations:

- 30.1** If in case of promotions made through departmental competitive examinations, sufficient number of Schedule Caste / Scheduled Tribe candidates are not available on the basis of general standard to fill all the vacancies reserved for them, Scheduled Caste/Scheduled Tribe candidates who have not acquired the general qualifying standard can also be considered for promotion to fill up the remaining vacancies reserved for them provided they are not found unfit for such promotions. In other words, the qualifying standard in such examinations can be relaxed in favour of Scheduled Caste and Scheduled Tribe candidates if sufficient numbers of Scheduled Caste/Scheduled Tribe candidates are not available on the basis of general standard to fill all the vacancies reserved for them provided they are not found unfit for appointment to such post or posts.
- 30.2** In promotions made on the basis of seniority subject to fitness in which there is reservation for Scheduled Castes and Scheduled Tribes and where a qualifying examination is held to determine the fitness of candidates for such promotion, suitable relaxation in the qualifying standard in such examination should be made in the case of Scheduled Caste/Scheduled Tribe candidates. Similar relaxation of standard should be made in favour of

Scheduled Caste/Scheduled Tribe candidates in such departmental qualifying examinations for promotions also, where promotion is made by selection and merit is determined by qualifying examination out of the qualified candidates. The extent of relaxation in above cases should be decided on each occasion whenever such an examination is held taking into account all relevant factors including (i) the number of vacancies reserved, (ii) the performance of Scheduled Caste/Scheduled Tribe candidates as well as general candidates in that examination, (iii) the minimum standard of fitness for appointment to the post, and also (iv) the overall strength of the cadre and that of the Scheduled Castes and Scheduled Tribes in that cadre.

31. Filling up of Reserved Vacancies in case of Direct Recruitment:

31.1 When direct recruitment is to be made for reserved as well as unreserved vacancies on any one occasion, a single advertisement should be issued specifying clearly therein the vacancies reserved for Scheduled Castes, Scheduled Tribes and OBCs.

31.2 While notifying the vacancies to the local or the regional employment exchange, a single requisition should be sent to the Employment Exchange for such reserved and unreserved vacancies. The number of vacancies reserved for Scheduled Castes, Scheduled Tribes and OBCs out of the total vacancies notified should be clearly indicated in the requisition to the employment Exchange. The following certificate should also, be given in the requisition:

“Certified that the number of vacancies reserved for Scheduled Castes/Scheduled Tribes/OBCs/ex-servicemen/Persons with Disabilities is in accordance with the reservation quota fixed by Government for these categories.”

31.3 If sufficient number of Scheduled Caste/Scheduled Tribe candidates are not available or are not sponsored by the Employment Exchange for the reserved vacancies, the appointing authority should also intimate the reserved vacancies to the Director of Scheduled Castes/Scheduled Tribes Welfare in the State/Union Territory concerned.

31.4 The vacancies should also be brought to the notice of the Scheduled Caste/Scheduled Tribe Organizations recognized by this Department for the purpose of notifying to them the vacancies. It may, however, be made clear to such organizations that their function is limited to advising the Scheduled Caste/Scheduled Tribe/Other Backward Class candidates about the recruitment proposed and that it will not be for them to recommend or press the names of any individuals. The candidates should apply to the appointing authority either direct or through the Employment Exchanges, as the case may be.

31.5 Where sufficient numbers of candidates belonging to SC/ST/OBC are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies should not be filled by candidates not belonging to these communities. In other words, there is a ban on dereservation of vacancies reserved for SCs, STs and OBCs in direct recruitment.

31.6 If sufficient numbers of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt should be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies. If the required number of SC/ST/OBC candidates are not even then available, the vacancies

which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as “backlog vacancies.”

- 31.7** In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs, STs and OBCs will also be announced for recruitment. While doing so, it may be kept in view that the vacancies of the particular recruitment year i.e. the current vacancies will be treated as one group and backlog vacancies of SCs, STs and OBCs as a separate and distinct group. Of the vacancies in the first group, not more than 50% of the vacancies shall be reserved. Vacancies in the second group i.e. all the backlog vacancies reserved for SCs, STs and OBCs will be filled up by the candidates belonging to concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies of SCs, STs and OBCs.
- 31.8** Vacancies reserved for SCs/STs/OBCs which could not be filled up and are carried forward as backlog vacancies and remain unfilled in the following recruitment year also, will be carried forward as backlog vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved.
- 31.9** In posts filled otherwise than through examination, normally six to seven candidates belonging to the community for which the post is reserved may be called for interview for each reserved vacancy, subject to availability of such candidates fulfilling the qualifications prescribed for the post. Where the response from the Scheduled Caste/Scheduled Tribe/Other Backward Class candidates is exceptionally good, the recruiting authority may, having regard to the merits of each case, call as many as 10 to 12 candidates of the respective category for each reserved vacancy for the purpose of interview/selection.
- 31.10** In direct recruitment made otherwise than through examination and in direct recruitment made through examination followed by an interview, the interview of Scheduled Caste/Scheduled Tribe candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that the Scheduled Caste and Scheduled Tribe candidates are not judged in comparison with general candidates and the interviewing authority/Board is/are prominently aware of the need for judging the Scheduled Caste /Scheduled Tribe candidates by relaxed standards.
- 31.11** While constituting the Selection Committee/Board, instructions regarding nomination of SC/ST/OBC officer on the Committees/Boards, as issued from time to time, should be followed.

32. Filling up of Reserved Vacancies in case of Promotion by Selection:

In case of promotion by selection, selection against vacancies reserved for Scheduled Castes and Scheduled Tribes should be made only from among those Scheduled Caste /Scheduled Tribe officers who are within the normal zone of consideration. Where adequate number of SC/ST candidates are not available within the normal field of choice, it may be extended to 5 times the number of vacancies and the SC/ST candidates (and not any other candidates) coming within the extended field of choice should also be considered against the vacancies reserved for them. The following instructions will apply to the filling of vacancies reserved for Scheduled Castes and Scheduled Tribes in such promotions:

- (i) Scheduled Caste and Scheduled Tribe officers who are within the normal zone of consideration shall be considered for promotion alongwith others and adjudged on the same basis as others and those Scheduled Caste and Scheduled Tribe officers amongst them who are selected on that basis may be included in the general select list. If some of the SC/ST candidates so selected have been selected on their own merit in all respect and are so placed in the select list that their names fall within the number of unreserved vacancies, such candidates shall be adjusted against unreserved vacancies.
- (ii) If number of candidates from Scheduled Castes and Scheduled Tribes other than the candidates selected on their own merit who are adjusted against unreserved vacancies is less than the number of vacancies reserved for them, the difference should be made up by selecting candidates of these communities who are in the zone of consideration irrespective of merit but who are considered fit for promotion.
- (iii) If the number of SC/ST candidates found fit for promotion against reserved vacancies is still less than the number of vacancies reserved for them, the difference should be made up by selecting candidates of these communities who are in the extended zone of consideration irrespective of merit but who are considered fit for promotion.
- (iv) A select list should then be prepared in which the names of all the selected officers, general as well as those belonging to Scheduled Castes and Scheduled Tribes, are arranged in the order of merit and seniority according to the general principles for promotion to selection posts. However, such of the SC/ST candidates who are in the extended field and get selected should en block be placed in the end by maintaining their inter se position in accordance with their gradation by the DPC. This select list should, thereafter, be followed for making promotions in vacancies as and when they arise during the year.

33. Filling up of Reserved Vacancies in case of Promotion by Non-Selection:

In case of promotion by non-selection, all Scheduled Caste and Scheduled Tribe candidates covered in the relevant seniority list within the total number of such vacancies against which the promotions are to be made, shall be considered in the order of their general seniority, and if they are not judged unfit, they shall be promoted. If the number of Scheduled Caste / Scheduled Tribe candidates found fit within the range of actual vacancies is less than the number of vacancies reserved for them, additional Scheduled Caste / Scheduled Tribe candidates to the extent required shall be located by going down the seniority list, provided they are eligible and found fit for appointment.

Note 1: In order to ensure proper implementation of reservation of vacancies for Scheduled Castes and Scheduled Tribes in promotion, number of vacancies should be assessed as accurately as possible. Purely short term vacancies should not be taken into account for this purpose; nor should any addition be made to cover unforeseen vacancies. At the same time, it is necessary to ensure that the number of vacancies is not reduced. All clear vacancies arising due to death, retirement, resignation and long term promotion of incumbents from one post/grade to a higher post/ grade should be taken into account while fixing the number of vacancies and the number of reserved vacancies for Scheduled Castes and Scheduled Tribes.

Note 2: Since appointment to Selection Grade also constitutes promotion, the appropriate orders relating to reservation/concessions for Scheduled Castes and Scheduled Tribes in promotions, made by 'selection' or on the basis of 'seniority subject to fitness' would apply to the appointment to the Selection Grade according as such appointments are made on the basis of 'selection' or 'seniority subject to fitness.'

Note 3: While constituting the Departmental Promotion Committee, instructions regarding nomination of SC/ST officers on the DPC, as issued from time to time, should be followed.

