

## **PREFACE TO THE THIRD EDITION**

1. This is the third edition of the Manual; the first edition was brought out in 1961, and the second edition in 1976.

2. This Manual brings together all matters relating to administration and control of the office establishment and the functions of the Establishment Branch in connection therewith. The instructions contained in this Manual are supplementary to those embodied in the Manual of Standing Orders (Admn.) issued by the Comptroller and Auditor General of India.

3. The Rules and Orders issued by the Comptroller and Auditor General of India upto 30th June 1996 have been incorporated in this Manual. The Administration II Section of the Office of the Prl.A.G(AU)I will be responsible to keep this Manual up-to-date. The other sections should, however, bring to the notice of Administration section changes in orders or procedures which are at variance with those incorporated in this Manual.

**HYDERABAD**

**Prl. Accountant General (Au-I)**

**Dt: 6th May 1997**

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# CHAPTER - I

## GENERAL

1.1. *The Manual deals with the work of the following branches:* Administration and Bills Section in each of the 2 offices viz., office of the Principal Accountant General (Audit-I) Andhra Pradesh and Accountant General (Audit-II) Andhra Pradesh. The Principal Accountant General(Audit-I) is the cadre controlling authority for the audit wing.

1.2. The Administration/Establishment section is under the immediate charge of the Senior Deputy Accountant General/Deputy Accountant General (Admn.) while Senior Audit Officer (Admn.)/ Audit Officer (Admn.) will be incharge of the routine work of this section.

1.3. Each section in the Administration group (Consisting of Administration/Establishment and Bills section) is in charge of an Assistant Audit Officer/ Section Officer and all the Assistant Audit Officers/ Section Officers are responsible for the co-ordination of work in the two branches and efficient Management of each of the offices.

1.4. The allocation of work among the section in Administration Branch of each of the 2 offices is given in Annexure-I.

### ***Staff standards for Administration Group:***

1.5. The strength of the Administration group is fixed in accordance with the standards fixed for the purpose. The Standard rates of work as prescribed by Comptroller and Auditor General are given in Annexure-II.

### ***Administrative Control:***

1.6. In respect of administrative matters connected with the Establishment the Senior Deputy Accountant General/Deputy Accountant General (Admn.) and Audit Officer (Admn.) exercise

powers to the extent delegated. For details of delegation, M.S.O (Administrative) Vol.II may be referred to.

1.7. The instructions of Government of India, contained in Ministry of Home Affairs O.M.No.40/5/50 Establishment (B) dated 8th September, 1954 for the submission, receipt and transmission of petitions addressed to the President in respect of matters arising out of Civil Employment are given in Annexure-III.

***Maintenance of Register of staff strength:***

1.8. (i) The A.A.O/S.O. of Administration-I Section should maintain a Section-wise Register in the following form which should be corrected as and when changes in the personnel of the sections occur. Each Section should be allotted one page in a bound register and the pages duly numbered all through.

<b>Sanctioned Strength</b>	<b>A.A.O/S.O</b>	<b>Sr.Ar.</b>	<b>Auditor</b>	<b>Clerk</b>	<b>Group-D</b>
Permanent					
Temporary					
Casual					
Total					

  

<b>Sl.No.</b>	<b>Name</b>	<b>From</b>	<b>To</b>	<b>Remarks</b>
	Section			
	Officer/			
	A.A.O			
	Sr. Auditor			
	Auditor			
	Clerk			
	Group-D			

(ii) In addition to the above, the A.A.O/S.O. of the Administration Branch maintains a staff position register to keep a watch over the vacancy position in each cadre.

(a) Position register showing total sanctioned strength and the actual working strength is maintained in the following form

and submitted to the Accountant General on the 5th of every month indicating the position as on the 1st of that month. A statement in the prescribed form showing the above position should be sent to the Comptroller and Auditor General so as to reach him by the 10th of each month. No. of posts of Sr.Auditors/Auditors should also be indicated separately in the statement. Brief reasons for the unfilled vacancies in all cadres should also be given in the remarks column of the statement.

(C&AG's Lr.No.222-BRS/66-65, dt.23rd February, 1966 P.4 File 1-4&CAG's Lr.No.789-B.R.S/58-67, dt.10-5-1967 P.106 File 1-4/66-72)

<b>Sanctioned Strength</b>	<b>Actual working Strength</b>
A.A.O/Section Officers/ Sr. Auditors, Auditors, Stenos, Clerks, Group-D.	A.A.Os/S.Os, Sr. Auditors, Auditors, Stenos, Clerks, Group-D.
Duty Posts.	
Leave Reserve.	
Training Reserve.	
Casual Posts.	

(b) A position register in the following form is also maintained for an effective check over the vacancies reflected in the position register at (i) above.

## Model register of A.A.O/S.O, Sr.Ar, and Auditor Combined.

<b>Section-I</b>				
<b>Position as on -----</b>				
<b>Sl. No.</b>	<b>Page No.</b>	<b>Particulars of absentees</b>	<b>Date</b>	<b>Etc.</b>
1.		A.A.O/S.O. on other duty as Audit Officer.		
2.		Permanent persons on other duty in Foreign service.		
3.		Permanent Persons on other duty outside Indian Audit & Accounts Department.		
4.		Permanent persons on other duty with in Indian Audit & Accounts Department.		
		Total	<b>(A)</b>	
5.		Permanent vacancies	<b>(B)</b>	
6.		Temporary posts operated. Auditor + Sr.Auditors+AAOs/SOs	<b>(C)</b>	
		A + B + C	<b>(D)</b>	
7.		Officiating Auditor/Sr.Auditors.		
8.		Officiating A.A.Os/S.Os without lien on Auditor or Sr. Auditor.		
9.		Permanent Audit Officers on Leave.		
10.		Total 7 to 9	<b>(E)</b>	
		<b>D--E Vacancies.</b>		

**SECTION-II**

(\*). The date should be the same as noted in Section-I of the Register.  
Position as on (Date \*).

<b>I</b>	<b>Permanent Vacancies Sanctioned</b>	<b>Actual</b>	<b>Vacant</b>
	S.Os/A.A.Os		
	Sr.Auditors		
	Auditors		
	Total		

<b>II. Temporary Posts operated</b>	<b>Post not operated</b>
S.O./A.A.O.	S.O./A.A.O
Sr.Auditor	Sr.Auditor
Auditors	Auditors
Total -----	Total -----
(X) Unfilled vacancies (D-C) in Section-I.	
(Y) Extra in Sections -----	
(X) + (Y) -----	

((X) + (Y) - Shortages in Sections = (Leave Reserve - Men on Leave)

1.9. Similar registers should be maintained for Clerk and Group-D separately and submitted monthly to Audit Officer along with Position Register at (i) above.



**ANNEXURE - I****(Vide Paragraph 1.4)**

The Administration Group in the Office of the Prl. Accountant General (Au)I, A.P. consists of nine Sections. The distribution of work among the Nine Sections is indicated below:-

**Administration-I Section:-** Recruitment, Promotions, Postings of all cadres except Group 'A' Officers for both the offices of Audit I & II, mutual and unilateral transfer, change of name in office records, change of religion and change of date of birth in respect of all the officials of both the offices, and Deputation/Foreign service of all officials except Group 'A' Officers.

**Administration-II Section:-** House Building Advances, Motor Car/Cycle Advances, Cycle Advances, Fan Advances, Festival Advances, Gradation List, Departmental Examinations, corrections to M.S.O. (Admn.) E.B. Manual and M.G.P. OTA Bills and Honorarium; writing up and maintenance of Confidential Reports of all non-gazetted staff except PAs/Stenos, Quarterly Type Test for Clerks, Retirements, Resignations and C.G.E.I.S.

**Administration-III Section:-** Budget, staff proposals, confirmation of all cadres permissions under conduct rules, Pensions, verification of Immovable Property returns.

**Coordination Cell:-** Court cases, and Disciplinary cases pertaining to the offices of Accountants General (Au.I), (Au.II) & (A&E), A.P. matters pertaining to service associations.

**E.D.P. Cell:-** Preparation of TR-28s, Acquittance Rolls of, Pay slips of Group 'A' officers/ Sr.A.Os/ A.Os, LIC demand statements, Monthly expenditure statements, Monthly staff positions statements, Quarterly Arrear statements, Gradation list, Audit Report/DPs/Reviews, Administrative Reports, Seniority Panel of various cadres for DPC. etc.

**Bills-I Section:-** Preparation of pay bills of AAOs, SOs, Supervisors, Canteen Staff, Outstation staff, Amendments to FRs, GFRs & CTRs, Anomalies in fixation of pay of both Audit-I and Audit-II offices and Sanctions of Special C.L due to F.P. Operation and Curfew, GPF, Cash section.

**Bills-II Section:-** Preparation of pay bills of Clerk, PA/Stenos, Data Entry Operators, Group 'D' Officers, Record Keepers, Staff Car Driver and Port Audit/Visakhapatnam staff, Contingent Bills, Sanctioning of Tour Advances, Transfer Travelling Allowance, LTC claims of all cadres except Audit Officers and Group 'A', Amendments to SRs, Medical claims of all the staff.

**Bills-III Section:-** Preparation of pay bills of I.A.&A.S. Officers, Audit Officers and Sr. Auditors/Auditors, Sanctioning of Tour Advances, TA and LTC claims of I.A.&A.S officers & Audit Officers, RTF, CEA claims of all the staff, Court Attachment cases, EB crossing of all staff members.

**O.E. Section:-** Purchase of Stationery forms, issue of permanent and temporary identity cards to staff, maintenance of Library, maintenance of staff Car, appointment of contingent staff, (Water Boys/Girls), maintenance of furniture, purchase of all consumables, inward and outward sections, Central Type Section, Old record section etc.

The work in Administration I, II & III and EDP Cell is supervised by Sr.A.O (Admn.), whereas the work in Bills I, II & III is supervised by A.O. Bills. Sr.A.O.(O.E) supervises the work relating to office establishment. The Bills prepared in Admn.II section should be submitted to Audit Officer (Bills) for signature after noting the advances sanctioned in the concerned recovery register.

**The Administration Branch of the Office of the Accountant General, Audit.II, A.P.**

Distribution of work among the sections in the Administration Branch of the office of the Accountant General, Audit II, A.P. is as follows:

**A.G(Au).II/Admn. Section:**

Postings and internal transfers of all cadres, preparation of Budget and staff proposals of gazetted and non-gazetted, property returns of GOs, CRs of staff there of AOs, AAOs, SOs & Stenos. Checking of O.T.A., Honorarium claims, sanction of special casual leave due to Family Planning, and Bundhs. Sanction of incentive increments under family welfare programme, sanctions of increment to RAE passed AAOs/SOs (Comml.), merit certificates, cash awards, H.T.S. (Hindi Teaching Schemes), SC/ST correspondence, welfare matter, incentive increments. Conduct rules permissions and all other connected correspondence of Commercial Audit (Including forwarding of applications to outside offices through C&AG). Sanction of H.B.A., M.C.A, Fan Advance, Cycle Advance, Festival Advance and all other correspondence relating to Audit-II.

**Bills-I Section:-** Pay bills of AAOs (Civil & Comml.) Sr.P.A., Stenos, Clerks, Record Keepers and Group 'D', maintenance of leave accounts, RTF claims, contingent bills, issue of C.G.H.S. Cards, Medical claims, CGEGIS, Cash Sections of AG(Au).II, Honorarium, and OTA bills.

**Bills-II Section:-** Preparation of Pay bills of Auditors, Release of Increments, TA Bills of IA&AS Officers, and AOs, TA bills of AAOs/SOs, Sr. Auditors/Auditors, Clerks, TTA, LTC claims of entire staff of AG(Au).II.

**Bills-III Section:-** Preparation of Pay bills of Group 'A' Officers, Sr.AOs/AOs. SOs, and Supervisors, pay bills of CRA, Vizag staff, Transfer TA of AAOs (Comml. and Civil), SOs (Comml. and Civil), Supervisors, Sr. Auditors, Sanctions of GPF.

**O.E. Section:-** Purchase of Stationery and forms, all consumables, maintenance of Staff Car, Repairs of Furniture, maintenance of library, Central Type Section, etc.

The work in Administration and O.E Section is supervised by Sr.AO(Admn.)/Au.II. Sr.AO Bills (Au.).II supervises the work of Bills I, II & III Sections.

**Welfare Wing:-** Welfare Officer supervises the work relating to welfare activities such as allotment of staff quarters, elections to Recreation Club, Ranjini sanction of benevolent fund, etc.

**ANNEXURE - II**

(Vide Paragraph 1.5)

**STANDARD RATES OF WORK**

Sl. No.	Items of work	Monthly outturn per Auditor at 160 hours
(1)	(2)	(3)
	<b>Administration/Establishment Sections:</b>	
1.	Leave accounts and maintenance of service books including increment cases preparation of annual Estt. returns, annual verification of services and with all applications for leave.	One Auditor for 800 Group-C and Group-D.
2.	Monthly bills (including supplementary bills, advance bills, T.A. Bills medical claims bills etc.) control statements, budget including maintenance of office order books etc.	1 Auditor for 320 Group-C and Group-D Government servants.
3.	Recruitment, training, Promotion, examinations etc. (S.O.G.E and clerical)	65 hrs, P.M. for about 500 staff but in the case of exceptionally large offices, more staff may be allowed on the merits of each case.
4.	Annual items of work E.g., Gradation List, Duty List, Character Rolls including the work relating to the confidential report files of Group-D. Govt. Servants.	1/2 hour per year Group-C and Group-D Govt. Servants.
5.	Ancillary and Misc. work.	100% of the staff for items for 1 to 4.
6.	Idle time.	5% of the staff for items 1 to 5.
7.	For administrative work relating to G.Os, bills and personal cases for 34 officers.	1 Auditor for every 34 officers.
8.	For additional items of work not included in the above items, e.g.	
(i)	One office Cashier and two Asst. Cashiers.	3 Auditors
(ii)	1. Maintenance of G.P. Fund accounts of Group-D staff.	
	2. Hindi teaching Scheme.	
	3. Festival Advance.	
	4. Leave Salary Advance.	

(1)	(2)	(3)
5.	Leave Travel Concession.	
6.	Children's Education allowance.	2 Auditors.
7.	House Building Advances.	
8.	Table Fan Advances.	
9.	National Defence Fund.	
10.	Benevolent Fund, Welfare Activities and Recreational activities.	
11.	Recoveries under the pay roll scheme.	
12.	Recoveries of Co-op. Societies dues.	

(C.A.G. Lr.No.2890-Admn.I/374-63, dt.30.11.1963)

NOTE:- For items 1,2 and 4 rates should be claimed on the basis of the actual sanctioned strength of Group 'C'/Group 'D' of the office. In case large number of posts sanctioned are purposely kept vacant, the strength of Admn./Est. Section should be calculated by excluding such posts kept vacant.

(C.A.G. Lr.No.2158-D.R.S./143-64, dt.21.10.1965 P-75, file 3-43 Vol.III).

9.	Section Officer/ Assistant Audit Officer.	One for each section.
10.	Diary Clerk.	One for each section.

**ANNEXURE - III**  
**(Vide para 1.7)**

Instructions for the submission, receipts and Transmission of petitions addressed to the President in respect of matters arising out of Civil Employment under the Government of India or the Termination of such employment.

**PART-I**

**Preliminary**

1. **Definitions:-** In these instructions-

(1) 'Petition' includes a memorial, representation letter or an application of the nature of the petition.

(2) **Scope of Instructions:-** (a) Save as herein after provided, these instructions shall apply:-

(i) so far as may be, to all petitions addressed to the President by persons who are, or have been in the Civil Employment of the Government of India other persons who are or have been under the administrative control of the Railway Board, and persons who are governed by All India Services (Discipline & Appeal) Rules, 1954, in respect of the matters arising out of such employment or in respect of the termination of such employment;

(ii) so far as they are not inconsistent with the conditions of the Indian Army, Naval or Air Force Service, the petitions addressed to the President by members of the Armed Forces, who are or have been in Civil employment of the Government of India, in respect of matters arising from such employment.

(b) These instructions shall not affect any rules or orders made by the President in respect of representations submitted by associations or unions of Government Servants.

## PART II

### Form and manner of Submission of Petitions

3. ***Form of Petitions:-*** (a) Every petition shall be legible and may preferably be either in typescript or in print..

(b) Every petition shall be authenticated by the signature of the petitioner and shall be submitted by him in his own behalf.

(c) Every petition and the documents accompanying it shall be in the language specified in the eighth Schedule to the Constitution.

Provided that if a Petition or document is in a regional language, a translation, thereof in the official language shall be furnished, as far as possible, along with such petition or document; but no petition shall be withheld on the ground only for want of such translation.

4. ***Contents of Petitions:-*** Every Petition shall --

(a) contain all material statement and arguments rely upon by the petitioner;

(b) be complete in itself and include a copy of the orders complained against as well as copies of orders, if any, passed by subordinate authorities;

(c) contain no disloyal, disrespectful or improper language, and in respect of cases covered by rule 29 (1) of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, contain a statement that a request for review was made to the reviewing authority under that rule and the same was disposed by that authority.

(d) end with the specific prayer.

5. ***Method of submission of petitions:-*** (a) Every petition shall be submitted to the prescribed authority through the hand of the office or department to which the petitioner belonged, and shall be accompanied by a letter requesting the prescribed authority to transmit it to the President.



(b) The head of the office or department, on receipt of the petition submitted through him in accordance with sub-instruction (1) shall forward the petition through the usual official channel, to the prescribed authority together with a concise statement of the facts, material there to and all relevant papers, and unless there are special reasons to the contrary, and expression of his opinion thereon.

**Government of India's orders.** Relatives of a Government servant sometimes make representations concerning service matters affecting the Government servant. This is done in some cases in the hope of reviving a representation which the Government servant had himself made and which had been turned down. In some cases, this procedure is resorted to in order to get round the requirement that the Government servant should submit his representation through his official superiors. The practice is obviously undesirable, and should be strongly discouraged. It has accordingly been decided that no notice should be taken of a representation on service matters submitted by a relative of a Government servant. The only exception may be cases in which because of the death or physical disability, etc., of the Government servant, it is impossible for the Government servant himself to submit a representation.

(G.I.M.H.A. Memo. No.F.25/21/63, Ests.(A), dt.19th September, 1963)

### **PART - III**

Withholding of petitions by the prescribed authority.

6. ***Circumstances in which the petitions may be withheld:-***  
The prescribed authority may, in its discretion, withhold a petition when--

(i) the petitioner has not complied with any of the provisions of part II; or

(ii) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation of the delay is given; or

(iii) a previous petition from the petitioner on the same subject has been disposed of by the President and the petition in the opinion of the prescribed authority, discloses no new facts or circumstances which afford grounds for a reconsideration of the matter; or

(iv) the petition is a representation against a decision which is declared to be final by any law or statutory rule; or

(v) the petition is an application for an employment under the Government not made in pursuance of any rule or announcement calling for applications for such employment; or

(vi) the petition relates to subject on which the prescribed authority is competent to pass orders and no application for address has been made by the petitioner to the prescribed authority; or

(vii) the petition is a representation against the non-exercise in favour of the petitioner of a discretion vested in the prescribed authority;

(viii) the petition is a representation against the discharge or termination of service by a competent authority or the petitioner having been--

(a) appointed on probation, during or at the end of such probation;

(b) appointed, otherwise than under contract, to hold a temporary appointment, on the expiration of the period of such appointment; or

(c) engaged under contract in accordance with the terms of such a contract;

(ix) the petition is a representation against an order;

(a) from which the petitioner has already exercised, or has failed to exercise, a right of appeal available under the rule or orders or the contract regulating his conditions of service;

(b) passed by a competent authority in the exercise of appellate or revisional powers conferred by any rule; order or contract regarding his conditions of service; or

(x) the petition is a representation against an order of a competent authority refusing to grant or recommend--

(a) a special pension; or

(b) any pecuniary or other concession to which the petitioner is not entitled under any rules or orders or contract regulating his condition of service.

7. ***Petitioner to be informed when petition is withheld:-*** (i) If the prescribed authority shall, when the petition is withheld under instructions 6, inform the petitioner of the with holding thereof and the reasons therefor.

8. ***List of petitions withheld:-*** (i) If the prescribed authority is other than the Secretary to the Government of India in the appropriate Ministry or Department, it shall submit to such Secretary an annual return specifying particulars of all petitions withheld by it under instructions 6 and the reasons for withholding the same.

(ii) If the Secretary to the Government of India in the appropriate Ministry of Department is himself the prescribed authority, he shall prepare an annual return specifying particulars of petitions withheld by him under instructions 6 and the reasons for withholding the same.

(Authority for annual return: Hqrs. Circular No.16. NGE/1994 No.70 NGE Disc/15-94; dt.1.3.1994)

(iii) The returns prepared under sub-instructions (i) and (ii) shall be dealt with in the manner provided in the rules made by the President for the transaction of the business of the Government of India.

(iv) If the President on a scrutiny of the said returns or otherwise so directs, any or all of the petitions specified in the returns and sub-instruction (i) shall be transmitted by the prescribed authority to the Secretary concerned or any or all of the petitions specified in the return under Sub-instruction (iii) shall be taken into consideration.

#### **PART - IV**

##### ***Procedure in respect of petitions not withheld.***

9. ***Procedure in transmission :-*** If the prescribed authority is other than the Secretary to the Government of India in the appropriate Ministry or department, it shall transmit to such Secretary petitions not withheld under instructions 6 and petitions called for under instructions 8 together with a complete Statement of the facts material thereto and all relevant papers, and unless there are special reasons to the contrary, and expression of the opinion of the prescribed authority thereon.

10. ***Consideration of the Petition:-*** Petitions received in his capacity as the prescribed authority by the Secretary to the Government of India in the appropriate Ministry or Department and not withheld by him under instructions 6 petitions taken into consideration under sub-instructions (iii) of instruction 9 shall thereafter be dealt with in accordance with the provisions of the Rules made by the President for the transactions of the business of the Government of India.

11. ***Action to be taken after final orders are passed on petitions:-*** The prescribed authority shall himself give effect or ensure that effect is given by the competent authority to such orders as the President may pass on any petition and, if the prescribed authority is other than the Secretary to the Government of India in the appropriate Ministry or Department submit to such Secretary within a period of three months of the receipt of the orders a report of the action taken.

## THE SCHEDULE

### *List of the authorities included in the term 'prescribed authority'*

In respect of persons who are or have been employed --

(i) In Ministries or Departments of the Government of India, the Secretary of the Ministry or Department;

(ii) in Attached Offices, of the Government of India or in offices not subordinate to such attached offices, or in office not subordinate to any attached office, Heads of Departments who are directly under the Government of India;

(iii) In connection with the affairs of Part 'C' State the Chief Commissioner or Lieutenant Governor, as the case may be;

(iv) in lower formations under the Army, Navy or Air Force, the appropriate Principal Staff Officer at the Army, Headquarters, Naval Headquarters and the Engineer-in-Chief, Army Headquarters in respect of the Civilian Personnel of the Military Engineering Service.

***Government of India's decision*** -- On a clarification sought by certain Ministries/ Departments in the past, Home Ministry had advised that a petition, representation etc., addressed to a Secretary, Deputy Minister, Minister or Prime Minister may be treated as a petition addressed to the President and disposed of in accordance with the petition instructions referred to above. The matter has been re-examined in Home Ministry and it has been decided that it is not quite correct to treat petitions not addressed to the President and dispose of them as such. A Petition or an appeal addressed to a Secretary, Deputy Minister, Minister or Prime Minister should be treated as a petition or appeal made to Government and disposed of accordingly. Only a petition specifically addressed to the President is governed by the petition instructions referred to above, particularly with regard to the withholding of petitions by the prescribed authority.

(G.I., M.H.A. Memo No.10/1/65-Ests.(B), dt. the 29th April, 1965)

## **CHAPTER - II**

### **RECRUITMENT**

#### ***Appointment to Central Services and Posts:-***

2.1. Recruitment to the cadre of Auditors, Clerks and Stenographers for appointment in the offices of the Prl. Accountant General, Audit I and Accountant General, Audit II, Andhra Pradesh is done from the candidates sponsored by the Staff Selection Commission, Madras.

During probation, he/she shall:

(i) acquire working knowledge of the official regional language of the state where he/she is appointed, unless he/she has already passed an examination of matriculation standard in that language.

(ii) pass the test in such regional language as prescribed departmentally.

Failure to pass the examination during the period of probation, as extended where relevant, would make his/her services liable to termination.

Where there are more than one regional languages in use in a state, they will have to learn the formally designated official language of the state.

(C.A.G's Circular No.05/NGE/99 No.102/NGE (APP)/8-98 dated 27th January,1999.)

2.2. The information regarding the vacancies along with the vacancies reserved for Schedule Castes and Schedules Tribes and Ex-Servicemen should be furnished to the Staff Selection Commission, Madras in the month of January every year.

2.3. The Staff Selection Commission, Madras will forward the names of the candidates who are required to be appointed in the various cadres, along with their dossiers containing copies of certificates etc.

***Intimation and offer of Appointments:-***

2.4.(a) An intimation has to be sent about the likelihood of their appointment to the concerned candidates who are expected to be appointed in the next 2 months and at this stage they should be asked to produce the following documents so that the appointing authority can satisfy himself about the bonafides of the candidates before issuing him an offer of appointment.

- (i) Certificate of character.
- (ii) Attestation form duly completed.
- (iii) SC/ST certificates from the specified officers.
- (iv) A declaration indicating whether he/her husband has more than one wife living.
- (v) No objection certificate from previous employer.
- (vi) Displaced persons certificates from a Gazetted Officer etc.

The candidates should be specifically told that this letter is not an offer of appointment. The offer of appointment should be issued only after scrutiny of the necessary documents.

(b) The proforma of the following has been furnished in the Annexures detailed below:

Annexure I	-	Model Advertisement for sports quota.
Annexure II	-	Application form.
Annexure III	-	Advance intimation.
Annexure IV	-	Offer of appointment.
Annexure V	-	Acceptance of offer of appointment.
Annexure VI A	-	Appointment Order (Auditor)
Annexure VI B	-	Appointment Order (Stenographer)
Annexure VI C	-	Appointment Order (Clerk/Typist)
Annexure VI D	-	Appointment Order (Group-D)

(c) The direct recruits who seek extension of Joining time have to loose their panel seniority. While allowing extension of Joining Time

it may be clearly indicated that the seniority of the candidate concerned will be regulated from the date of his/her joining duty.