34. Steps To Be Taken in Case of Non-Availability of SC/ST Candidates for Promotion:

- 34.1** If sufficient numbers of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be dereserved as per prescribed procedure and filled by candidates of other communities.
- 34.2** If sufficient numbers of SC/ST candidates fit for promotion against reserved vacancies are not available and such vacancies can also not be dereserved for reasons like non-availability of candidates of other categories to fill up the posts etc., the vacancies shall not be filled and will remain unfilled until the next recruitment year. These vacancies will be treated as “backlog vacancies.”
- 34.3** In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs and STs will also be filled up, keeping the current vacancies and the backlog vacancies of SCs and STs as two distinct groups. Of the current vacancies, not more than 50% of the vacancies shall be reserved. However, all the backlog vacancies reserved for SCs and STs will be filled up by candidates belonging to the concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies.

35. Diversion of Reserved Vacancies under the Promotion Quota to Direct Recruitment:

Where recruitment to a grade is made both by promotion and direct recruitment i.e. where separate quota for promotion and direct recruitment are prescribed in the Recruitment Rules, reserved vacancies falling in the promotion quota which cannot be filled due to non-availability of eligible persons belonging to SC/ST in the feeder cadre may be temporarily diverted to the direct recruitment quota and filled by recruitment of candidates belonging to SC or ST, as the case may be, in accordance with the provisions relating to direct recruitment contained in the Recruitment Rules. In the subsequent year(s) when reserved vacancies in the direct recruitment quota become available they may be diverted to the promotion quota to make up for the vacancies diverted earlier and filled from SC/ST candidates in the feeder cadre who might by then become eligible for promotion. This involves relaxation of the Recruitment Rules. The Ministries/Departments may themselves exercise the power of relaxation subject to approval of UPSC, wherever necessary.

36. Safeguards against Supersession of SC/ST Candidates:

- 36.1** In posts filled by promotion (by selection or on the basis of seniority subject to fitness) wherever the orders regarding reservation apply the following procedure should be observed by the appointing authorities, in regard to cases where eligible Scheduled Caste/Scheduled Tribe candidates, though available, are not appointed/selected for the reserved as well as unreserved vacancies:
- (a) In promotions to Group A and within Group A – Such cases should be submitted to the Minister, Minister of State/Deputy Minister concerned, as the case may be.
- (b) In promotion to Group B and within Group B – Such cases should be reported to the Minister/Minister of State/Deputy Minister concerned, as the case may be, within a period of one month of the finalisation of the select list.

(c) In promotion to and in Group C and within Group D – Such cases should be reported to the Head of the Department, if the appointing authority is lower than the level of the Head of the Department, and where the Head of the Department is himself the appointing authority, to the Secretary of the administrative Ministry/Department.

36.2 In regard to promotions by selection from Group A post to a Group A post which carries an ultimate salary of Rs. 18,300 (pre-revised) or less, cases where the Scheduled Caste / Scheduled Tribe candidates available within the number of vacancies for which the select list is drawn are not selected, should be submitted to the Minister / Minister of State / Deputy Minister concerned, as the case may be.

37. Implementation of the Findings of DPC Kept in Sealed Cover:

According to the instruction contained in the Ministry of Home Affairs Office Memorandum No.39/3/59-Estt.(A) dated the 31st August, 1960 in case of persons where the findings of the Department Promotion Committee are kept in sealed cover because they are under suspension or vigilance enquiries are pending against them, a vacancy should be kept reserved for them and it should be filled only on officiating basis till the finalization of the departmental proceedings. If the officer is completely exonerated and the charges leveled against him are proved to be wholly unjustified then he should be promoted thereafter to the vacancy which had been filled on an officiating basis and which was reserved for him. In such cases, the junior most officer officiating in the grade i.e. the officer occupying the lowest position in the panel is reverted. Where such reversion becomes necessary, the reversions should be made in such a manner that the total number of SC/ST candidates in the cadre appointed by reservation is not reduced below the reservation prescribed for them.

38. Dereservation:

38.1 A vacancy reserved for SCs or STs or OBCs cannot be filled by a candidate other than an SC or ST or OBC candidate, as the case may be, as long as the vacancy is reserved. However, a reserved vacancy may be declared unreserved by following the procedure of dereservation as given below:

38.2 Dereservation in case of Direct Recruitment

38.2.1 There is a general ban on dereservation of reserved vacancies in case of direct recruitment. However, in rare and exceptional cases when a vacancy in a Group 'A' service cannot be allowed to remain vacant in public interest, the administrative Ministry/Department may prepare a proposal for dereservation of the vacancy giving following information:

- (i) Designation of the post;
- (ii) Pay scale of the post;
- (iii) Name of the service to which the post belongs;
- (iv) Duties and responsibilities attached to the post;
- (v) Educational and other qualifications prescribed for the post;
- (vi) Efforts made to fill up the post;

(vii) Reasons why it cannot be allowed to remain vacant;

(viii) Justification for dereservation; and

(ix) Any other relevant information.

38.2.2 The administrative Ministry shall consult the National Commission for Scheduled Castes in respect of vacancy reserved for SCs , the National Commission for Scheduled Tribes in respect of vacancy reserved for STs and the National Commission for Backward Classes in respect of vacancy reserved for OBCs. After obtaining the comments of the concerned Commission, the administrative Ministry/Department shall place the proposal alongwith the Commission's comments before a Committee comprising of the Secretaries in the Department of Personnel and Training, the Ministry of Social Justice and Empowerment, and the Ministry/Department under which the recruitment is to be made for consideration and recommendation. The recommendation of the Committee shall be placed before the Minister in charge of the Department of Personnel and Training for taking a final decision. If dereservation of the vacancy is approved, it can be filled as an unreserved vacancy.

38.3 Dereservation in case of Promotion

38.3.1. In case of promotion, if sufficient numbers of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be dereserved and filled by the candidates of other communities. The power to accord approval to dereservation of the reserved vacancies in such cases is delegated to the administrative Ministries and Departments subject to the following conditions:

(i) no candidate belonging to the category for which the vacancy is reserved is available within the zone of consideration or extended zone of consideration or eligible for promotion in the feeder cadre(s) specified in the relevant service / recruitment rules / orders;

(ii) the proposal for dereservation has been seen and concurred in by the Liaison Officer of the Ministry / Department;

(iii) the proposal for dereservation is agreed to at a level not lower than that of Joint Secretary to the Government of India, in the administrative Ministry / Department (proper)concerned; and

(iv) in the event of disagreement between the appointing authority and the Liaison Officer, the advice of the Department of Personnel & Training is obtained.

38.3.2. Before taking a decision to dereserve a vacancy under the delegated powers, the administrative Ministry / Department shall prepare a proposal in the proforma given in the **Annexure-VI** and send one copy thereof each to the Department of Personnel & Training and the National Commission for Scheduled Castes in respect of vacancies reserved for SCs and to the National Commission for Scheduled Tribes in respect of vacancies reserved for STs. After sending the proposal, the Ministry / Department shall wait for a period of atleast two weeks for the comments of the Department of Personnel & Training and the concerned National Commission. If no comments are received from the Department of Personnel & Training or the concerned Commission within two weeks, the administrative Ministry / Department may presume that the DOPT or the concerned National Commission, as the case may be, do not have any comments to offer and may take a decision regarding dereservation of the vacancy. In case the Ministry / Department receives comments from the DOPT or the

concerned Commission within two weeks, the comments so received shall be considered while taking a decision in the matter.

38.3.3. While sending the copy of the proposal to the Commissions / Department of Personnel & Training, it should be ensured that the proposal/proforma duly filled in is signed by an officer of the rank of Under Secretary or above in the administrative Ministry / Department.

38.3.4. The Attached / Subordinate Offices etc. should not send the proposal direct to the Department of Personnel and Training or to the concerned National Commission. They should send the proposal to the administrative Ministry/ Department who will examine the proposal and send it to the Department of Personnel and Training and to the concerned National Commission.

39. Provisions in Recruitment Rules/Regulations for Examination:

39.1 The recruitment rules in respect of all services/posts within the purview of the reservation orders should contain a separate rule on the following lines:-

“Savings: Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disabilities and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.”

39.2 The provisions in recruitment rules and regulations for examinations for relaxation in standards in favour of Scheduled Castes/Tribes may be worded as follows:

“Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or the Persons with Disabilities may, to the extent the number of vacancies reserved for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes and the Persons with Disabilities cannot be filled on the basis of the general standard, be recommended by the Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the post/service irrespective of their ranks in the order of merit at the examination.”

Note: If the recruitment is not made through the UPSC, the reference to the Commission in the above provision may be modified to refer to the competent authority.

40. Verification of the Claims of Scheduled Castes, Scheduled Tribes and Other Backward Classes:

40.1 Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class will have to produce a certificate to the Appointing Authority/Selection Committee/Board etc. in support of his claim so as to make him eligible for reservation and various relaxations and concessions.