(CAG Circular No.23/NGE/1995/NO.1015/NGE(APP)/84-94 dt.18th July 1995)

2.5. (i) In the case of degrees/diploma awarded by the Universities in India which are incorporated by an Act of the Central or State Legislature in India and other educational institutions established by an Act of Parliament, no formal orders recognising such degrees/diplomas need be issued by Government. Such degrees/deplomas should be recognised by the Central Government or the State Government.

(ii) Similarly, no orders are required for the formal recognition of any certificate or diploma awarded by the Boards of Secondary and Intermediate Education duly set up and recognised by the Central Government or the State Government concerned.

(iii) If, however there is any doubt whether a particular University is or is not incorporated by Act of Legislature or the degree or diploma to which a specified degree or diploma should be regarded as equivalent, a reference should be made to the Ministry of Education for clarification. Doubts, if any concerning Education Boards may be similarly clarified.

(CAG's Lr.No.1745-NGE.II/290-61 dt.12th July, 1962, communicated with Copy of G.I., MHA, OM.No.6/7/62 Estt. dated 4th July, 1962 and OM No.26/4/52-C.S. dated 30th September 1962, page 14. File 3-45/60-71)

**NOTE:-** A list of degrees and diplomas recognised and those not recognised by the Government of India is given in Annexure-VII.

### ***Scrutiny of Educational Certificates/Degrees/Diplomas***

2.6. To avoid bogus academic certificates being accepted before a candidate is appointed, the appointing authority should make himself responsible for verification of the academic certificates and in case of doubt, the official gazette publication of results should be referred to immediately.

(CAG's Lr.No.1825-NGE.II/259-62 dated 3rd August, 1962 page 76-File 3-1/62-64)



***Verification of character and antecedents of candidates for appointment***

2.7. For appointments under the Central Government verification of character and antecedents should be done in two ways viz-Cases (1) where detailed verification is essential and (2) where such detailed verification is not compulsory but is only optional. The form of detailed verification is given in Annexure-VIII.

2.8. (i) In respect of all Group C & D posts other than Caretakers/ Asst. Caretakers/ Watchmen/ and Stenographers only simple verification is to be got done. Detailed verification has to be conducted in respect of personnel working at all levels who may handle secret/top secret work. These categories include Clerks, Gestetner operator, messenger etc., also. However in Accountant General offices Stenographers (Sr. P.A/P.A to Prl. A.G., Audit I,

A.G., Audit II) stenographers to Sr.DAG Admn./DAG Admn., stenographers to A.O (Admn.) only have been considered as engaged on secret/top secret work. The detailed verification in these cases will be necessary only when the stenographers are posted to do secret/top secret work. Reverification of character and antecedents may however be done once in three years in respect of candidates posted in posts involving work of a secret or sensitive nature. The Government of India has however clarified that reverification should not be done as a matter of routine for all officers at all levels. It is primarily for the Head of the Department to decide in whose cases the verification is to be done. The form prescribed for reverification is in Annexure-VIIIA.

(G.I. MHA (DP & AR) No.18011/9(s)/78-Estt.(B) dated 2-7-1982 forwarded in letter No.2361-NM/19-82-I dated 31-7-1982 from C&AG. Government of India Ministry of Pension & Training Admn. Reforms & Public Grievances Pension (Dept. of Personnel & Trg. OM No.18011/12(s)/83-Estt.(CB). Vol.I dated 30-10-1985 forwarded in C&AG's Lr.No.3992-NIII/25-85 Vol.II dated 28-11-1985).

(ii)(a) Where detailed verification is necessary, the appointing authority should have the attestation form (vide Annexure-VIII) filled in by the candidate and got attested by any one of the following officials:

- (1) Gazetted Officers of Central or State Government.
- (2) Members of Parliament or State Legislature belonging to the Constituency where the candidate, or his parent/guardian is ordinarily resident.
- (3) Sub-divisional Magistrates/ Officers.
- (4) Tahsildars or Naib/Deputy Tahsildars authorised to exercise magisterial powers.
- (5) Principal/Headmaster of the recognised School/College/ Institution where the candidate studied last.
- (6) Block Development Officer.
- (7) Post Masters.
- (8) Panchayat Inspectors.

(CAG's Lr.No.910-NGE.II/70-69 dated 24th April, 1971)

(b) Attestation form filled by the Candidate for verification of character and antecedents will be sent to the District Collector (or other District authorities as the case may be vide G.O.I.M.H.A., O.M. F3/5/5/63 Est.B. dated 14-4-1964) of the places where the candidate has resided for more than 1 year at a time during the last 5 years of date of enquiry.

(G.O.I.M.H.A.OM.No.F.3/2/58 Est.B. dt.1-10-1958 and F.3/6/60 Est.B.17-5-1960 forwarded in CAG's Endt. No.1623-NGEII/385-58 dated 7-6-1960. pages 17 and 66 File 3-6/58-64.

***Simple verification***

2.9. (i) Where detailed verification is not required in respect of appointments to Group 'C' posts, the candidates should be required to fill in the attestation form given in Annexure-VIII and in addition to produce a character certificate in original from the head of educational institution attended by him and a similar certificate from his employer if any. When the candidate is finally approved for appointment, he should be called upon to have the character certificates produced by him earlier attested by a Stipendiary First Class Executive Magistrate, District Magistrate or a Sub-divisional Magistrate. The appointment may be offered after the attested certificate is produced. Before attesting a certificate, it would be open to the attesting officer to satisfy himself about the character and antecedents of the candidate.

(ii) If a candidate is not in a position to produce the character certificate from the head of the educational institution he may be required to produce only a certificate of character from a Gazetted Officer duly attested by a Magistrate. Whenever a candidate is unable to produce a character certificate, detailed verification should be carried out.

(C.A.G's Endt. No.2136-NGE.II/56-57 dt.19th June, 1958 and No.2924 NGE.II/236-60 dated 31st October 1960). P.No.1 & 95 File 3-6/58-64)

(iii) In respect of appointments to Group 'D' posts the candidates should be required to fill in the attestation form given in Annexure-VIII (without the identity certificate and subsequent portions). In addition they should produce a certificate of character

from a Gazetted Officer without attestation by the District Magistrate or Sub-divisional Magistrate. Where, however a candidate is not able to produce a character certificate, detailed verification should be carried out.

(G.I., M.H.A. OM. No.20-58-45-Est.(B) dated 7th February, 1947 CAG's Lr.No.2286-NGE.II/118-52 dated 3rd July, 1953 and 2136-NGE-II/56-57 dated 19th June 1958 File 1-15/53-57 and 3-6/58-60)

(iv) As soon as verification of character and antecedents of an employee is completed, an entry regarding such verification should be made in the dossier of his confidential reports on a separate sheet which shall be placed at the top so that the fact of such verification having been made at the time of appointment can be easily checked up. An entry should also be made in the Service Book in the case of all Group 'C' and Group 'D' employees appointed on or after 20th September, 1963.

(C.A.G's Lr.No.5750-NGE-II/385-58 dated 7th October, 1958, No.1146-NGE II/96-63 dated 1st October, 1963 and 1389-NGE II/96-63 dated, 30th November, 1963-File 3-6/58-64)

2.9. (A) The Government of India decided that hereafter the appointing authorities may address direct the Commissioners of Police in Bombay, Calcutta, Madras, Ahmedabad, Bangalore, Trivandrum, Delhi and Hyderabad who combine in them powers of both a Superintendent of Police and District Magistrate in regard to the verification of character and antecedents of candidates for appointment to Civil posts under Government of India in respect of persons residing within the respective city limits instead of routing the requests through the Collector.

(Government of India Ministry of Home Affairs Dept., of Personnel & Admn. Referoms OM No.18011/(S)/80-Estt.(B) dt.20-6-1980 received through C&AG's Lr.No.2353NGEI/66-NGEII/76-II dt.15-7-1980)

***Verification of age, qualification and identity:***

2.10. Appointing authorities should ensure that claims regarding educational and other special qualifications and age are scrutinised strictly at the time of appointment.

(G.I.H.A.OM.No.2/29/54-RPS dated 19th November, 1954- case 3 -Vol.I)

2.11. The identity of a candidate at the time of appointment may be verified as usual by comparison of the signature in the joining report with that on the original application and other records (attestation forms, etc.)

(CAG No.III/NGE II/61-66 dated 1st February, 1967-File 3-1/66-68. P.15 file 3-1/66-68)

***Upper age - limit for recruitment to Public Services***

2.12. (a) The maximum age limit for recruitment to the posts of Auditors, Clerks, Stenographers and Group 'D' is 25 years (30 years in the case of candidates belonging to Scheduled Castes or Scheduled Tribes and 28 years for OBCs)

(Vide GOI Deptt. of Personnel & Training OM No.43013/2/95-Estt (SCT) dt.25-1-1995 C&AG Circular No.N/13/95/536/NGE (APP)/61-95/KW dt.18-4-1995)

**NOTE:-** (i) For recruitment of Surplus staff of Farraka Barrage and retrenched personnel of the Directors of Census operations, there will be no restriction of upper age-limit.

(CAG. Lr.No.158-NGE II/51-71 II dated 21st January 1972 and Lr.No.32 NGE II/51-71 II dated 5th January 1972 page 363B and 365 File 3-1/68-72)

**NOTE:-** (ii) It has been decided to allow, the directly recruited employees of Chukka Hydel Project Authority in Bhutan who are rendered surplus on completion and commissioning of the Project and consequently retrenched by the authority, age relaxation to the extent of service rendered by them with the authority for purposes of appointment to Group 'C' and 'D' posts under the Government of India on the basis of certificate issued by that authority regarding the period of service rendered by them in each individual case. This relaxation will be available for a period of 10 years from the date of issue of these instructions.

(Govt. of India, Ministry of Personnel, Public Grievances and pensions, Department of Personnel & Training, New Delhi No.15012/7/90 - Estt. dt.07-11-1990 communicated in C&AG Lr.No.2790-N.III/49-86 - Vol. IV dt.12-12-1990)

(b) A statement containing various categories where concessions in upper age limit is admissible on appointment in IA&AD is given in Annexure - IX.

(CAG's Lr. No.3269-N III/14-88- Vol.III Estt. dt.8-12-1989)

2.13. In respect of departmental candidates who desire to take their chances along with direct, recruits the Accountant General may condone overage in respect of a Group 'D' member upto seven years (limited to serve in the cadre) for being appointed as clerks and in respect of clerks upto 4 years ( limited to the total period of service in that grade) for being appointed as Auditors, provided that they are, however other-wise qualified for the post. Once however, they qualify for being considered under the relaxation now granted, they should be judged by the same standards as are applied to direct recruits.

(CAG's Confidential Lr. No.1155-NGE II/67-63 dated 5th October, 1963 P.226-C/3-1/62-64 and Lr.No.2247-NGE II/67-63 dated 7th December, 1965 and P.191/3-1/64-67)

2.14. In cases which are not covered by the above para prior approval of the Comptroller and Auditor General's Office should be taken for considering them for interview. Approval of the Comptroller and Auditor General will be given on the merits of each case for relaxation of the conditions of recruitment. If the candidates are found fit, they can be appointed without any further reference to Comptroller and Auditor General.

(CAG's Lr.No.1251-NGE II/39-63-Pt. IV dated 24th October, 1963-P.230 31/62-64)

2.15. The Government of India decided that, for purposes of appointment to Group 'C' and Group 'D' posts under the Central Government filled through the Employment Exchange, the upper age-limit in the case of blind, deaf, mute and orthopaedically handicapped persons shall be relaxed by five years.

(CAG's Endt. No.7670-NGE II/214-67 dated 28th April, 1969 P.69/3-1/68-1970 alongwith G.I., MHA OM No.4/3/68 Estt.(D) dated 15th April, 1969)

2.15. (A) The Government of India decided that for purposes of appointment to Group 'C' and Group 'D' posts under the Central Government filled through the Staff Selection Commission, the upper age limit in the case of widows, divorced women and women judicially separated from their husbands who are not remarried shall be relaxed upto the age of 35 years (upto 40 for members of Scheduled Castes/ Scheduled Tribes) by invoking the provisions in the relevant recruitment Rules. There shall be no relaxation of educational qualifications or method of recruitment.

(G.I. Ministry of Home Affairs Dept. of Personnel & Administrative Reform OM No.15012/13079 Estt. (D) dt.19-1-1980 received through Comptroller and Auditor General Lr.No.443-NGE I/51 NGE III/79-III dt.5-2-1980)

***Minimum age-limit for recruitment to Clerical and Group 'D' posts***

2.16. The minimum age-limit for recruitment to Clerical and Group 'D' posts in the Audit and Accounts Department is 18 years.

(Vide para 6.2.5 and note below para 8.2 of MSO (Admn.) Vol.I)

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

(Vide C&AG Lr.No.1145-NGE.III/37-86/Zone-2-Vol.I, dt.04-04.1988)

***Relaxation of age and educational qualification in respect of retrenched Central Government employees and those candidates appointed on Compassionate grounds***

2.17. (i) Though no general relaxation of the educational qualification normally prescribed for recruitment should be made, the conditions regarding maximum age need not be strictly enforced. For the purpose of relaxation of age-limit, a "retrenched Central Government Employee" is defined as "a person who was employed under the Government of India for a continuous period of not less than six months and who was retrenched or declared



surplus as a result of the recommendations of the Economy Unit or due to normal reduction in Establishment”.

(ii) The age of entry of such persons should be computed by deducting from their actual age, the period of previous service rendered by them and if the resultant age does not exceed the prescribed maximum age limit by more than three years, they should be deemed to satisfy the condition for appointment to the post in question in respect of maximum age. (For purely temporary appointments, however, no age limit shall apply).

(MHA No.4/4/59-RPS dated 25th November, 1959 read with CAG's No.5809-NGE II/72-59 dated 11th January, 1960-P. 99/c 3-1/59-62 and 1211 NGE II/72-64 dated 4th February, 1964) File 3-1/59-62)

***Relaxation of Age/Educational qualifications in respect of candidates appointed on compassionate grounds:***

(iii) Applicants for compassionate appointments should be considered if they are eligible and are found suitable for the posts in all respects under the provisions of relevant Recruitment Rules. However in cases where the financial condition of the family is very bad and there is no member in the family who may not normally be eligible to seek appointment, the appointment of son/daughter of the deceased employee may also be considered by relaxing the minimum educational qualifications maximum age limit etc. The relaxation of minimum educational qualification will however be considered by office of the CAG only at the lowest level that is for Group ‘D’ and Clerks posts only. The relaxation will be permitted only for a maximum period of two years and if during this period the applicant is not able to acquire the minimum qualification for the post in which he/she is appointed his/her services will be liable to be terminated.

The request for compassionate appointment 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 date may be considered very rarely. The request for appointments after lapse of more than five years should be dealt

with great deal of circumspection in order to ensure due allocation of posts to more deserving cases if any.

(Letter No.2844-NGE II/52-76/I/KW NGE III dated 1-7-1971 from C&AG)

**NOTE:-** (i) It has now been decided that henceforth no near relative of the deceased employee will be eligible for appointment on compassionate grounds and it is only a widow or son or daughter or adopted son or adopted daughter of a deceased Govt. Servant who can be considered for appointment on Compassionate Grounds.

It has also been held that Courts and Administrative Tribunals cannot direct the appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.

(Vide C&AG Circular No.N/34/94 No.1340/N(App)/16-94 Vol.I dt.14-9-1994)

**NOTE:-** (ii)*Determination of vacancies:* Refer Govt. of India, Ministry of Personnel, Public Grievance & Pensions, Department of Personnel and Training Lr.No.14014/6/95 Estt. (D) dt.26-9-1995 communicated through C&AG Circular No.34/NGE/95 No.1656/ NGE (App)/61 dt.27-11-1995.

**NOTE:-** (iii) The Govt. of India, Department of Personnel & Training had clarified that the scheme of compassionate appointment does not cover the cases of missing Government servants.

(Vide C&AG Circular No.1939n 3/25-92/ZI Vol.I dt.19-9-1992)

**NOTE:-** (iv) In the event of death of Central Govt. Servant deputed for election duty in the Jammu & Kashmir, Compassionate appointment to a dependent widow/ widower or son/daughter or to his dependent brother/sister if he was unmarried should be given over riding priority and the competent authority shall provide a job to said dependent within three months, if necessary, by creating an additional/ supernumerary post with the prior approval of the Ministry of Finance in Department of Expenditure Group 'C&D' as the case may be for this purpose provided other conditions/ procedure for such appointment prescribed in the Govt. of India, Ministry of Personnel (PG) and Pensions (Department of Personnel & Training) O.M.No.14014/6/86 - Estt. (D) dt.13-6-1987 as amended from time to time are fulfilled.

(Vide Lr.No.14014/26/95 - Estt.(D) dt.7-5-1996 of Govt. of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel & Training)

**NOTE:-** (v) The instructions contained in above O.M. of even No. dt.7-5-1996 are also applicable to Central Govt. Servants deputed for election duty in Jammu & Kashmir in the event of their retirement on medical grounds on invalid pension under Rule 38 of C.C.S. (Pension) Rules, 1972 or corresponding provision in Central Civil Service regulation or liberalised pension Rules 1990 as the case may be.

(O.M.No.14014/26/95 - Estt.(D) dt.21-5-1996 of Govt. of India, Ministry of Personnel, Public Grievance & Pensions, Department of Personnel & Training, New Delhi.

**NOTE:-** (vi) The Govt. of India decided that in the case of Govt. Servants who at the time of their death in harness or retirement on medical grounds are unmarried but have other dependent on them , one of the dependent brothers/sisters of the Govt. servant will be eligible for consideration for appointment on compassionate grounds, if he/she gives an undertaking that he/she will look after the other family members who were dependent on the Govt. Servant in question provided the other conditions laid down in the scheme of compassionate appointment are fulfilled.

(Vide C&AG Circular No.NGE-28/95 No.1343/N/(APP)/16-95/Vol.I dt.1-9-1995)

(iv) If a Govt. Servant retired on medical grounds under Rule 38 of CCS (Pensions) Rules 1972 or corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years) for Group 'D') and the Head of the Department is satisfied that the family is in great economic distress, his wife or son or daughter may also be considered for appointment on compassionate grounds. It has also been held that Courts and Administrative Tribunals cannot direct the appointment of a person on compassionate grounds but can merely direct consideration of claims for such an appointment.

(C&AG Circular No.N/34/94 No.1340/N(App)/16-94/Vol.I dt.14-9-1994)

**NOTE:-** The Govt. of India decided that in the case of Govt. Servants who at the time of their death in harness or retirement on medical grounds are unmarried but have other dependent on them one of the dependent brothers/sisters of the Govt. Servant will be eligible for consideration for appointment on compassionate grounds, if he/she gives an undertaking that he/she will look after the other family members who

were dependent on the Govt. Servant in question provided the other conditions laid down in the scheme of compassionate appointment are fulfilled.

(Vide C&AG Circular No.NGE-28/95 No.1343/N(APP)/16-95/Vol.I dt.1-9-1995)

Requests for compassionate appointments in case of retirement on medical grounds after attaining the age 55 years which may be pending with Ministries/ Heads of Departments will fall in one or the other categories as follows:

(1) Those who retired on medical grounds after attaining the age of 55 years prior to the date of issue of OM dated 18-3-1982 but the requests for compassionate appointments were pending on 18-3-1982.

(2) Those who retired on medical grounds after attaining the age of 55 years on or after 18-3-1982 but before the revised orders had been circulated by the Ministry concerned to their sub-Ministry formations.

(3) Those who retired on medical grounds after attaining the age of 55 years on or after the date of communication of the revised orders by the Ministry concerned.

The Ministry has decided in the above cases that

(1) In the first category whose retirement took place before 18-3-1982 Ministries/ Heads of Departments may take a decision without applying the restriction imposed in the OM dated 18-3-1982.

(2) In the second category Ministries may examine the requests on merits of each case and make a reference to this Department only in those cases where they consider it would be a fit case for recommending the relaxation of provisions of the OM dated 18-3-1982.

(3) In the third category of cases attracting the provisions of OM dated 18-3-1982 no request for compassionate appointment by relaxing its provisions may be entertained.

(OM No.14014/5/83 Estt.(D) dated 1-3-1984 of the Govt. of India MHA DPA & AR)

(v) Government servants appointed as Group 'D' on compassionate grounds may be exempted from requirements of educational qualifications as laid down in MHA.

OM No.13/1/51-NGE S dated 16-11-1951

(G.I. MHA DP & AR New Delhi OM No.49019/6/80 Estt.(c) dated 19-10-1982 received in C&AG's Circular No.NGE/8/85 in No.280 N-3/52-84 Zone 3 dated 29-1-1985)

(vi) Persons being considered for appointment to the post of clerk/typist on compassionate grounds need not necessarily possess typing qualifications before hand. These persons however will have to pass the type test at the prescribed speed within a period of two years from the date of appointment in accordance with Circular No.1290-NGE III/124-75 dated 5-6-1976.

(Circular No.NGE 40/85 in letter No.1945-N3/52-84/Zone 8 dated 10-6-1985 of C&AG)

(vii) The requisite educational qualifications may be waived in the case of widows of deceased Government servant servants who were employed on compassionate grounds to the post of Group 'D' post.

(GI MHA DP & AP OM No.49019/6/86-Estt.(C) dated 19-10-1982 forwarded in Circular No.NGE/8/85 in letter No.280-N-3/52-84/Zone 3 dated 29-1-1985 from C&AG)

(viii) (a) The upper age limit, will be relaxable upto the age of 35 years in respect of persons who are working in posts which are in the same line or allied cadres where a relationship could be established that service rendered in the department will be useful for efficient discharge of the duties in other categories of posts in the same Department. The C&AG in letter No.433-NGE v/14-83 II dated 4-3-1984 has stated that these orders will be applicable

mutatis mutandis to the Departmental Canteen functioning in IA&AD.

(OM No.F4/4/74-Estt.(D) dated 20-7-1976 of the Government of India forwarded in letter of C&AG mentioned in the para above)

***(b) Age relaxation admissible to Departmental candidates applying for Group 'C' and Group 'D' posts against outsiders quota -***

(1) The Staff Side of the National Council (J.C.M) had suggested that the Departmental candidates who possess the prescribed qualification may be allowed to compete with relaxed age limit with the nominees of Employment Exchanges/ Open market candidates for higher posts which are to be filled by direct recruitment in any office in the same department.

(2) The request made by the Staff Side of the National Council (J.C.M) has been examined and it has been decided that -

(i) for direct recruitment in Group 'D' posts/services, the upper age limit will be relaxable up to the age of 35 years (40 years in the case of S.C/S.T. candidates);

(ii) for direct recruitment in Group 'C'/Group 'D' posts/services, the departmental candidates may be allowed to compete along with candidates from the open market up to the age of 40 years (45 years in the case of S.C/S.T. candidates).

(iii) the above concessions are subject to the condition that the direct recruitment posts in Group 'D' Group 'C' posts/services are in the same line or allied cadres and a relationship could be established that service rendered in the Department/ posts will be useful for efficient discharge of the duties in the other categories of post.

(iv) the above concessions will be admissible only where an employee has rendered not less than three years continuous service under Government.

(3) The question of determining the same line or allied cadres (referred to in (iii) above) is however, left to be decided by each Ministry/Department. The Staff Selection Commission makes recruitment to all Group 'C' non-technical posts. With a view to reducing delays in processing of applications submitted by departmental candidates with reference to advertisements issued by the S.S.C it has been decided that it will be entirely within the discretion of the Staff Selection Commission to take a view whether the nexus principle is satisfied or not in individual cases. Wherever the duties of the posts concerned are not clear, the Commission may consult the organisations in which the posts in question are located.

(4) The existing age concessions available to Group 'D' employees for appointment to Group 'D' posts and to Clerks for appointment as Stenographers in the Central Secretariat Stenographers Service and any other existing concession shall continue.

(G.I., M.H.A., D.P. & A.R., O.M. No.F.4/4/74-Estt.(D), dated the 20th July, 1976, 15012/2/81-Estt. (D), dated the 8th April 1981, 35014/4/79-Estt(D) dated 24-10-1985, 18th November, 1985; D.P.T., O.M. No.15034/3/87-Estt.(D), dated the 7th October, 1987; 15012/1/88-Estt.(D), dated the 20th May, 1988, and dated the 30th January, 1990)

2.18. Before admitting a retrenched Central Government employee to the concession regarding age limits, he/she should be required to produce a certificate from his/her last office in the following form. (Such a certificate should therefore be invariably given to Central Government Employees discharged from service on account of retrenchment).

No.	Ministry/Department	Office:
		Dated:
		Place:

## DISCHARGE CERTIFICATE

Shri/Shrimati .....  
 has/had been working as .....  
 (Designation of post) in the Ministry/ Department/ Office of the  
 ..... from ..... to  
 ..... His services have/had been or are likely to be  
 terminated with effect from (date) ..... on account of  
 reduction in establishment He/She is considered suitable for  
 employment under Government.

He/She 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 a reference to the Employment  
 Exchange or the Ministry of Home Affairs.

### SIGNATURE

#### DESIGNATION OF OFFICER AND OFFICE SEAL

(Min. of Home Affairs, O.M. No.71/78/57-CS (c) dated 5th April, 1957-case 3-1).

2.19. The following categories of persons are also treated as  
 retrenched Central Government Employees.

(a) (i) Ex-servicemen released under mustering out concessions.

(ii) Ex-Servicemen enrolled for the second time and discharged  
 on (1) Completion of short term engagement; (2) on fulfilling the  
 conditions of enrolment.

(iii) Ex-personnel of Madras Civil Unit;

(iv) Officers (Military and Civil) discharged on completion of  
 their contract (including short service regular commissioned officers).



(v) Officers discharged after working for more than six months continuously against leave vacancies.

(vi) Ex-servicemen invalidated out of service;

(vii) Ex-servicemen discharged on the ground that they are unlikely to become efficient Soldiers/Sailors/Airmen.

(b) Persons recruited from 1-1-1963 as whole time cadet instructors in the N.C.C. shall, on release from the N.C.C. on the expiry of their initial/extended tenure be treated as ‘Retrenched Central Government Employees’. Such persons will, on release from the N.C.C. on the expiry of their initial/ extended tenure, be eligible for the following concessions;

(i) For purposes of appointment to posts, recruitment to which is made through the Employment Exchange, they will be given ‘Priority-III’.