40.2 The Caste/Tribe/Community certificate issued by the following authorities in the prescribed form as given in **Annexure-VII** for SCs/STs and **Annexure-VIII** for OBCs will only be accepted as proof in support of a candidate's claim as belonging to the Scheduled Caste or the Scheduled Tribe or the Other Backward Class:

(i) District Magistrate/Additional District Magistrate/Collector /Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendary Magistrate/ Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/Presidency Magistrate;

(iii) Revenue Officer not below the rank of Tehsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

40.3 The appointing authorities should verify the caste status of a Scheduled Caste/ Scheduled Tribe / Other Backward Class candidate at the time of initial appointment and of an SC/ST officer at the time of promotion against reserved vacancy also. For this purpose, the caste and the community to which an SC/ST/OBC person belongs, his place of residence and the name of the State, should be pasted on the top of his service book, personal file or any other relevant document to facilitate such verification. It may be noted that a Scheduled Caste person, whose caste has been **descheduled** after his initial appointment as a Scheduled Caste, is no longer entitled to enjoy the benefit of reservation in promotions. The verification of caste-status at every important up-turn of employee's career is necessary so that the benefit of reservation and other scheme of concessions etc. should go only to the rightful claimants and not those who become disentitled to them.

40.4 The Appointing Authorities should, in the offer of appointment to the candidates claiming to be belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes include a clause as follows:

“The appointment is provisional and is subject to the Caste/Tribe/Community certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe or Other Backward Class, 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 Penal Code for production of false certificates.”

40.5 An appointing authority may, if it considers necessary for any reason, verify the claim of a candidate through the District Magistrate of the place where the candidate and/or his family ordinarily resides. If after appointment in any particular case, the verification reveals that the candidate's claim was false his services may be terminated in accordance with the relevant rules/orders.

40.6 As no person professing a religion different from the Hindu or Sikh or Boudh can be deemed to be a member of Scheduled Castes, the appointing authorities should stipulate in the letter of appointment issued to Scheduled Caste candidates that they should inform about the change, if any, of their religion to their appointing/administrative authority immediately after such a change. The serving scheduled Caste employees should be instructed to intimate change, if any, in their religion immediately to their appointing/administrative authorities.

41. Reporting About Representation:

41.1 Soon after the first of January of every year, each Appointing Authority shall send to its administrative Ministry/Department concerned:-

(i) **SC/ST/OBC Report-I** in the proforma given in **Annexure-IX** showing the total number of Government servants and the number of SCs, STs and OBCs amongst them as on the 1st January of the year and the number of appointments made during the preceding calendar year alongwith the number of SCs, STs and OBCs amongst them; and

(ii) **SC/ST/OBC Report-II** in the proforma given in **Annexure-X** showing the representation of SCs, STs and OBCs in various grades of organised Group 'A' services as on the 1st January of the year and the particulars of recruitment to the various grades during the preceding calendar year in the service.

41.2 On receipt of the above reports, the administrative Ministry/Department shall consolidate the information received from all Appointing Authorities under it and shall send to the Department of Personnel and Training by the 31st March of each year:

(i) **Consolidated SC/ST/OBC Report-I** in respect of the Ministry/Department including information in respect of all Attached and Subordinate Offices under its control.

(ii) **SC/ST/OBC Report-II** in respect of each organised Group 'A' service under its control reflecting grade-wise position of the representation of SCs/STs/OBCs in the service as on 1st January of the year and particulars of recruitment to various grades of the service during the preceding calendar year.

41.3 **does not pertain to our office.**

41.4 While furnishing the figures of representation of SCs, STs and OBCs in Report-I, information in respect of the posts of "sweepers/safaikaramcharies" should not be included as such inclusion results in inflating the figures of representation of SCs in group D/MTS posts. In the report, information in respect of group D/MTS posts (excluding sweepers) and group D /MTS posts (sweepers) should be given separately.

41.5 The reports relate to persons and not to posts. Therefore, the posts vacant etc. should not be taken into account while furnishing the reports. A person on deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent office. Figures in respect of Scheduled Castes, Scheduled Tribes and Other Backward Classes should include persons appointed by reservation as well as appointed on their own merit. Likewise the persons permanent in one grade but officiating or holding temporary appointment in the higher grades should be shown in the figures relating to the class of service in which the higher grade concerned is included.

42. Arrangements for Training:

42.1 The following steps should be taken for training of Group A Officers belonging to Scheduled Castes and Scheduled Tribes:

(i) More intensive training should be arranged for directly recruited Group A officers belonging to Scheduled Castes and Scheduled Tribes by the Heads of the Training Institutions, wherever necessary, along with other officers needing such help.

(ii) Ministries/Departments should nominate a considerably larger number of Scheduled Caste and Scheduled Tribe officers for the training programmes run by the various Departments and Training Institutions. They

should lay down a time limit, say 3 years, within which training of such officers in appropriate fields should be completed. A phased programme for sponsoring such officers for training to the various Institutions should be drawn up. The Ministries/Departments should identify the training needs of the Scheduled Caste and Scheduled Tribe officers and then examine to which training programmes these officers should be deputed. Special attention may also be paid to the training of such officers as are selected for promotion by relaxed standards to enable them to give a good account of themselves. The Training Division of the Department of Personnel & Training would render all assistance in suggesting or even devising suitable programmes wherever necessary.

- (iii) In drawing up such training programmes, adequate margin should be provided to take in as many Scheduled Caste and Scheduled Tribe officers as are sponsored by the Ministries. It would be useful to earmark 25 per cent of the seats for officers of Scheduled Castes and Scheduled Tribes, wherever possible. In case this becomes difficult in any particular programme, then such officers could be covered in the next course or a special programme may be arranged for them. It would also be useful if officers of Scheduled Castes and Scheduled Tribes were included in the various training programmes abroad. It would enable them to broaden their outlook and also build up specialized knowledge. It is also likely to boost up the morale of the officers of these communities.
- (iv) Superiors of Scheduled Caste and Scheduled Tribe Officers should be asked to take special care regarding on the job training of these officers, identify areas where special training is considered necessary and take appropriate steps for such training in consultation with the Department's Training Coordinator and the Training Division of the Department of Personnel & Training.
- (v) Cases of Scheduled Caste and Scheduled Tribe Officers should be considered sympathetically and they should be given preference while nominating officers for training or deputing them for attending seminars/conferences, symposia etc. While nominating officers for training programmes run by the various Departments and Training Institution or for training programmes abroad or for training, seminars and conferences, it should be indicated as to which of the officers nominated belong to Scheduled Castes and Scheduled Tribes, so that their cases may be duly considered by the appropriate authorities at the time of selection.

43. Intimation about Competitive Examinations to Pre-Examination Training Centres:

Pre-examination Training Centres have been set up in various States to increase the employment potentialities of Scheduled Caste and Scheduled Tribe candidates in reserved vacancies filled through various competitive examinations. The authorities holding the various competitive examinations should inform these Pre-examination Training Centres well in advance of the actual date of the examination, the probable number of reserved vacancies and the syllabus for and the standard of the examination. This would enable the Pre-examination Training Centres to evolve the Scheme of Training which will be correlated to such examinations and which in turn would lead to improved intake of Scheduled Caste and Scheduled Tribe candidates against reserved vacancies.

44. Selection of Persons for Posting Abroad:

While it will not be possible to provide for any specific norm of relaxation in favour of Scheduled Caste and Scheduled Tribe employees in the matter of posting in foreign countries, when a Ministry/Department etc. makes

selection of persons for posting in its units etc. located in a foreign country, it should see that eligible employees belonging to Scheduled Castes and Scheduled Tribes are also considered alongwith others for such posting.

45. Forwarding of Application for Employment:

Application for employment elsewhere of temporary or permanent Central Government servants belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes should be readily forwarded except in very rare cases where there may be compelling grounds of public interest for withholding such applications. Cases where applications of employees belonging to Scheduled Castes/Scheduled Tribes /Other Backward Classes could not be forwarded due to compelling grounds of public interest should be reported within a month to the officer nominated as Liaison Officer in the administrative Ministry/ Department or in offices under the Head of Department.

46. Prevention of Discrimination:

It has been pointed out on many occasions that the Scheduled Caste and Scheduled Tribe Officers, after appointment, are subjected to harassment and discrimination on grounds of their social origin. It has been pointed out that SC/ST officers are sometimes transferred to far-off places and also placed at insignificant positions. It has also been stated that these officers are not accepted at their places of postings by the concerned superior officers in some cases. In this connection, it is emphasized that Government servants should desist from any act of discrimination against members of SC/ST communities on grounds of their social origin. It is also requested that senior officers, including the Liaison Officers of the Ministry/Department, should keep a close watch to ensure that such incidents do not occur at all. However, if any such incident comes to the notice of the authorities, action should be taken against the erring officials promptly.

47. Clarifications about SC/ST/OBC Status:

47.1 Cases in which a doubt arises whether a person belongs to a Scheduled Caste or Other Backward Class or whether a caste or community is a Scheduled Caste or included in Other Backward Classes may be referred to the Ministry of Social Justice and Empowerment, Shastri Bhavan, New Delhi. If such a doubt arises about Scheduled Tribe status of a person or community, reference may be made to the Ministry of Tribal Affairs, Shastri Bhavan, New Delhi. However, a set of points which should be taken into account by the certificate issuing authorities are given below.