(ii) They will be allowed to deduct from their actual age the period of service rendered by them in the N.C.C. and if the resultant age does not exceed the prescribed upper age limit of a particular post by more than three years, they will be deemed to be satisfying the condition for appointment to that post in respect of the maximum age.

For availing of the concessions mentioned above, the Cadet Instructor in question should produce before the Employment Exchange a certificate to the effect that they had been released from the N.C.C. on the expiry of their initial/extended tenure.

(G.I., MHA. OM No.4/6/65 Estt. D. dated 4th December, 1965- received in CAG’s Endt. No.2346-NGE II/72-64 dated 29th December, 1965-P. 193/3-1/64-67 and G.I., MHA OM No.4/6 65 Estt-D dated 27th March, 1966-received in CAG’s Endt. No.460-NGE III/72-64 dated 20th April, 1966-P. 209/3-1/64-67).

Such of the whole-time Cadet Instructors in the N.C.C., who are released from the N.C.C. before the expiry of their initial/extended tenure should also be allowed the same ‘Priority’ and age concession as has been sanctioned to the whole-time cadet Instructors in the N.C.C. who are released after the expiry of their initial/extended tenure subject

to the condition that they (i.e., the

Cadet Instructors who are released before the expiry of their initial/extended tenure) have served in the N.C.C. for a period of not less than six months prior to their release from the N.C.C.

(G.I., MHA OM No.F.4/6/65 Estt. 5(1) 13th September, 1966-received in CAG's Endt. 2128/NGE-II/86-66-P. 251-C. 3-1/64-67)

(c) Employees of Rationing and Civil Supplies Departments in the various States shall be treated on par with the retrenched Central Government Employees for purposes of relaxation of age limit.

(G.I., MHA OM No.4-12-54 RPS dated 14th October, 1954)

**NOTE:** Only suitable employees can be taken subject to vacancies existing at the time of their retrenchment and subject to minimum educational qualifications. They should be appointed only in temporary capacity and placed junior most and will be eligible for confirmation after passing confirmatory Examination.

(CAG's Lr.No.3988-NGE II/275-54 dated 23rd November, 1964-Case 3-1/Vol.I)

(d) Retrenched employees of River Valley Projects including Damodar Valley Corporation should be treated as on par with retrenched Central Government Employees for the purposes of age relaxation.

(G.I., MHA OM No.4-23-56 RPS dated 5th December, 1956 - Case 3-1-Vol-I)

### **DISPLACED PERSONS**

2.20. A 'displaced person' shall mean a person who was ordinarily resident in the territories comprising East Pakistan but who on account of Civil disturbances or the fear of Civil disturbances or on account of the partition of India, has migrated.

(a) In the case of persons migrating from the district of Noakhali of the district of Comilla now forming part of East Pakistan on or after the 1st October, 1946 and,

(b) In the case of persons migrating from any other area in East Pakistan on or after the 1st June, 1947, to the territories now included in the Union of India with the intention of taking up permanent residence within such territories.

(CAG's Lr.No.48-RS/28-56 dated 13th July, 1956- Case 8.53)

2.21. Certain relaxations of age limits in favour of bonafide displaced persons from Pakistan were allowed since 1948 for employment under the Central Government. The extent of the concessions given is stated below:-

(a) Permanent appointments filled by competitive tests through the Union Public Service Commission-A relaxation of age limit is allowed up to three years in excess of the normal upper age limit.

(b) Permanent appointments not covered by (a) above-The maximum age limit for entry into Government service as well as for permanent absorption therein is relaxed to 45 years.

(c) Displaced persons belonging to a Scheduled Caste or Scheduled Tribe- The age limits are further relaxed by three years for Gazetted posts and five years for non-gazetted posts.

(d) For temporary appointments made through Employment Exchange- No age restrictions apply.

(G.I., MHA Lr.No.135/52-Ests., dated 7th November, 1952-Case 1-1 of 52-55).

**NOTE:-** For the purpose of employment in Central Government services, displaced persons from the unliberated areas of Jammu and Kashmir who settled any where in India are eligible for the same age relaxation as is admissible to displaced persons from Pakistan.

(G.I. MHA, OM No.31/72/52/DGS dated 5th December, 1953, Case 3-1/Vol.I).

2.22. Following categories of persons are also to be treated as displaced Government servants:-

(i) Persons who were employed under the Central Government of undivided India, and, having opted for service in India, became surplus to requirements as a result of the

constitutional changes (including non-Muslim employees of Baluchistan);

(ii) Persons who were employed under the Central Government of undivided India, and opted for service in Pakistan but had to return to India or could not proceed to Pakistan owing to the conditions which prevailed in Pakistan;

(iii) Persons who were employed under the State Governments of Sind and North-Western Frontier State and who migrated to India before the 15th April, 1949 owing to the conditions prevailing in Pakistan.

**NOTE:-** (1) The time limit of 14-4-1949 for migration will not apply to displaced Government servants from Sind and North-Western Frontier State for the purpose of Pension under the Ministry's OM No.31/119/52 DGS, dated 31st January, 1953.

(MHA OM No.51/36/57-DGS dated 6th May, 1957-Case 3-1/Vol.II)

**NOTE:-** (2) The words "Constitutional Changes" occurring in Sub-para (i) above relate only to the constitutional changes connected with the attainment of Independence and partition in 1947.

(G.I. MHA, OM No.51/36/57 DGS, dated 22nd March, 1958-read with CAG's Lr.No.110/Part-KW/16-58 dated 9th April, 1958 page 65/C-File 3-1-57-59)

**NOTE:-** (3) The rules which were in force till 31-12-1996, regulating the relaxation of age limit in favour of the residents of Kashmir Division in the State of Jammu & Kashmir for appointment to Central Civil Services and Posts, GOI Notification No.15012/7/91-Estt.(D) Ministry of Personal Public Grievances and Pension, Department of Personal and Training dated 28-6-1995 may be referred to.

### ***Special concessions to displaced Goldsmiths***

2.23. (i) On registration with the Employment Exchange bonafide displaced goldsmiths, who are thrown out of employment consequent on the introduction of "Gold Control Order" should be given priority III (i.e., the priority which is given to retrenched Central Government employees for the purposes of employment assistance).

(G.I., MHA OM No.7/6-63 Ests.(D) dated 27th June 1963 received in CAG's Lr.No.776-NGEII/60-63 dated 11th July, 1963-P214/3-1(62-64).

(ii) Upper age limit should be relaxed in case of bonafide displaced Goldsmiths (i.e., those who are in possession of identification certificates in accordance with the Ministry of Finance Letter No.7/65/63-CG, dated 17th April, 1963 addressed to State Government (Extract given below) to the extent indicated.

(a) for employment as craftsman or Semiskilled workers in industrial establishments - upto 45 years of age.

(b) for employment Group C & D posts in non-industrial establishments/offices where recruitment is made otherwise than through a competitive examination held by the Union Public Service Commission-Five years.

(G.I., MHA OM No.7/5/63 Estt. (D) dated 20th July, 1963 received under CAG's Lr.No.1000-NGE II/60-63 dated 3rd August 1963).

(iii) Revenue Officials not lower in rank than the officers-in-charge of Tahsils or taluks or Revenue Thanas are to issue certificates indicating that the Goldsmiths concerned were actually engaged in working, either solely or mainly, on gold either as self-employed persons or as paid employees or as out workers for a period of atleast six months preceding the date of issue of Gold Control Orders namely 10th January, 1963.

(G.O.I. MOF Lr.7/65-63-GC, dated 17th April, 1963 forwarded in CAG's Lr.No.1000-NGE, II/60-63, dated 3rd August, 1963).

(iv) No relaxation is contemplated for dependants of Goldsmiths who are not in possession of identification certificates merely because their parents are in possession of such certificates.

(C.A.G. Lr.No.1626-NGE.II/67-71, dated 12th July, 1971)P.299 file 3-1/71-72)

### ***Departmental candidates***

2.24. There is no objection in considering the cases of Clerks who apply for the post of Auditors from other Offices, if otherwise eligible, by granting relaxation in terms of C.A.G's Lr.No.1155 N.G.E. II/67-63, dated 5th October, 1963. (See para 13).

(C.A.G's Lr.No.1361-N.G.E. II/51-71(I), dated 11th June, 1971) P.56, File 8-43/71-73.

2.25. (a) The upper age limit prescribed for the recruitment of Stenographers need not be applied to serving clerks who may apply for Stenographers post in their own office.

(Lr.No.4519-N.G.E.II/348-58, dated 17-12-1958 of C&AG) P.21 File, 8-51/65-70).

(b) The issue regarding the relaxation of upper age limit for departmental candidates for appointment to Group 'C' posts was examined by the Government of India and it was decided that the departmental candidates may be allowed to compete alongwith candidates from open market upto the age of 40 years for Group 'C' posts in the case of general candidates and 45 years in the case of SC/ST. This concession will be subject to the condition that the direct recruitment posts in Group 'C' are in the same line or allied cadres and the relationship could be established that service rendered in the posts will be useful for efficient discharge of the duties with other category of posts.

(C&AG Circular No.NGE/49/88 No.2410-NGE III/14-88-Vol.III, dated 12-8-1988)

(c) The concessions given in the sub-para (b) above have now been extended to the departmental candidates for appointment to Group 'D' posts also subject to the conditions applicable in the case of Group 'C' posts as per Circular letter dated 12-8-1988 referred to above. It has also been clarified that the age relaxation upto 40/45 years as the case may be for appointment to Group 'C' and Group 'D' post will be available only to those Departmental candidates who have rendered atleast 3 years continuous service under Government.

(NGE.III Circular No.W/15/1990 No.615-N-III/14-88-Vol.3, dated 9-3-1990 of C&AG)

2.26. Candidates who are admitted to the examination etc., under the age concession admissible to Departmental Candidates will not be eligible for appointment if, after submitting their applications,

they resign from service either before or after taking the examination/interview etc.

(M.H.A.O.M. No.20/26/30-Estt(D), dt.17th June, 1961-received under CAG's Lr.No.4410-N.G.E. I/386-60, dt.18th July, 1961-p.267/File 3-1/1959-62).

***Overage after inclusion in panel***

2.27. Cases may arise where candidates included in the panel who were within the prescribed age limit at the time of inclusion in the panel become overaged at the time when their turn for appointment came. To obviate the difficulties in the appointment of persons who are selected and included in the panel and to avoid reference to the Comptroller and Auditor General for regularisation of age limit in each case, the following instructions are to be observed.

(i) The date on which the candidate should be below 25 years of age or other relaxed limit ordinarily applicable should be fixed as 1st January.

(ii) Those who are placed on the panel and who are within the age limit on the relevant date may be appointed in their turn, the age limit being relaxed by the appointing authority to the extent necessary.

(iii) No person should be appointed by relaxation of age limit after one year from the formation of the panel in which his name is included.

(C.A.G's Lr.No.3316-N.G.E. II/59-54, dt.18th September, 1954 Case 3-1/Vol.I).

NOTE:- There is no objection to persons joining after one year of the preparation of the panel, provided the offers are made within the period of one year of operation of the panel.

(C.A.G's Lr.No.281-N.G.E. II/57-68(I) dated 6th February 1968 Page 231/C-File 8-88/67-68)

(iv) The sanction accorded by C.A.G. for the extension of the life of the panel should be deemed to imply also sanction for relaxation of the upper age limit beyond one year. Therefore,



during the extended life of the panel the appointing authority is competent to relax the upper age limit beyond one year.

(C.A.G. Lr.No.121-N.G.E. II/84-68-III, dt.20th January 1973 P.125 of 3-1/72-73)

***Minimum educational qualifications***

2.28. ***Auditors***:- A University degree.

NOTE:- In the interests of efficiency, the minimum educational qualification prescribed for recruitment to Auditors cadre cannot be relaxed in favour S.C. candidates.

(C.A.G's Lr.No.2323-N.G.E. II/181-57, dt.11th June, 1957)

2.29. ***Clerks***:- (1) Matriculation or equivalent qualifications until replaced by Higher Secondary.

(2) A minimum speed of 30 words per minute in English Typewriting (or 25 words per minute in Hindi Typewriting).

2.30. ***Stenographers***:- A pass in Matriculation examination of any Indian University or any equivalent examination (Preference being given to persons having better qualifications) and a minimum speed of 80 words per minute in Shorthand.

(C.A.G's Lr.No.2087-N.G.E. II/51-72-III, dt.10th August, 1972-P.43/3-1/72-73) read with Recruitment Rules 1988.

2.31. ***Group 'D' Servants*** :- The qualification prescribed is, pass in VIII class for peon, Jamedar, Daftry, Record sorter, while no minimum qualification is prescribed for sweeper, farash, Chowkidar, etc. Applicants to Group 'D' posts should produce a certificate issued by the Board of Examination set up by the Government or by the Head of the recognised school where there is no such examination conducted by an authority outside the school, that they have passed VIII class.

NOTE:- (1) A certificate of VIII class without English can be accepted for appointment as a peon only. For the promotion of persons so appointed to the posts of Daftry, knowledge of English should be insisted upon.

NOTE:- (2) It is not necessary to prescribe any educational qualification as an essential qualification for recruitment to any Group 'D' post other than those of Peons/Jamedars/Daftries/ Record Sorters. It would be sufficient if the primary school standard pass is prescribed only as a desirable qualification for recruitment to such posts.

(M.H.A.O.M.No.16/3/64-Estt.(D), dated 2nd September, 1965 and CAG's Lr.No.1684-N.G.E-II/137-65, page 153 File 3-1-64-67).

2.32. The following is the clarification of orders contained in the preceding paragraph:

(i) The minimum educational qualifications specified in the Office Memorandum will apply to all recruits, whether permanent or temporary;

(ii) The retrenched permanent displaced Government servants will be exempted from the condition regarding the minimum educational qualifications;

(iii) The minimum educational qualifications will not apply to persons who are in continuous service before 16-11-1951, date of issue of the orders for their Quasi permanent appointment or confirmation.

(iv) (a) Where an authority outside the school itself, like a body appointed by Government conducted the middle school examination, then a certificate by that body will be accepted;

(b) Where there is no such authority, a certificate from a recognised school to the effect that the person concerned has duly passed the middle school examination will be accepted.

(G.I., M.H.A. Lr.No.13/1/51-N.G.E. dated, 13th February, 1952).

NOTE:- Government of India in their OM No.11012/7/91-Estt (A) Ministry of Personnal and Public Grieviances and Pensions (Department of Personnal and Training) dated 19-5-1993 has decided that wherever it is found that a Govt. servant who was not qualified or eligible in terms of the Recruitment Rules etc., for initial recruitment in service or had furnished false information or produced a false Certificate in order to secure appointment, he should not be retained in service. If he is a probationer or a temporary Government Servant he should be discharged or his services should be terminated. If he has become

permanent Government Servant an enquiry as prescribed in Rule 14 of CCS (CCA) Rules 1965 may be held and if the charges are proved the Govt. servant should be removed or dismissed from service. In no circumstances should any other penalty be imposed. Such discharge, termination, removal or dismissal from service would however be without prejudice to the right of the Govt. to prosecute such Govt. servant.

2.33. Retrenched temporary Government employees (displaced as well as Central) who have put in three years service before termination of their service should be exempted from the condition regarding minimum educational qualifications for Group 'D' posts. In the case of other retrenched personnel, the minimum educational qualification will apply.

NOTE:- In computing three years service, broken periods of services should also be taken into account. Broken periods for this purpose would include spells of service in the Government of India or in Governments of the other areas which now constitute Pakistan.

(G.I.M.H.A. Lr.No.13/1/51-N.G.E., dated 1st April, 1952-File 3-1/Vol.I)

2.34. The minimum educational qualification prescribed for recruitment to Group 'D' service should also be relaxed in favour of:

(a) persons demobilised from the Army after having put in three years service, or

(b) demobilised personnel employed in the Civil Department whose total length of service in the Army and the Civil Department is not less than three years.

2.35. In the case of other demobilised personnel, the minimum educational qualifications will apply. In computing the period of three years service, broken periods of service should also be taken into account and for this purpose, broken periods will include spells of service in the Army and in Civil officers of the Government of India or in Governments of the areas which now constitute Pakistan.

(A) Every person appointed as a peon should undergo training as Home Guard for a period of three years. However the Commandant General, Home Guard, may reduce such period to

two years having regard to the performance and standard of training achieved by any person during the period of training and the reasons for such reduction should be recorded in writing.

(OM No.14017/46/16-Estt.(D) Cell dt.9-8-1977 read with OM No.14017/3/79-Estt.(RR) dt.26-12-1979)

### ***Reservation in services***

2.36. Recruitments made in services are subject to reservations for Schedule Castes/Scheduled Tribes candidates/O.B.Cs and Ex-servicemen which are dealt with separately below:

#### **S.C../S.T/O.B.Cs**

2.37. A candidate shall be held to be a member of the scheduled Caste/Scheduled Tribe/O.B.C if he belongs to one of the caste specified in the list given in Annexure-X. The list given in the Annexure relates to the State of Andhra Pradesh only.

NOTE:- Compendium of instructions issued on reservation for other than backward classes (OBCs) in Civil Posts and services under the Government of India and reservation for Socially and Educationally Backward Classes (SEBCs) in services under Government of India and exclusion of creamy layer for the purpose of appointments in services and posts in Govt. of India and the orders/clarification issued by Govt. of India from time to time may be referred to vide

1. G.O.I. Ministry of Personnel P.G. & Pensions (Dept. of Personnel & Training) New Delhi OM No.36012/31/90-Estt(SCT), dated 13-8-1990 and OM No. even dated 25-9-1991, OM No. even dated 8-9-1993. communicated in C&AG Lr.No. NGE Group Circular No.N/17/9 No.86 NGE (APP)/83-94, dated 2-3-1994 and NGE Group Circular No.NGE 431/94 No.1927 NGE (APP)/83-94, dated -11-1994.
2. G.O.I. Ministry of Personnel P.G. and Pensions (Dept. of Personnel & Training New Delhi No.36012/22/93-Estt.(SCT), dated 15-9-1993 and G.O.I. OM even No. dated 30-12-1993 may also be referred to
3. G.O.I. Ministry of Personnel P.G. & Pensions (Dept. of Personnel and Training) New Delhi No.43013/2/95-Estt. (SCT), dated 25-1-1995 communicated through CAG's circular No.N/13/95, No.536 NGE (APP)/61-95 KW, dated 18-4-1995.

2.38. Notwithstanding any thing contained in the above paragraph, no person who professes a religion different from Hindu/Sikh religion shall be deemed to be a member of the Scheduled Caste. The rights of a person belonging to a Scheduled Tribe are independent of his/her religion.

**NOTE:-** A convert or reconvert to Hinduism and Sikhism may be accepted a member of Scheduled caste if he has been received back and accepted as a member by the concerned Scheduled Caste.

2.39. So far as re-conversion to Hindu/Sikh religion by persons belonging to S.C. communities professing other religions is concerned, apart from verifying the fact of conversion from the Suddhi or other documents issued by religious institutions (Hindu, Sikh, Arya Samaj etc.), it has also to be verified that the persons concerned have been accepted back into its fold by the community. The onus of proving this will rest on the Government Servant concerned and it will be open to the A.G. to undertake such further investigation as he may consider necessary before treating them as S.C. employees for the purpose of concessions. No procedure has been intended to be prescribed by the Government of India and each case will have to be decided on its merits. Such cases should be dealt with extra care as acceptance of reconversion would involve granting concessions.

(C.A.G.'s Lr.No.1547-N.G.E.II/71-73, 10th July, 1973, P.91 File 3-27, Vol.V)

2.40. If any candidate belonging to Scheduled Caste at the time of recruitment has changed his faith subsequently he should intimate the administration promptly with the supporting documents (i.e. Baptism Certificate etc.). From the date of conversion to other religion he will not be entitled to the benefits privileges admissible to S.C. candidates.

(C.A.G's Lr.No.2277-N.G.E.II/65-71, dt.4th October, 1971 read with E.B. 1/8-43/71-72, Notice, 558, dt.14th December 1971 and C.A.G. Lr.No.1547-N.G.E.II/71-73, dt.10th July, 1973 read with E.B.I/8-43/73-74/Notice 110, dt. 22nd August, 1973-P.160 and 187 File 8-43/71-73-P.91 and 87/File 3-27-72-73).

2.41. A person belonging to a higher caste who was not entitled to certain privileges on the ground that he was not a person belonging to Backward Classes, Scheduled Castes etc., would not become entitled to such privilege merely by reasons of marriage with a Scheduled Caste person.

(C.A.G. Lr.No.1379-N.G.E.II/65-72-II, dt. 21-6-1975).

2.42. S.C/S.T. candidates should not be required to specify the name of their Caste or Tribe in the application forms.

(G.O.I. O.M. No.2/99/73-Estt.(D), dt.4th February, 1974 forwarded in C.A.G's Lr.No.595-N.G.E.II/65-73-I, dt.12th March 1974 P.35/File 3-1/73-76)

2.43. Two separate panels called general panel and select panel containing the names in the order of inter-se merit of general candidates and scheduled caste/scheduled tribe candidates are to be prepared according to their merit, an indication being against the names of scheduled caste/scheduled tribe candidates. The offers of appointment are to be made strictly according to the order of the candidates in the combined panel except where vacancies are reserved for scheduled castes/scheduled tribes. In the latter case, if the immediate next candidate in this list who is due for appointment in the normal course is not scheduled caste/ scheduled tribe, the next scheduled caste/scheduled tribe in that combined panel should be appointed, however lower his position may be in that panel, if offered appointment against that reserved vacancy.

2.44. It may happen that the total number of candidates in the scheduled castes/scheduled tribes lists is not sufficient for filling the number of reserved vacancies even taking into consideration a few scheduled castes/scheduled tribes candidates high up in the list. It would, therefore be necessary to empanel sufficient number of scheduled castes/scheduled tribes candidates by suitably relaxing the standard fixed for general candidates without detriment to the minimum standard necessary for administrative efficiency. The appointment of scheduled castes/scheduled tribes

candidates who qualify under relaxed standards would, however be necessary only if otherwise the prescribed quota for scheduled castes/ scheduled tribes will not be attained.

(C.A.G's Lr.No.26-N.G.E.II/62-69-II, dated 6th January, 1971)

2.45. (i) The Government of India have prescribed the points to be reserved for scheduled castes and scheduled Tribes in a 200 point roster where recruitment is made on a local or regional basis.

(ii) In respect of vacancies filled on or after 8th September 1993 a 200 Point Roster is to be opened and the percentage of reservation with the points to be reserved for Scheduled Castes, Scheduled Tribes and OBCs is as follows:-

- |     |                        |     |                        |
|-----|------------------------|-----|------------------------|
| 1.  | Scheduled Castes       | 46. | Unreserved             |
| 2.  | Unreserved             | 47. | Other Backward Classes |
| 3.  | Scheduled Tribes       | 48. | Unreserved             |
| 4.  | Unreserved             | 49. | Scheduled Castes       |
| 5.  | Other Backward Classes | 50. | Unreserved             |
| 6.  | Unreserved             | 51. | Other Backward Classes |
| 7.  | Scheduled Castes       | 52. | Unreserved             |
| 8.  | Unreserved             | 53. | Scheduled Castes       |
| 9.  | Other Backward Classes | 54. | Unreserved             |
| 10. | Unreserved             | 55. | Other Backward Classes |
| 11. | Other Backward Classes | 56. | Unreserved             |
| 12. | Unreserved             | 57. | Scheduled Tribes       |
| 13. | Scheduled Castes       | 58. | Unreserved             |
| 14. | Unreserved             | 59. | Other Backward Classes |
| 15. | Other Backward Classes | 60. | Unreserved             |
| 16. | Unreserved             | 61. | Scheduled Castes       |
| 17. | Scheduled Tribes       | 62. | Unreserved             |
| 18. | Unreserved             | 63. | Other Backward Classes |
| 19. | Other Backward Classes | 64. | Unreserved             |
| 20. | Unreserved             | 65. | Other Backward Classes |
| 21. | Scheduled Castes       | 66. | Unreserved             |
| 22. | Unreserved             | 67. | Scheduled Castes       |
| 23. | Other Backward Classes | 68. | Unreserved             |
| 24. | Unreserved             | 69. | Other Backward Classes |
| 25. | Other Backward Classes | 70. | Unreserved             |
| 26. | Unreserved             | 71. | Scheduled Tribes       |
| 27. | Scheduled Castes       | 72. | Unreserved             |
| 28. | Unreserved             | 73. | Other Backward Classes |
| 29. | Other Backward Classes | 74. | Unreserved             |
| 30. | Unreserved             | 75. | Other Backward Classes |
| 31. | Scheduled Tribes       | 76. | Unreserved             |
| 32. | Unreserved             | 77. | Scheduled Castes       |
| 33. | Other Backward Classes | 78. | Unreserved             |
| 34. | Unreserved             | 79. | Other Backward Classes |
| 35. | Scheduled Castes       | 80. | Unreserved             |
| 36. | Unreserved             | 81. | Scheduled Castes       |
| 37. | Other Backward Classes | 82. | Unreserved             |
| 38. | Unreserved             | 83. | Other Backward Classes |
| 39. | Other Backward Classes | 84. | Unreserved             |
| 40. | Unreserved             | 85. | Scheduled Tribes       |
| 41. | Scheduled Castes       | 86. | Unreserved             |
| 42. | Unreserved             | 87. | Other Backward Classes |
| 43. | Other Backward Classes | 88. | Unreserved             |
| 44. | Unreserved             | 89. | Scheduled Castes       |
| 45. | Scheduled Tribes       | 90. | Unreserved             |





- 172. Unreserved
- 173. Scheduled Castes
- 174. Unreserved
- 175. Other Backward Classes
- 176. Unreserved
- 177. Scheduled Tribes
- 178. Unreserved

- 179. Other Backward Classes
- 180. Unreserved
- 181. Scheduled Castes
- 182. Unreserved
- 183. Other Backward Classes
- 184. Unreserved
- 185. Other Backward Classes
- 186. Unreserved
- 187. Scheduled Castes
- 188. Unreserved
- 189. Other Backward Classes
- 190. Unreserved
- 191. Scheduled Tribes
- 192. Unreserved
- 193. Other Backward Classes
- 194. Unreserved
- 195. Scheduled Castes
- 196. Unreserved
- 197. Other Backward Classes
- 198. Unreserved
- 199. Unreserved
- 200. Unreserved

(vide GOI OM No.36012/22/93-Estt (SCT) Ministry of Personnel, P.G. & Pensions and Department of Personnel and Training dt.22-10-1993)

NOTE:- 1. A vacancy reserved for S.C./S.T. should not be filled by a general candidate without its being dereserved in accordance with the prescribed procedure. If a sufficient number of reserved community candidates fit for appointment against reserved vacancies are not forthcoming such vacancies can be dereserved. The dereservation proposals should be sent to C&AG supported by statistical information in the prescribed proforma. Copies of dereservation proposals should not be sent to any other authority. Reservations dereserved and filled by general candidates have to be carried forward for 3 years excluding the year of actual reservation. In the third year, if a reservation cannot be filled by the S.C. for want of S.C. candidate, it should be exchanged and filled by a S.T. candidate, if one is available and vice-versa. It is only if a reservation cannot be filled even in spite of exchange in third year that it should be treated as lapsed. No formal orders at the stage of lapsing would be necessary.