47.2 Where a person claims to belong to a Scheduled Caste, Scheduled Tribe or a Backward community by birth, it should be verified :

(i) That the person and his parents actually belong to the community claimed;

(ii) That this community is included in the Presidential Orders specifying the Scheduled Castes and Scheduled Tribes or included in the list of OBCs notified by the Ministry of Social Justice and Empowerment, Government of India in relation to the concerned State;

(iii) That the person belongs to that State and to the area within that State in respect of which the community has been scheduled/notified.

(vi) If the person claims to be a Scheduled Caste, he should profess either the Hindu or the Sikh or the Boudh religion.

(v) If the person claims to be a Scheduled Tribe or an Other Backward Class, he may profess any religion.

47.3 Cases of Migration:

(i) Where a person migrates from the portion of the state in respect of which his community is scheduled/notified to another part of the same State in respect of which his community is not scheduled/notified, he will continue to be deemed to be a member of the Scheduled Caste or the Scheduled Tribe or the Other Backward Class, as the case may be in relation to that State;

(ii) Where a person migrates from one state to another, he can claim to belong to a Scheduled Caste or Scheduled Tribe or Other Backward Class only in relation to the State to which he originally belonged and not in respect of the State in which he has migrated.

47.4 Claims through Marriage:

No person who was not a member of Scheduled Caste or a Scheduled Tribe or Other Backward Class by birth will be deemed to be a member of Scheduled Caste or Scheduled Tribe or Other Backward Class merely because he or she had married a person belonging to a Scheduled Caste or Scheduled Tribe or Other Backward Class. On the other hand a person who is a member of a Scheduled Caste or a Scheduled Tribe or an OBC would continue to be a member of that Scheduled Caste, Scheduled Tribe or OBC, as the case may be, even after his or her marriage with a person who does not belong to a Scheduled Caste or a Scheduled Tribe or an Other Backward Class.

47.5 Cases of Conversion and Reconversion:

(i) Where a Scheduled Caste person gets converted to a religion other than Hinduism or Sikhism or Buddhism and then reconverts himself back to Hinduism or Sikhism or Buddhism, 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.

(ii) In the case of a descendant of a Scheduled Caste convert, the mere fact of conversion to Hinduism or Sikhism or Buddhism will not be sufficient to entitle him to be regarded as a member of the Scheduled Caste to which his forefathers 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 a member of that caste.

47.6 Cases of Adoption:

Great care has to be exercised in dealing with cases where a person claims to be a member of Scheduled Caste or Other Backward Class on the ground that he has been adopted by a Scheduled Caste/OBC person. The validity of the adoption has to be clearly established before any caste certificate can be given. It is for the party to prove his claim by cogent and reliable evidence:

(i) The requirements of valid adoption are given in sections 6 to 11 of the Hindu Adoption Maintenance Act, 1956. The actual giving and taking of the child in adoption is a mandatory requirement and thereafter the

adopted child is deemed to be the child of his or her adoptive father or mother for all purposes and the child severs all ties with the family of his or her birth. Ordinarily, no child who has attained the age of 15 years or who is married can be given in adoption unless there is a custom or usage applicable to the parties.

- (ii) In deciding whether an adoption is valid, the certificate issuing authority should satisfy himself that all the requirements of Law have been complied with. He should also take into account the behaviour of the child after adoption whether he physically lives with and is supported by his adoptive parents and receives no financial help from his original parents. In case these conditions are not satisfied, the certificate should be refused.
- (iii) Where the case relates to an adoption of a married person or of a person of the age of 15 years and above, the certificate shall be required to be given by the District Magistrate who shall after making due enquiries as to the validity of the adoption as to whether such adoption is permitted by a custom or usage applicable to the parties, make an endorsement to that effect on the certificate. Such custom or usage should have been continuously and uniformly observed for a long time and obtained the force of law among the Hindus of that particular area, or that community, group of family provided that the custom or usage is certain and not unreasonable or opposed to public policy and in the case of custom or usage in respect of a particular family that the custom or usage has not been discontinued. In addition, it should be verified that all other conditions for a valid adoption, including the physical transfer of the adopted person to the family of the adoptive parents and that he has severed all ties with the original parents are fulfilled.

48. Liaison Officer and Reservation Cell:

48.1 In each Ministry/Department the Deputy Secretary in charge of administration or any other officer at least of the rank of Deputy Secretary will act as a Liaison Officer in respect of matters relating to the representation of Scheduled Castes, Scheduled Tribes and OBCs in all establishments and services under the administrative control of the Ministry/Department. The Liaison Officer will be specially responsible for:

- (i) Ensuring due compliance by the subordinate appointing authorities with the orders and instructions pertaining to the reservation of vacancies in favour of Scheduled Castes, Scheduled Tribes and Other Backward Classes and other benefits admissible to them.
- (ii) Ensuring timely submission by each appointing authority under the Ministry/Department to the Ministry/Department the SC/ST/OBC Reports I and II and ensuring scrutiny and consolidation of the above reports in respect of all establishments and services in and under the control of the Ministry/Department and sending the consolidated reports in the prescribed proformae to the Department of Personnel & Training.
- (iii) Acquainting himself well in time about the dates of various DPCs, which will be held in future. He will have with him a ready list of officers of various levels belonging to SC/ST of a few sister Departments/Ministries so that whenever requirement arises, an SC/ST officer of appropriate level consistent with the level of the other members of the DPC and the level of appointment for which a DPC is proposed to be convened, can always be associated as a member. Such a list may be prepared by the Liaison Officer by informally consulting the administrative wing of other Ministries/Departments.

- (iv) Ensuring that while making a reference to the Department of Personnel and Training and to the National Commission for Scheduled Castes/the National Commission for Scheduled Tribes for dereservation of reserved vacancies, full details in support of the proposal for dereservation are given.
- (v) Ensuring the extension of necessary assistance to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes in the investigation of complaints received by the Commission, in regard to service matters and in the collection of information for his annual report.
- (vi) Conducting annual inspection of the reservation registers/roster registers maintained in the Ministry/Department/Offices under the control of the Ministry/Department with a view to ensuring proper implementation of the reservation orders.
- (vii) Acting as Liaison Officer between the Ministry/Department and the Department of Personnel & Training for supply of other information, answering questions and queries and clearing doubts in regard to matters covered by the reservation orders.

48.2 Each Ministry/Department should set up a Reservation Cell within the Ministry/Department under the direct control of the Liaison Officer. The functions of the Cell will mainly be to assist the Liaison Officer to discharge his duties effectively.

48.3 In offices under the control of each Head of Department also, a Liaison Officer will be nominated for work relating to representation of Scheduled Castes, Scheduled Tribes and Other Backward Classes in such offices. The duties of Liaison Officers for offices under such Heads of Departments will be similar to those mentioned above in respect of offices under their charge.

48.4 Cases of negligence or lapses in the matter of following the reservation and other orders relating to Scheduled Castes, Scheduled Tribes and Other Backward Classes coming to light through the inspections carried out by the Liaison Officer or otherwise, should be reported/submitted by him to the Secretary/Additional Secretary to the Government in the respective Ministry/Department or to the Head of the Department in respect of offices under the Head of Department, as the case may be. The concerned Secretary/Additional Secretary/Head of the Department shall pass necessary orders on such reports to ensure strict compliance of the reservation orders by the appointing authority concerned.

49. Role of the National Commission for SCs and STs :

49.1 The National Commission for Scheduled Castes and the National Commission for Scheduled Tribes have been constituted under Article 338 and Article 338-A of the Constitution respectively to investigate all matters relating to the safeguards provided for the Scheduled Castes and Scheduled Tribes in the Constitution and report to the President upon the working of these safeguards.

49.2 In regard to the question whether the Commissions can call for the original records and files in specific cases where complaints have been made to them and whether Scheduled Caste and Scheduled Tribe Government servants can write to the concerned Commission direct bringing their grievances to the notice of the Commission, it is stated that:

(a) Files relating to the appointment of candidates belonging to the Scheduled Castes and Scheduled Tribes against the reserved quota should, on demand, be made available to the National Commission for Scheduled Castes or the National Commission for Scheduled Tribes, as the case be;

(b) In all other cases, comprehensive notes explaining the position may be furnished to the Commission;

(c) Should the Commission have any reservations or doubts in regard to the explanations given, the matter may be referred to the Secretary(Personnel), who will go through the original records and answer the queries by the Commission, where possible he will also send the record with the reply; and

(d) Scheduled Caste and Scheduled Tribe Government employees may write to the National Commission for Scheduled Castes and the National Commission for Scheduled Tribes direct on matters relating to appointments against the reserved quota. It is not necessary for the Scheduled Caste and Scheduled Tribe Government employees to seek prior permission of the concerned administrative Ministry/Department for sending their representations to the concerned Commission.

Note: The expression “reserved quota” will include matters relating to confirmation, promotion, grant of other concessions allowed to Scheduled Caste and Scheduled Tribe employees by the Department of Personnel and Training from time to time.

49.3 Ministries/Departments and particularly, the Liaison Officers should ensure the extension of necessary assistance to the National Commissions for investigation of complaints received by the latter in service matters. The Communications received from the Commissions calling for facts, comments, etc. in respect of representations on service matters made by individuals should be replied to expeditiously.

49.4 Ministries/Departments should extend necessary assistance required by the Commissions for conducting special studies of the registers/ rosters maintained and of implementation of other orders regarding reservation of Scheduled Castes and Scheduled Tribes by any appointing authority under their administrative control. The follow-up action on the reports/ recommendations made by the Commission after such studies, should be completed and action taken reported to the concerned Commission’s office within six months. Where for any reasons, it is not possible for any Ministry to adhere to this time scheduled, the reasons therefore should be communicated to the Commission before the expiry of six months indicating the details of the action already taken and also the probable time that would be further needed by them to send their final replies/reports.

49.5. The Supreme Court in the matter of the All Indian Overseas Bank Scheduled Castes and Scheduled Tribes Employees Welfare Association and Others Vs. Union of India and Others (Civil Appeal No.13700 of 1996) has held that the National Commission for the Scheduled Castes and Scheduled Tribes had no power of granting injunction, whether temporary or permanent. The Court also held that the powers of the Commission in terms of Article 338(8) of the Constitution were all the procedural powers of a Civil Court for the purpose of investigating and inquiring into the matters and that too for that limited purpose only. In view of the judgement of the Supreme Court, the National Commission for the Scheduled Castes and the National Commission for the Scheduled Tribes have no powers to direct withholding of the operation of any orders issued by the Government. The Ministries/Departments etc. may keep in view the judgement of the Supreme Court while dealing with the directions given by the National Commission for the Scheduled Castes or the National Commission for the Scheduled Tribes.

50. Annual Reports of the Ministries/Departments:

Each Ministry/Department should include in its Annual Report a note about the activities of the Reservation Cell set up within the Ministry/Department under the control of the Liaison Officer and the steps taken by the Ministry/Department to implement the provisions about reservation for SCs, STs, OBCs and PWDs. The statistics relating to representation of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Persons with Disabilities should also be incorporated in the Annual Report of the Ministry/Department. This should include the information contained in SC/ST/OBC Report-I, SC/ST/OBC Report-II, and reports prescribed in respect of persons with disabilities which each Ministry/Department is required to furnish to the Department of Personnel and Training in a consolidated form every year. Besides the consolidated information in respect of the Ministry/Department as a whole including all the attached and subordinate offices, it would be useful to include in the Annual Report information in respect of each organisation/establishment under the Ministry/Department. Similar information in respect of statutory and semi-Government bodies and in respect of public sector undertakings under the control of the Ministry/Department may also be usefully included in the Annual Report.

RESERVATION IN CASE OF RECRUITMENT TO GROUP C AND D POSTS ON LOCAL BASIS

Sl.No.	Name of the State/UT	Percentage of Reservation		
		Scheduled Castes	Scheduled Tribes	Other Backward Classes
1	Andhra Pradesh	16	7	27
2	Arunachal Pradesh	1	45	0
3	Assam	7	12	27
4	Bihar	16	1	27
5	Chhattisgarh	12	32	6
6	Goa	2	12	18
7	Gujarat	7	15	27
8	Haryana	19	0	27
9	Himachal Pradesh	25	4	20
10	Jammu & Kashmir	8	11	27
11	Jharkhand	12	26	12
12	Karnataka	16	7	27
13	Kerala	10	1	27
14	Madhya Pradesh	15	20	15
15	Maharashtra	10	9	27
16	Manipur	3	34	13
17	Meghalaya	1	44	5
18	Mizoram	0	45	5
19	Nagaland	0	45	0
20	Orissa	16	22	12
21	Punjab	29	0	21
22	Rajasthan	17	23	20
23	Sikkim	5	21	24
24	Tamil Nadu	19	1	27
25	Tripura	17	31	2
26	Uttaranchal	18	3	13
27	Uttar Pradesh 21 1 27	21	1	27
28	West Bengal	23	5	22
29	Andaman & Nicobar Islands	0	8	27
30	Chandigarh	18	0	27
31	Dadra & Nagar Haveli	2	43	5
32	Daman & Diu	3	9	27
33	Delhi	15	7.5	27
34	Lakshadweep	0	45	0
35	Pondicherry 16 0 27	16	0	27

Criterion for Determining Creamy Layer Amongst OBCs.

Category	Description of Category	Who will fall in Creamy Layer
1	2	3
I	CONSTITUTIONAL POSTS	<p>Son(s) and daughter(s) of</p> <p>(a) President of India;</p> <p>(b) Vice President of India;</p> <p>Judges of the Supreme Court and of the High Courts;</p> <p>Chairman & Members of UPSC and of the State Public Service Commission; Chief Election Commissioner;</p> <p>Comptroller & Auditor General of India;</p> <p>Persons holding Constitutional positions of like nature.</p>
II	<p>SERVICE CATEGORY</p> <p>A. Group A / Class I officers of the All India Central and State Services (Direct Recruits)</p>	<p>Sons(s) and daughter(s) of</p> <p>(a) parents, both of whom are Class I officers;</p> <p>(b) parents, either of whom is a Class I officer;</p> <p>(c) parents, both of whom are Class I officers, but one of them dies or suffers permanent incapacitation.</p> <p>(d) Parents, either of whom is a Class I officers and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years.</p> <p>(e) Parents, both of whom are Class I officers die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years. Provided that the rule of exclusion shall not apply in the following cases:</p> <p>(a) Sons and daughters of parents either of whom or both of whom are Class I officers and such parent(s) dies / die or suffer permanent incapacitation.</p> <p>(b) A lady belonging to OBC category has got married to a Class I officer, and may herself like to apply for a job.</p>

<p>B. Group B/Class II officers of the Central & State Services (Direct Recruitment)</p>	<p>Son(s) and daughter(s) of</p> <p>(a) Parents both of whom are Class II officers.</p> <p>(b) parents of whom only the husband is a Class II officers and he gets into Class I at the age of 40 or earlier.</p> <p>(c) Parents, both of whom are Class II officers and one of them dies or suffers permanent incapacitation and either one of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before such death or permanent incapacitation;</p> <p>(d) Parents of whom the husband is a Class I officer (direct recruit or pre-forty promoted) and the wife is a Class II officers and the wife dies; or suffers permanent incapacitation; and</p> <p>(e) Parents, of whom the wife is a Class I officer (Direct Recruit or pre-forty promoted) and the husband is a Class II officer and the husband dies or suffers permanent incapacitation Provided that the rule of exclusion shall not apply in the following cases:</p> <p>Sons and daughters of</p> <p>(a) Parents both of whom are Class II officers and one of them dies or suffers permanent incapacitation.</p> <p>(b) Parents, both of whom are Class II officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organisation like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation.</p>
<p>C. Employees in Public Sector Undertakings etc.</p>	<p>The criteria enumerated in A&B above in this Category will apply mutatis mutandis to officers holding equivalent or comparable posts in PSUs, Banks, Insurance Organisations, Universities, etc. and also to equivalent or comparable posts and positions under private employment, pending the evaluation of the posts on equivalent or comparable basis in these institutions, the criteria specified in Category VI below will apply to the officers in these Institutions.</p>

<p>III</p>	<p>ARMED FORCES INCLUDING PARAMILITARY FORCES (Persons holding civil posts are not included)</p>	<p>Son(s) and daughter(s) of parents either or both of whom is or are in the rank of Colonel and above in the Army and to equivalent posts in the Navy and the Air Force and the Para Military Forces; Provided that :-</p> <p>(i) If the wife of an Armed Forces Officers is herself in the Armed Forces (i.e., the category under consideration) the rule of exclusion will apply only when she herself has reached the rank of Colonel;</p> <p>(ii)The service ranks below Colonel of husband and wife shall not be clubbed together;</p> <p>(iii) If the wife of an officer in the Armed Forces is in civil employment, this will not be taken into account for applying the rule of exclusion unless she falls in the service category under item No. II in which case the criteria and conditions enumerated therein will apply to her independently.</p>
<p>IV</p>	<p>PROFESSIONAL CLASS AND THOSE ENGAGED IN TRADE AND INDUSTRY</p> <p>(I) Persons, engaged in profession as a ‘doctor, lawyer, chartered accountant, Income Tax consultant, financial or management consultant, dental surgeon, engineer, architect, computer specialist, film artists and other film professional, author, playwright, sports person, sports professional, media professional or any other vocations of like status.</p> <p>(II) Persons engaged in trade, business and industry.</p>	<p>Criteria specified against Category VI will apply:-</p> <p>Criteria specified against Category VI will apply:</p> <p>Explanation:</p> <p>(i) Where the husband is in some profession and the wife is in Class II or lower grade employment, the income /wealth test will apply only on the basis of the husband’s income.</p> <p>(ii) If the wife is in any profession and the husband is in employment in a Class II or lower rank post, then the</p>