(Paras 32, 36 and 37 of the 'Brochure on Reservation for S.C. & S.T. in services read with C&AG Ar.No.2846-N.G.E. II/65-71 dated 22nd

December, 1971 and Lr.No.1110-N.G.E.II/142-72-II dt.30th May, 1973 Page.11 and 82 File 3-2/72-1974).

NOTE:- 2. If there are only two vacancies to be filled in any recruitment year, not more than one may be treated as reserved. If on this account a reserved point is treated as unreserved, the reservation may be carried forward to the subsequent three recruitment years if necessary.

(C.A.G's Lr.No.1864-N.G.E.II/58-70-II dated 24th October, 1970)

NOTE:- 3. Whereas a single vacancy falling at a reserved point in the initial recruitment year will be treated as unreserved, the single vacancy in subsequent year will be treated as reserved vacancy and can be filled in by a general category candidate only after getting the same dereserved by the Department of Personnel and Administration Reform.

(C.A.G's Lr.No.1254-N.G.E.II/65-75 dt.11th June, 1975/File 3-27)

2.46. (i) A register should be maintained by the Administrative Branch (in the form of the model roster as shown in the preceding paragraph) showing the names of candidates recruited against each vacancy and the community to which they belong (i.e., Scheduled Caste, Scheduled Tribe, OBC or other Community) to ensure that candidates belonging to Scheduled Castes and Scheduled Tribes and OBCs are recruited upto the percentage prescribed.

(ii) The Special Roster Register in respect of Group 'C' and Group 'D' services should be maintained carefully and correctly in accordance with the Orders of Government of India in their Office Memorandum No.42/21/49-N.G.E. dated 28th January 1952 and the instructions issued by the Comptroller and Auditor General from time to time.

NOTE:- 1. Separate rosters should be prepared for different categories of staff.

NOTE:- 2. The Cabinet Secretariat has accorded approval to the grouping of posts of Stenographers with that the Auditors for the purpose giving effect to the orders regarding reservations for SC/ST in respect of all the field offices in IA&A.D.

(C.A.G's Lr.No.1541-N.G.E.II/58-70 dated 30-6-1971) P.5 File 3-27 Vol. V 72-76.

2.47. The roster both in respect of Group 'C' and Group 'D' should be submitted to the Senior Deputy Accountant General (Admn.) for attesting the entries immediately after each appointment.

2.48. The vacancies reserved for Scheduled Castes or Scheduled Tribes or OBCs should invariably be notified as such to the Employment Exchange.

“in respect of recruitment to Group 'D' posts”

(M.H.A.No.42/18/51, N.G.E., dated 26th August 1953)

2.49. Existence of vacancies should be brought to the notice of the candidates of the communities through the agencies recognised by the Government of India.

(G.I.M.H.A., No.42/21/49/N.G.E., dated 28th January, 1952, case 3-27/Vol.I)

2.50. The appointing authority can use his discretion to select candidates from the Scheduled Castes and Scheduled Tribes fulfilling a lower standard of suitability than from other communities so long as the candidates have the prescribed minimum educational and technical qualifications.

(C.A.G's Lr.No.1964-NGE.II/1/180-54, dated 26th May 1955, case 3-27/Vol.I)

2.51. The procedure as to how the vacancies carried forward from the previous years have to be filled in the current year by the available SC/ST persons is detailed below:

While carrying forward the reserved vacancies it has to be seen that the no. of the normal and carried forward reserved vacancies together does not exceed 50% of the vacancies filled in any year. The reservation of 50% applies to the total vacancies filled in a year. However when all the vacancies are not available simultaneously and appointments are made on different occasions in a year it should be also seen that out of the vacancies filled upto any point of time, the reservation does not exceed 50%. For example, if only one vacancy is to be filled on the first occasion, it will be treated as unreserved even if there is a carried forward reservation on that vacancy falls on a reserved point. But, if on

subsequent occasion, in the same year 3 vacancies are to be filled, two of them can be reserved as the reservation upto that point will be 2 vacancies out of the total 4 vacancies. The carry forward reservations are to be adjusted in this manner taking into account the number of vacancies available and those filled upto that time during the year. It is not necessary to prescribe every alternate vacancy in the Roster.

(C.A.G's Lr. No.2961-N.G.E.II/53-73-II, dated 18th December, 1974, P.255, File 3027, Vol.V)

With effect from 27-12-1977 the carried forward reserved vacancies would be available together with the current reserved vacancies for utilisation even where the total number of such reserved vacancies exceeds 50% of the vacancies filled in that year provided, however, the overall representation of SC & ST in the total strength of the concerned grade or cadre is found to be inadequate i.e., the total number of SC/ST candidates in that grade has not reached the prescribe percentages of reservation for SC/ST respectively in the grade, as a whole.

However, where rules for a competitive examination have already been published or where selections to posts to be filled by direct recruitment or for posts to be filled by promotion have already been finalised prior to 27-12-1977 these instructions are not applicable.

(Authority: GOI, MHA, Dept. of Per. & Admn. Ref., OM No.16/3/73 Estts(SCT), dt.27-12-1977)

W.e.f 9-2-1982 fresh reservation along with carryforward reservation should not exceed 50% of the total vacancies available on a particular occasion. It may happen that due to this 50% limit, it will not be possible to accommodate all the reservations which have accumulated due to the carry forward principle. Hence, the surplus above 50% shall be carried forward to the subsequent years of recruitment, subject, however to the condition that they do not become three recruitment years old which is the maximum period for carrying forward the reservations from year to year and lapse. Hence, to a save the lapsing of the reservations, it will be proper to accommodate the oldest carry forward reservations first. For

example there are five carried forward reservations spreading over three preceding recruitment years in the following manner:-

	<u>S.C.</u>	<u>S.T.</u>
Third year	1	-
Second year	1	1
First year	-	2

Suppose six vacancies occur in the succeeding year; three should be reserved taking into consideration the 50% limit. As the oldest carried forward reservations have to be accommodated first, one S.C. of third year and one S.C. and one S.T. of second year are to be reserved out of the six vacancies available. The two S.T. reservations of first year will be carried forward to next recruitment year and they will be considered in the second year of carry forward in the next recruitment year.

However, where selection to posts to be filled by the direct recruitment or promotion have already been finalised prior to 9-2-1982, these instructions are not applicable.

(Authority: GOI, MHA, Deptt. of Per. & Admn. Ref., OM No.36012/3/78-Estt.(SCT), dt.9-2-1982)

2.52. (i) Annual Returns for special Representation in services:-

The following returns as on 1st January of each year should be sent to the Comptroller and Auditor General so as to reach the latter's office before 26th March.

**PROFORMA I (vide para 2.52 (i))**

Statement showing the total number of Government Servants and the number of Scheduled Castes and Scheduled Tribes amongst them

AS ON 1-1-1990

Ministry :

Department:

Group	Total No. of Employees		No. of SCs		No. of STs	
	1-1-1989	1-1-1990	1-1-1989	1-1-1990	1-1-1989	1-1-1990
Group-A (Permanent)						
(i)	Other than Lowest-rung of Group-A					
(ii)	Lowest rung of Group-A					
Total :						
<b>Temporary</b>						
(i)	Other than Lowest-rung of Group-A					
(ii)	Lowest rung of Group-A					
Total :						
<b>Group-B</b>	Permanent :					
	Temporary:					
<b>Group-C</b>	Permanent:					
	Temporary:					
<b>Group-D</b>	(Excluding Sweepers)					
	Permanent:					
	Temporary:					
<b>Group-D</b>	(Sweepers)					
	Permanent:					



Temporary:

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**PROFORMA II**

Statement showing representation of Scheduled Castes and Scheduled Tribes in each Service controlled by the  
Ministry/Department

Ministry :

Department :

Service:

(Please furnish information if any Group A service is controlled by the office)

**(a) Position on 1-1-1990**

Grades of the Service including scale of pay	Class	Total number of posts	Total number of employees	Employees belonging to		
				other community	SC	ST
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Junior Scale						
Senior Scale						
Junior Admn. Grade						
Selection Grade						
Senior Admn. Grade						
Super time Scale						
& above (for All India Services)						

**(b) Particulars of recruitment during the year under review \* (1-1-1989 to 31-12-1989)**

Grade of service	Group	Vacancies notified			Vacancies filled		
		Others	SC	ST	Others	SC	ST
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Junior Scale							
Senior Scale							
Junior Admn. Grade							
Selection Grade							
Senior Admn. Grade							
Supertime Scale							
(for All India Services)							

**PROFORMA III**

Ministry :

Department:

Statement showing the total number of Government servants and the number of Scheduled Castes and Scheduled Tribes amongst them as on 1st January 1990

<b>G r o u p</b>	<b>N U M B E R O F</b>		
	<b>EMPLOYEES</b>	<b>SC</b>	<b>ST</b>
Group A			
(i) Other than lowest rung of Group A			
(ii) Lowest rung of Group A			
Total:			
<b>Group B</b>			
<b>Group C</b>			
<b>Group D</b> (Excluding Sweepers)			
<b>Group D</b> (Sweepers)			



**(c) Position as on 1-1-1990 (reflecting the changes on account of retirement/resignation/  
dismissal/promotion etc. during the course of the year under review.**

Grades of the Service including scale of pay	Group	Total number of posts	Total number of employees	E m p l o y e e s b e l o n g i n g t o		
				Other community	SC	ST
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Junior Scale						
Senior Scale						
Junior Admn. Grade						
Selection Grade						
Senior Admn. Grade						
Supertime Scale						
(for All India Services)						



**PROFORMA V**

Statement showing the number of reserved vacancies filled by members of Scheduled Castes and Scheduled Tribes during the year 1990

<b>SCHEDULED CASTES</b>									
Name of post	Total no. of vacancies		No. of vacancies reserved	No of SCs candidates appointed	Short fall	No. of STs candidates appointed against vacancies reserved for SCs in the	No. of SCs vacancies carried forward to the next year	No. of reservations lapsed after carrying forward for 3 years	
	notified	filled	out of Col.2	out of Col.3					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Part - I posts filled by direct recruitment									
<b>Group A</b>									
other than Lowest rung of Gr.A									
Lowest rung of Gr.A									
<b>Group B</b>									
<b>Group C</b>									
<b>Group D</b>									
(Excl. Sweepers)									
Group D									
(Sweepers)									





**PART II** - Posts filled by promotion (on seniority cum fitness)

Statement showing the number of reserved vacancies filled by members of Scheduled Castes and Scheduled Tribes during the year 1990

<b>SCHEDULED CASTES</b>										
Name of post	Total no. of vacancies		No. of vacancies reserved		No. of SCs candidates appointed	Short fall	No. of STs candidates appointed against vacancies reserved for SCs in the	No. of SCs vacancies carried forward to the next year	No. of reservations lapsed after carrying forward for 3 years	
	notified	filled	out of Col.2	out of Col.3						
1	2	3	4	5	6	7	8	9	10	
Part - I posts filled by direct recruitment										
<b>Group A</b>										
other than Lowest rung of Gr.A										
Lowest rung of Gr.A										
<b>Group B</b>										
<b>Group C</b>										
<b>Group D</b>										
(Excl. Sweepers)										
Group D										
(Sweepers)										

<b>SCHEDULED TRIBES</b>							
No. of reservations lapsed from 1989 till the end of the year previous to the year of review	Progressive total of reservation lapsed (Col. 10+11)	No. of vacancies reserved		No. of STs candidates appointed	Short fall	No. of candidates appointed against vacancies reserved for STs in the 3rd year of carryforward	No. of STs vacancies carried forward to the next year
		out of Col.2	out of Col.3				
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>

No. of reservations lapsed after carrying forward for 3 years	No. of reservation lapsed from 1989 till the end of the year previous to the year of review	Progre-ssive total of reservation lapsed (Col.19+20)
<b>19</b>	<b>20</b>	<b>21</b>

**PART - III Posts filled by promotion (by selection)**

Statement showing the number of reserved vacancies filled by members of Scheduled Castes and Scheduled Tribes during the year 1990

<b>SCHEDULED CASTES</b>									
Name of post	Total no. of vacancies		No. of vacancies reserved		No of SCs candidates appointed	Short fall	No. of STs candidates appointed against vacancies reserved for SCs in the	No. of SCs vacancies carried forward to the next year	No. of reservations lapsed after carrying forward for 3 years
	notified	filled	out of Col.2	out of Col.3					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Part - I posts filled by direct recruitment									
<b>Group A</b>									
other than Lowest rung of Gr.A									
Lowest rung of Gr.A									
<b>Group B</b>									
<b>Group C</b>									
<b>Group D</b>									
(Excl. Sweepers)									
Group D									
(Sweepers)									

<b>SCHEDULED TRIBES</b>							
No. of reservations lapsed from 1989 till the end of the year previous to the year of review	Progressive total of reservation lapsed (Col. 10+11)	No. of vacancies reserved		No. of STs candidates appointed	Short fall	No. of candidates appointed against vacancies reserved for STs in the 3rd year of carryforward	No. of STs vacancies carried forward to the next year
		out of Col.2	out of Col.3				
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>

No. of reservations lapsed after carrying forward for 3 years	No. of reservation lapsed from 1989 till the end of the year previous to the year of review	Progre-ssive total of reservation lapsed (Col.19+20)
<b>19</b>	<b>20</b>	<b>21</b>

(ii) The Annual Returns should be scrutinised by the Senior Deputy Accountant General (Administration) who should sign the proformas to be forwarded to the Comptroller and Auditor General and certify that the orders regarding reservation of posts for Scheduled Caste/Scheduled Tribe candidates in the services have been complied with. Another certificate indicating whether or not the standard of suitability was lowered in considering the claims of Scheduled Caste/Scheduled Tribe candidates, should also be given.