		income / wealth criterion will apply only on the basis of the wife's income and the husband's income will not be clubbed with it.
V	<p>PROPERTY OWNERS</p> <p>A. Agricultural holdings</p>	<p>Son(s) and daughter(s) of persons belonging to a family (father, mother and minor children) which owns</p> <p>(a) Only irrigated land which is equal to or more than 85% of the statutory area, or</p> <p>(b) Both irrigated and unirrigated land, as follows:-</p> <p>(i) The rule of exclusion will apply where the pre-condition exists that the irrigated area (having been brought to a single type under a common denominator) 40% or more of the statutory ceiling limit for irrigated land (this being calculated by excluding the unirrigated portion). If this pre condition of not less than 40% exists, then only the area of unirrigated land will be taken into account. This will be done by converting the unirrigated land on the basis of the conversion formula existing, into the irrigated type. The irrigated area so computed from unirrigated land shall be added to the actual area of irrigated land and if after such clubbing together the total area in terms of irrigated land is 80% or more of the statutory ceiling limit for irrigated land, then the rule of exclusion will apply and disentitlement will occur.</p> <p>(iii) The rule of exclusion will not apply if the land holding of a family is exclusively unirrigated.</p>
	<p>B. Plantations</p> <p>(i) Coffee, tea, rubber, etc.</p> <p>(ii) Mango, citrus, apply plantations etc.</p>	<p>Criteria of income / wealth specified in Category VI below will apply. Deemed as agricultural holding and hence criteria at A above under this Category will apply.</p>
	<p>C. Vacant land and / or buildings in urban areas or urban agglomerations</p>	<p>Criteria specified in Category VI below will apply.</p> <p>Explanation: Building may be used for residential, industrial or commercial purpose and the like two or more such purposes.</p>
VI	INCOME / WEALTH TEST	<p>Son(s) and daughter(s) of</p> <p>(a) Persons having gross annual income of Rs. 4.5 lakh or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three</p>

		<p>consecutive years.</p> <p>(b) Persons in Categories I, II, III and V A who are not disentitled to the benefit of reservation but have income from other sources of wealth which will bring them within the income / wealth criteria mentioned in (a) above.</p> <p>Explanation:</p> <p>(i) Income from salaries or agricultural land shall not be clubbed;</p> <p>(ii) The income criteria in terms of rupee will be modified taking into account the change in its value every three years. If the situation, however, so demands, the interregnum may be less.</p>
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Explanation: Wherever the expression “permanent incapacitation” occur in this statement, it shall mean incapacitation which results in putting an officer out of service.

Note1: Sons and daughters of:

- (a) parents either of whom or both of whom are directly recruited Class I/Group A officers and such parent(s) dies/die or suffers/suffer permanent incapacitation while in service;
- (b) parents both of whom are directly recruited Class II/Group B officers and one of them dies or suffers permanent incapacitation while in service; and
- (c) parents both of whom are directly recruited Class II/Group B officers and both of them die or suffer permanent incapacitation while in service, even though either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc. for a period of not less than 5 years before their death or permanent incapacitation shall not be treated to be falling in creamy layer. But if the parent(s) dies/die or suffers/suffer permanent incapacitation in such cases after retirement from service, his/their sons and daughters would be treated to be falling in creamy layer and would not get the benefit of reservation.

Note 2: sons and daughters of parents who are included in the creamy layer on the basis of service status of their parents shall continue to be treated in creamy layer even if their parents have retired or have died after retirement.

Note 3: Sons and daughters of parents of whom only the husband is a directly recruited Class II/Group B officer who gets into Class I/Group A at the age of 40 or earlier are treated to be in creamy layer. If the father is directly recruited Class III/Group C or Class IV/Group D employee and he gets into Class I/Group A at the age of 40 or earlier, his sons and daughters shall not be treated to be falling in creamy layer.

Note 4: The creamy layer status of a candidate is determined on the basis of the status of his parents and not on the basis of his own status or income or on the basis of status or income of his/her spouse. Therefore, while determining the creamy layer status of a person the status or the income of the candidate himself or of his/her spouse shall not be taken into account.

Note 5: The creamy layer status of sons and daughters of persons employed in organizations where equivalence or comparability of posts vis-à-vis posts in Government has not been evaluated is determined as follows:

“Income of the parents from the salaries and from the other sources [other than salaries and agricultural land] is determined separately. If either the income of the parents from the salaries or the income of the parents from other sources [other than salaries and agricultural land] exceeds the limit of Rs.4.5 lakh per annum for a period of three consecutive years, the sons and daughters of such persons shall be treated to fall in creamy layer. But the sons and daughters of parents whose income from salaries is less than Rs. 4.5 lakh per annum and income from other sources is also less than Rs.4.5 lakh per annum will not be treated as falling in creamy layer even if the sum of the income from salaries and the income from the other sources is more than Rs.4.5 lakh per annum for a period of three consecutive years. It may be noted that income from agricultural land is not taken into account while applying the Test.”

Note 6: While applying the Income/Wealth Test to determine creamy layer status of any candidate as given in Category-VI, income from the salaries and income from the agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs. 4.5 lakh per annum, income from agricultural land is more than Rs. 4.5 lakh per annum, but income from other sources is less than Rs. 4.5 lakh per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income/Wealth Test provided his parent(s) do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years.

**ROSTERS FOR PROVIDING RESERVATION IN
CADRES HAVING UPTO 13 POSTS**

ROSTER POINTS	DIRECT RECRUITMENT	PROMOTION
(i)	(ii)	(iii)
1	UR	UR
2	UR	UR
3	UR	UR
4	OBC	UR
5	UR	UR
6	UR	UR
7	SC	SC
8	OBC	UR
9	UR	UR
10	UR	UR
11	UR	UR
12	OBC	UR
13	UR	UR
14	ST	ST

RESERVATION REGISTER

1. Name of the post:

2. Method of Recruitment: DR/Promotion by selection/Promotion by non-selection
/Promotion by Limited Departmental Examination.

3. Number of posts in the cadre (cadre strength):

4. Percentage of Reservation prescribed : SCs_____, STs_____, OBCs _____

Sl. No.	Name	Date of Birth	Whether belongs to SC/ST/ OBC/ General	Filled as UR or as reserved for SC/ ST OBC	Signature of appointing authority or other authorised officer	Remarks
1	2	3	4	5	6	7

RESERVATION ROSTER REGISTER

1. Name of the post:

2. Method of Recruitment: DR/Promotion by selection/Promotion by non-selection/Promotion by Limited Departmental Examination.

3. Number of posts in the cadre:

4. Percentage of Reservation prescribed: SCs_____, STs_____, OBCs _____

Cycle No./ Point No.	UR or reserved for SCs/ STs / OBCs	Name	Date of Birth	Whether SC/ST /OBC/ General	Filled as UR or as reserved for SCs/ STs /OBCs	Signature of appointing authority or other authorized officer.	Remarks
1	2	3	4	5	6	7	8

Reference No.

Name of the Ministry / Department

Dated.....

**PROPOSAL FOR DERESERVATION OF VACANCIES RESERVED FOR SCHEDULED
CASTES AND SCHEDULED TRIBES IN POSTS FILLED BY PROMOTION.**

1. Name of the Office/Organisation to which the post (s) relate	
2. Particulars of the post in which vacancies are proposed to be dereserved (a) Name of the post (b) Group (Class) (c) Scale of Pay	
3. Information about posts in the promotion quota (a) Mode of promotion viz by Selection or Non-Selection or by Departmental Examination etc. (b) No. of posts already filled by the given mode of promotion (c) Number of backlog reserved vacancies in respect of the given mode of promotion (d) Number of current vacancies to be filled by the given mode of promotion (e) Total number of vacancies to be filled (current vacancies + backlog vacancies) by the given mode of promotion (f) Total number of posts in the given mode of promotion (b+e)	SCs..... STs..... Total.....
4. No. of posts already held by the candidates appointed by reservation in the cadre	SCs..... STs.....
5. If cadre strength is less than 14 and reservation is given by rotation, cycle no. and point no. of	Cycle No.....Point No.....

the roster on which the vacancy falls	
6. Number of vacancies earmarked reserved	
(a) Out of the current vacancies	SCs..... STs.....
(b) Backlog reserved vacancies	SCs..... STs.....
(c) Total reserved vacancies (a+b)	SCs..... STs.....
7. Number of vacancies proposed to be dereserved	SCs..... STs.....
8. If promotion is by non-selection	
(a) Whether the SC/ST candidates who are eligible for promotion including those holding lower positions in the general seniority list were considered for promotion	SCs..... STs.....
(b) Total number of SC/ST candidates in the feeder grade	SCs..... STs.....
(c) No. of eligible SC/ST candidates in the feeder grade	SCs..... STs.....
(d) Number of SC/ST candidates considered fit for promotion	SCs..... STs.....
(e) Number of SC/ST candidates considered not fit for promotion	SCs..... STs.....
(f) If sufficient number of SC/ST candidates are not eligible for promotion on the crucial date, the date on which the senior most SC/ST candidate in the grade will become eligible for promotion	SCs..... STs.....
9. If promotion is by selection	
(a) Size of the normal zone of consideration	SCs..... STs.....
(b) Size of the extended zone of consideration for SCs/STs (5 times the total number of vacancies)	SCs..... STs.....
(c) Number of eligible SC/ST candidates in the extended zone of consideration	SCs..... STs.....
(d) Number of SC/ST candidates found fit for promotion	SCs..... STs.....
(e) Number of SC/ST candidates considered not fit for promotion	SCs..... STs.....

<p>(f) If sufficient number of SC/ST candidates are not eligible for promotion on the crucial date, the date on which the senior-most SC/ST candidate will become eligible for promotion and his place in the seniority list</p>	
<p>10. If promotion is through Departmental Qualifying or Departmental Competitive Examination, the number of SC/ST candidates who qualified the examination</p>	<p>SCs.....STs.....</p>
<p>11. Whether other category candidates are available in the Select List for appointment to the vacancies sought to be dereserved</p>	
<p>12(a) Whether SC/ST candidates considered unfit had any adverse entries in their C.R.s considered by the DPC</p> <p>(b) If yes, whether such adverse entries were communicated in time to the SC/ST officer (s) concerned</p> <p>(c) Whether the cases of the eligible SC/ST candidates not found fit for promotion were submitted / reported to the Minister / Minister of State / Deputy Minister / Secretary / Head of the Department, as the case may be</p>	
<p>13. Where interviews are prescribed, whether SC/ST candidates were interviewed on a day or sitting of the Selection Committee other than the day / sitting on / in which general candidates were interviewed</p>	

14(a) If ex-post-facto approval is sought to the dereservation of vacancies, the reasons why proposal for prior dereservation was not made, and what steps have been taken to prevent its recurrence	
14(b)The level at which it was decided to fill the reserved vacancies by other category candidate (s) without prior dereservation	

It is certified

- (1) that the proposal for dereservation is agreed to at the level of Joint Secretary to the Government of India in the administrative Ministry / Department.
- (2) that the proposal has been seen and concurred in by the Liaison Officer of the Ministry / Department.
- (3) that copies of this proposal are simultaneously being sent to the National Commission for Scheduled Castes / National Commission for Scheduled Tribes and the Department of Personnel & Training.

Signature.....

Name of the Signing Officer.....

Designation.....

Tele. No.....

To

- (1) Department of Personnel & Training, New Delhi.
- (2) National Commission for Scheduled Castes / National Commission for Scheduled Tribes.

FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* _____ son/daughter* of _____ village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe* under:

*The Constitution (Scheduled Castes) Orders, 1950:

*The Constitution (Scheduled Tribes) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970.

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

Signature _____

Designation _____

(with seal of office)

State/Union Territory

Place _____

Date _____

* Please delete the words which are not applicable.

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part I Section I dated 13th September, 1993. Shri _____ District/Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt(SCT) dated 8.9.1993.

District Magistrate,
Deputy Commissioner etc.

Dated:

Seal

NOTE:

- (a) The term “Ordinarily ” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- (b) Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

ANNEXURE-IX
SC/ST/OBC REPORT-I

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs AS ON FIRST JANUARY OF THE YEAR AND

NUMBER OF APPOINTMENTS MADE DURING THE PRECEDING CALENDAR YEAR

MINISTRY/DEPARTMENT/ATTACHED/SUBORDINATE OFFICE:

Groups	Representation of SCs/STs/OBCs Number of appointments made during the preceding calendar year (As on 1st January)				Number of appointments made during the preceding calendar year									
					By Direct Recruitment				By Promotion			By Deputation/Absorption		
	Total number of Employees	SCs	STs	OBCs	Total	SCs	STs	OBCs	Total	SCs	STs	Total	SCs	STs
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Group A														
Group B														
Group C														
Group D (Excluding Sweepers)														
Group D (Sweepers)														
TOTAL														

SC/ST/OBC REPORT-II

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF SCs, STs AND OBCs IN VARIOUS SERVICES

AS ON FIRST JANUARY OF THE YEAR

MINISTRY/DEPARTMENT/ATTACHED/SUBORDINATE OFFICE:

SERVICE:

Pay Scale	Representation of SCs/STs/OBCs Number of appointments made during the preceding calendar year (As on 1st January)				Number of appointments made during the preceding calendar year									
	Total number of Employees	SCs	STs	OBCs	By Direct Recruitment				By Promotion			By Deputation		
					Total	SCs	STs	OBCs	Total	SCs	STs	Total	SCs	STs
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
PB 3 + GP Rs.5400														
PB 3 + GP Rs.6600														
PB 3 + GP Rs.7600														
PB 4 + GP Rs.8700														
PB 4 + GP Rs.8900														
PB 4 + GP Rs.10000														
HAG & above														
TOTAL														

APPENDIX-XIII

[Referred in Para 139 (D)]

NUMERICAL GRADING IN APAR FORMS - ILLUSTRATIONS

The manner in which numerical grading against various attributes and the overall grading in the APAR form be given, may be illustrated as follows (through two examples i.e, CASE I and CASE II:

CASE-I

Overall Grading- Outstanding (8-10) by the Reporting Officer

Sl. No.	Grading	Numerical Grading
1.	Outstanding	8 to 10
2.	Very Good	6 to 7.9
3.	Good	4 to 5.9

Assessment of work output (Weight age: 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted	8		
(ii) Quality of output	9		
(iii) Analytical ability	8		
(iv) Accomplishment of exceptional work/unforeseen tasks performed	8		
Overall Grading on 'Work Output'	8*		

$$8+9+8+8=33$$

$$\text{Average} = \frac{33}{4} = 8.25 = 8^* \text{ (Rounded off)}$$

Assessment of Personal Attributes (Weight age: 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work	9		
(ii) Sense of responsibility	8		
(iii) Maintenance of discipline	8		
(iv) Communication skill	8		
(v) Leadership qualities	8		
(vi) Capacity to work in team spirit	0		
(vii) Capacity to work in time limit	8		
(viii) Inter-personal relations	9		
Overall Grading on 'Personal Attributes'	8*		

$$9+8+8+8+8+9+8+9=67$$

$$\text{Average} = 67/8 = 8.4 = 8^* \text{ (Rounded off)}$$

Assessment of Functional Competency (Weight age: 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly	9		
(ii) Strategic planning ability	9		
(iii) Decision making ability	8		
(iv) Coordination ability	9		
(v) Ability to motivate and develop subordinates	9		
Overall Grading on 'Functional Competence'	9*		

$$9+9+8+9+9 = 44$$

$$\text{Average} = 44/5 = 8.8 = 9^* \text{ (Rounded off)}$$

Calculation:

Attributes	Grading by Reporting Officer	Weight age	Weight age Grading	Grading by Reviewing Authority
1. Work Output	8	40%	3.2	
2. Personal Attributes	8	30%	2.4	
3. Functional Competence	9	30%	2.7	

Overall Grading by Reporting Officer = 8.3 = 8 (Rounded off)

Case-II**Overall Grading - V.G. (6- 7.9)**

Sl. No.	Grading	Numerical Grading
1.	Outstanding	8 to 10
2.	Very Good	6 to 7.9
3.	Good	4 to 5.9

Assessment of work output (Weight age: 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Accomplishment of planned work/work allotted	6		
(ii) Quality of output	7		
(iii) Analytical ability	7		
(iv) Accomplishment of exceptional work/unforeseen tasks performed	7		
Overall Grading on 'Work Output'	7*		

Average = $6+7+7+7 = 27 \div 4 = 6.75 = 7^*$ (Rounded off)

Assessment of Personal Attributes (Weight age: 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Attitude to work	6		
(ii) Sense of responsibility	7		
(iii) Maintenance of discipline	6		
(iv) Communication skill	6		
(v) Leadership qualities	7		
(vi) Capacity to work in team spirit	7		
(vii) Capacity to work in time limit	7		
(viii) Inter-personal relations	7		
Overall Grading on 'Personal Attributes'	7*		

Average = $\frac{6+7+6+6+7+7+7+7}{8} = 6.62 = 7^*$ (Rounded off)

Assessment of Functional Competency (Weight age: 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
(i) Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly	6		
(ii) Strategic planning ability	6		
(iii) Decision making ability	6		
(iv) Coordination ability	6		
(v) Ability to motivate and develop subordinates	7		
Overall Grading on 'Functional Competence'	6*		

Average = $\frac{6+6+6+6+7}{5} = 6.2 = 6^*$ (Rounded off)

Calculation:

Attributes	Grading by Reporting Officer	Weight age	Weight age Grading	Grading by Reviewing Authority
1. Work Output	7	40%	2.8	
2. Personal Attributes	7	30%	2.1	
3. Functional Competence	6	30%	1.8	

Overall Grading by Reporting Officer = 6.7 =7 (Rounded off)

[C&AG. Office Circular No. 1163-A.Ar.G(P)/2010 dated 04.06.2010.]

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APPENDIX- XIV

कार्यालय महालेखाकार (ले. एवं हक.) उत्तराखण्ड देहरादून
OFFICE OF THE AG (A&E) UTTARAKHAND, DEHRADUN

आकस्मिक अवकाश हेतु आवेदन-पत्र

APPLICATION FOR CASUAL LEAVE/RESTRICTED HOLIDAY

To,

1. नाम
Name
2. पद
Designation
3. व्यक्तिगत संख्या
Personal No
4. अवकाश जिसके लिये आवेदन किया जा रहा है दिनांक से तक
Leave applied for
5. उद्देश्य कार्य
Purpose Domestic Work
6. अगर स्टेशन छोड़ रहे हों तो अवकाश पर रहने का पता
Leave address, if going out of station

Mobile No.

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अवकाश स्वीकृत/अस्वीकृत

Leave sanctioned/ not sanctioned

प्रार्थी के हस्ताक्षर

Signature of Applicant

दिनांक

Date

सक्षम प्राधिकारी

Leave Sanctioning Authority

Date

ABBREVIATIONS USED

A&E	Accounts & Entitlement
A.C.	(1) Account Current (2) Abstract Contingent (3) Alternating Current
A.H.	Animal Husbandry
AAG	Assistant Accountant General
AAO	Assistant Accounts Officer
Acctt.	Accountant
ACPIO	Assistant Central Public Information Officer
ACR	Annual Confidential Report
Admn.	Administration
AG	Accountant General
AISPF	All India Services Provident Fund
ALPM	Advance Ledger Posting Machine
AM	Ante Meridian
AMA	Authorized Medical Attendant
Ann.	Annexure
AO	Accounts Officer
APAR	Annual Performance Appraisal Report
App.	Appendix
Au.	Audit
B. of R.	Board of Revenue
B.O.	Branch Officer
B.W.(F. & A.)	Book Works (Finance & Appropriation)
Book(C)	Book (Civil)
C I.D.	Central Investigation Department
C&AG	Comptroller & Auditor General of India
C.A. Cell	Central Assistance Cell
C.C.S.	Central Civil Services
C.D.A.	Controller of Defence Accounts
C.G.A.	Controller General of Accounts
C.G.D.A.	Controller General of Defence Accounts
C.G.H.S.	Central Government Health Scheme
C.L.	Casual Leave
C.M.O.	Chief Medical Officer
C.P.A.O.	Central Pension Accounting Office

C.S.	Central Secretariat
CA	Chartered Accountants
CBT	Computer Based Test
CC.S. (C.C.A.) Rules	Central Civil Services (Classification, Control & Appeal) Rules
CD	Compact Disc
CDDO	Cheque Drawing & Disbursing officer
CGEIS	Central Government Employees Insurance Scheme
CGEWCC	Central Government Employees Welfare Co-ordination Committee
Collr.	Collector
Comr.	Commissioner
Co-op.	Co-operative
CPIO	Central Public Information Officer
CPWA	Central Public Works Accounts
CPWD	Central Public Works Department
Cr	Credit
CS(MA)	Central Services (Medical Attendance)
CTR	Central Treasury Rules
D. Ind.	Director of Industries
D.C.	(1) Deputy Commissioner (2) Detailed Contingent Bill (3) Direct Current (4) Departmental Compilation
D.E.	Director of Education
D.F.O.	Divisional Forest Officer
D.G.	Director General
D.G. Ins.	Director General of Inspection
D.I.G.	Deputy Inspector General
D.I.O.S.	District Inspector of Schools
D.J.	District Judge
D.M.	District Magistrate
D.M.H.S.	Director, Medical & Health Services
D.M.O,	District Medical Officer
D.O.	Demi Official
D.P.& A.R.	Department of Personnel & Administrative Reforms
D.R.M.	Divisional Railway Manager
DAA	Departmental Adjusting Accounts
DAG	Deputy Accountant General
DDO	Drawing & Disbursing officer
Deptt.	Department

DFA	Draft for approval
DPC	Departmental Promotion Committee
DR	Direct Recruitment
Dr.	(1)Debit (2) Doctor
E.E.	Executive Engineer
E.L.	Earned Leave
E.O.L.	Extra Ordinary Leave
EDP	Electronic Data Processing
Edu.	Education
Etc.	Et-cetera
Ex.	(1) Excise (2) Example
F. No.	File Number
F.W.C.	Filed with case
Fin.	Finance
FP	Final Payment
FR	(1)Fundamental Rules (2) Financial Rules
G.D.	General Department
G.M.	General Manager
G.O.	(1) Group Officer (2) Government Order
G.O.I./GI	Government of India
G.P.F.	General Provident Fund
GE	Gazetted Establishment
GE(R)	Gazetted Establishment (Residual)
GE(H)	Gazetted Establishment (High Court)
GFR	General Financial Rules
GIS	Group Insurance Scheme
Govt.	Government
GP	Grade Pay
H.C.	High Court
H.O.D.	Head of Department
HAG	Higher Authority Grade
HBA	House Building Advance
HKCC	House Keeping Computer Cell
HLF	Half leave for first half
Hon'ble	Honourable
HQ's	Headquarters
Hydel	Hydro Electrical

I.A.&A.D.	Indian Audit & Accounts Department
i.e.	That is
I.E.(C)	Irrigation Establishment (Compilation)
I.G.	Inspector General
I.T.	(1) Income Tax (2) Information Technology
I.T.A.	Internal Test Audit
IA&AS	Indian Audit & Accounts Service
IAS	Indian Administrative Service
ICISA	International Centre for Information Systems & Audit
ICWA	Institute of Costs & Works Accountants
IE	Incentive Examination
IFS	(1) Indian Forest Service (2) Indian Foreign Service
IPS	Indian Police Service
ITCG	Information Technology Core Group
J.C.M.	Joint Consultative Machinery
J.E.	Junior Engineer
Judl.	Judicial
Km.	Kumari
L.& E.	Labour & Employment
L.A.	Loans & Advances
L.J.	Law & Justice
L.N.D.	Leave Not Due
L.R.	Land Revenue
LDC	Lower Division Clerk
M.S.O.	Manual of Standing Orders
MACPS	Modified Assured Career Progression Scheme
MCA	Motor Car Advance
MCQ	Multiple Choice Objective Questions
Med.	Medical
MIS	Management Information System
MOF	Ministry of Finance
MOH/GIHD	Ministry of Home Affairs/Government of India Home Department
MRT	Medical Termination of Pregnancy
MTS	Multi Tasking Staff
NGE	Non- Gazetted Est7ablishment
No.	Number
NOIDA	New Okhla Industrial Development Agency

O & M	Organization & Methods
O.B.C.	Other Backward Class
O.M.	Office Memorandum
O.O.	Office Order
P. & A.O.	Pay & Accounts Officer
P.&S.	Printing & Stationery
P.A.	Personal Assistant
P.C.	Personal Claims
P.H.	Public Health
P.M.G.	Post Master General
P.S.	Personal Secretary
P.S.C.	Public Service Commission
P.U.C.	Paper under consideration
P.W.D.	Public Works Department
PAG	Principal Accountant General
PB	Pay Band
Per.	Personnel
PFRDA	Pension Fund Regulatory & Development Authority
PLI	Postal Life Insurance
PM	Post Meridian
PPAN	Permanent Pension Authority Number
Pr. P.A.O.	Principal Pay & Accounts Officer
R.A.O.	Regional Accounts Officer
R.F.C.	Regional Food Controller
R.I.G.S.	Regional Inspector of Girls Schools
R.M.O.	Regional Marketing Officer
R.T.I.	(1) Right to Information (2) Regional Training Institute
R.T.O.	Regional Transport Officer
RAE	Revenue Audit Examination
RB	Residual Balance
Rly.	Railway
RMSG	Records Management Support Group
S.A. Cell	System Administration Cell
S.A.C.	Special Armed Constabulary
S.C.	Scheduled Caste
S.E.	Superintendent Engineer
S.O.	Section Officer

S.P.	Superintendent of Police
S.S.P.	Senior Superintendent of Police
S.T.	Scheduled Tribe
S.W.C.C.	Single Window Clearance Cell
SAS	Subordinate Accounts Services
Sign.	Signatures
Sl. No.	Serial Number
Smt.	Shrimati
SOGE/SOE	Section Officer Grade Examination
Sr. Acctt.	Senior Accountant
Sr. AO	Senior Accounts Officer
Sr. DAG	Senior Deputy Accountant General
Supdt.	Superintendent
Supv.	Supervisor
T.A.	Traveling Allowance
T.A.D.	Treasury Accounts Department
T.M.	Treasury Miscellaneous
TE	Transfer Entry
TR	Transit Register
Trg.	Training
U.O.	Un-official
U.P.	Uttar Pradesh
U.P.S.C.	Union Public Service Commission
UDC	Upper Division Clerk
UR	Unreserved
V.L.C.	Voucher Level Computerization
V.T.	Voucher Transmission
W.A.	Works Accounts
W.A.	Welfare Assistant
W.A.D.	Works Accounts Department
W.C.(C)	Works Compilation (Co-ordination)
W.E.(C)	Works Establishment (Compilation)
W.M.	Works Miscellaneous
W.O.	Welfare Officer