(C.A.G's Lr.No.3512-N.G.E. II/180-54, dt.15th July 1957 and No.4827-N.G.E.II/207-58, dated 22nd January, 1957 and Hqrs NGE Group Circular No.N/14/1990 No.563 N III/11-90/I dt.6-3-1990)

2.53. Where candidates claiming to belong to Scheduled Caste/Scheduled Tribes are unable to produce any certificate, they should be appointed provisionally on the basis of whatever prima facie evidence they are able to produce in support of their claims to be belonging to Scheduled Caste or Scheduled Tribe and that such claims should then be verified through the District Magistrate of the places where they and or their families are ordinarily residing. If in any particular case, the verification reveals that the candidates claim is false, his services should be terminated.

(C.A.G's Lr.No.1243-N.G.E.II/50-52, dated 1st May, 1953-Case No.3-1/Vol.I)

2.54. Travelling Allowance to Scheduled Caste/Tribe candidates called for interview for appointment to advertised posts:

(A)(i) When Scheduled Caste/Scheduled Tribe candidates are called for interview for appointment to Group C and Group D advertised posts, recruitment to which is made departmentally (otherwise than through the Union Public Service Commission), the recruiting authority may allow such candidates single II class rail fare chargeable by Mail/Express train if a convenient passenger train is not available by the shortest route from the railway station nearest to their normal place of residence or from which they actually perform the journey whichever is nearer to the place of interview and back to the same station provided the distance travelled by rail each way exceeds fifty miles. No extra charges, if

any incurred for reserving seat/sleeping berth in the train is, however reimbursed to the candidates.

(G.I.M.F. No.F5/25/EIV(B) 60, dated 6th May, 1960, received in C.A.G's endt No.683-A-II/88-60, dated 1st June 1960 case 3-1 Vol.II)

(ii) Scheduled Castes/Scheduled Tribes candidates called for interview for appointment to advertised posts, recruitment to which is made departmentally, may be reimbursed Second class rail fare or bus fare chargeable by the shortest route from Railway Station/Bus Station nearest to their normal place of residence or from which they actually perform the journey, whichever is nearer to the place of interview and back to the same station, provided that the fare of the first 30 Kms (thirty kilometers) in both cases (i.e., rail or road) is borne by the candidates and the reimbursement restricted to the fare in respect of the balance of distance exceeding 30 Kms both ways.

(M.F. No.4339-E. IV(B) 60 dated 6th December 1960 received with C&AG Lr.No.1736-A-11/65-60 dated 29th December 1960 P.209/C file 3-1/59-62)

(iii) T.A. for Sea-journeys from Union Territories of L.M.A Islands Sea passages by the lowest class (exclusive of Diet charges) may be reimbursed provided the distance covered by sea is more than 30 Kms. each way.

(C.A.G's. Lr.No.738-Audit 89-72, dated 6th July, 1972, P.23, File 3-1/72-73)

(B) The above concessions are also applicable to the Scheduled Caste/Scheduled Tribe candidates called for written test on the basis of which appointments to such Group 'C' and Group 'D' advertised posts are made. The travelling allowance to the candidates called for a written test, is however, admissible subject to the condition that the written test and any interview that may also be necessary would be held at one and the same station and on the same or adjacent days so that the candidate would get the travelling allowance for only journey to and from the place of selection.

(Min. of Fin. O.M. No.F.5/25/E. IV(B)/60, dated 21st September 1960. Case 3-1/Vol.III).

(C) Expenditure on travelling allowance paid to Scheduled Caste/Scheduled Tribe candidates called for interview for appointment to advertised posts should be booked under 'Other Charges'.

(C.A.G's Lr.No.1549AC/60, dated 30th November 1960. Case 3-1/Vol.III).

(D) Where the Permanent Advance sanctioned to a disbursing officer is not sufficient to meet the expenditure on account of payment of T.A. to Scheduled Caste/Scheduled Tribe candidates called for interview or the amount required for payment is heavy, the amount required may be drawn on an Abstract Contingent Bill and the adjustment Bill in respect thereof may be furnished by the drawing and disbursing officer direct to the Audit Authorities. The adjustment bill will not require the counter-signature of any higher authority.

(G.O.I. MOF (DOE) OM F.ii(23) E. II(A) 62, dated 25th May 1963 communicated in C.A.G's Lr.No.1042-Admn.II/242-61 dated 12th June 1963. P.212/3-1/62-64)

(E) Concessions for the grant of T.A. will not be admissible to Scheduled Caste/Scheduled Tribe candidates who are already in Service in Central/State Government Corporations. Public Undertakings, Local Government Industries and Panchayats.

(O.M. 19014 (2)-E.IV (B) 74, dated 25-1-1975 forwarded in C.A.G's Lr.No.239-N.G.E.II/61-72, dated 4-2-1975).

### ***Ex-servicemen***

2.55. Recruitments in respect of Ex-servicemen should be in accordance with the rules contained in 'Ex-servicemen (Re-employment in Central Civil Service and Posts) Rules 1979 (Annexure 13)'.  
 13)''.

(G.O.I. Min. of Home Affairs (Dept. of Pen. & Admn. Reforms) notification No.39016/10/79 Estt.(C) dt.11-12-1979 communicated in C&AG Lr.No.322-NGE III/53-80(1) dt.21-2-1980)

**NOTE:-** Since the vacancies in the direct recruitment cadres of Auditors/Stenographers/Clerk in the IA&AD are filled through the Staff Selection Commission, on the basis of the results of an open competitive examination, the question of obtaining a non-availability



certificate from the Employment Exchange Director General of Resettlement as required in Rule 4(3) of the rules referred to above does not arise if the S.S.C. have expressed their inability to nominate the qualified Ex-servicemen against these vacancies. The unfilled vacancies reserved for Ex-servicemen in these cadres can therefore be filled by general candidates nominated by S.S.C. if the requisite number of Ex-servicemen are reported to be not available with them.

In respect of the posts reserved for Ex-servicemen which are not required to be filled through S.S.C. and also otherwise than on the results of a competitive examination i.e., by selection through interview the procedure as contained in Rule 4(3) of Ex-servicemen (Re-employment in Central Services & Posts) Rules 1979 should be followed if the reserved vacancies for Ex-servicemen have to be filled by candidates belonging to General Category.

(CAG Lr.No.1659-NGE III/53-80 I dt.29-5-1980)

2.56. Though it is not feasible to draw up a roster for ex-servicemen on the lines of the roster prescribed for SCs and STs, it has been decided that a continuous account of the vacancies arising in Group C and Group D posts from year to year may be kept. One in every ten vacancies would be earmarked for ex-servicemen in Group C posts and one in every five vacancies in Group D vacancies.

**Illustration:-** If 13 vacancies arise in posts in Group C in a year, no doubt one vacancy would be reserved for ex-servicemen, but the excess of ten vacancies in that year, viz., three, would be notionally carried forward to the next year and added to the vacancies arising in the next year to work out the reservation for ex-servicemen. If 18 vacancies arise in the second year, the previous three vacancies would be added to this and two vacancies will be reserved for ex-servicemen, and the remainder, i.e., one vacancy would once again be carried notionally to the next year to be added to the vacancies arising in that year for determining the reserved vacancies. It has, however, to be ensured that in any recruitment year, the reservations for ex-servicemen, SCs and STs do not exceed 50% of the vacancies in that year.

(O.M. No.13/5/69-Ests (C) dated 23-5-1970 from the Min. of Home Affairs, New Delhi communicated through C.A.G's Lr.No.978-N.G.E II/45-70 Pt.II, dated 9-6-1970)

2.57. It is not the unfilled vacancies actually reserved for ex-servicemen according to the prescribed percentage which are to be carried forward to the next year, but it is the excess of 10 vacancies (in the case of Group 'C') as that the end of a year which is required to be notionally carried forward to the next year and added to the vacancies arising in the next year to work out the reservations for ex-servicemen.

For example one vacancy which was actually reserved for ex-servicemen out of 10 vacancies in the illustration above, if remained unfilled during that year, will not, however, be carried over to the next year but will lapse at the close of the year in which it was reserved. What is to be notionally carried forward to the next year and added to the vacancies arising in the next year to work out the reservation for ex-servicemen, is the excess of 10 vacancies viz., 3. In short, it is the unfilled reservation which will lapse at the end of the year and not the vacancies which have not been utilised for reservation purposes.

The vacancies reserved for ex-servicemen are required to be carried forward from one quarter to another quarter falling within the same recruitment year.

A similar procedure is required to be followed in the case of Group D also.

(C.A.G's Lr.No.1898-N.G.E.II/64-74-II, dated 5-8-1974).

2.58. The following decisions have been taken, in connection with the method to be followed for ensuring reservations for ex-servicemen and limiting the number of SC, ST and ex-servicemen to 50% of the total appointments made during a recruitment year:-

(i) The ex-servicemen may be included in general panel like other general candidates.

(ii) From this composite panel the names of ex-servicemen may be conveyed into a separate list in their order of merit interse.

(iii) The vacancies reserved for ex-servicemen on percentage basis may be offered to the ex-servicemen from the separate list irrespective of their position in the composite panel.

(iv) The seniority of the ex-servicemen vis-a-vis others will be fixed with reference to their position in the composite panel.

(v) The appointment of SC, ST candidates and ex-servicemen who qualify and gain appointment on merit would also be reckoned against the respective quota of reservations. Only when the required number of candidates of the reserved category are not available in the merit list upto the number of vacancies to be filled, candidates of the reserved category outside the merit but beyond the said point could be considered for appointment. If for instance, three out of 10 vacancies are reserved for SC and only one SC is available upto the first 10 names in the merit list, two more SC candidates could be selected outside the merit list, to fill the reserved vacancies. If, however, four SC candidates obtain places in the merit list upto 10 (ad hoc) all the four could be appointed and the fourth SC candidate shown against a general vacancy. In other words in the instant case, the 4th SC candidate will not be reckoned for the purpose of the limit of 50%. This principle will apply mutatis mutandis to S.T. candidates and ex-servicemen.

(C.A.G's Lr.No.1662-N.G.E.II/45-70-II dated 15th July, 1971)

2.59. Whenever owing to non-availability of suitable candidates belonging to the category of ex-servicemen, it becomes necessary to dereserve a vacancy in Group C and Group D posts reserved for persons of this category, a reference may be made to the Directorate General, Resettlement, Ministry of Defence, who maintains a list of ex-servicemen and who may be in a position to nominate suitable candidates for the reserved vacancies. It is only when the D.G.R. Ministry of Defence, are unable to nominate suitable persons that the office may treat the vacancies as unreserved and fill them by other candidates.

A copy of the Half yearly return ending 30th June and 31st December each year showing the position by 15th of the month following the half year in the proforma prescribed in the Annexure-XI regarding reservation for Ex-Servicemen may invariably be sent to the Liaison Officer, Directorate General, Employment and Trg. (Ministry of Labour) Room No.510, Shram Shakti Bhavan, Rafi Marg, New Delhi-I and to Director General (Resettlement) Ministry of Defence.

(O.M.No.13/5/69/Estt (C) dt.23rd May, 1970 of the Min. of Home Affairs, New Delhi, communicated through C.A.G's Lr.No.2321-N.G.E.II/60-72 dt.4th September, 1972 (P.90, 91 of 3-1 Ex-Servicemen) and OM No.39016/4/80- Estt(C) dt.22-6-1982 of MHA Department of Personnel and Employment forwarded to Headquarters NGE/ Group Circular, NGE/75/1982 Lr.No.2016-NIII/25-82/II dt.17-6-1982.

2.60. Every effort should be made, as prescribed, to ensure that sufficient number of Ex-Servicemen are considered at the time of annual recruitment. If, in spite of the best efforts, it is not possible to empanel sufficient Ex-Servicemen, a supplementary recruitment for Ex-Servicemen alone may be undertaken in the middle of the year by calling for names from the Employment Exchanges and the Director General of Resettlement, Ministry of Defence. The Ex-Servicemen so sponsored may be subjected to test/interviews, as prescribed, and a separate list of Ex-Servicemen fit for employment may be prepared in the order of merit. The Ex-Servicemen included in this list will be eligible for appointment only against the posts reserved for Ex-Servicemen and that too after all the Ex-Servicemen in the General Annual panel are exhausted. The seniority of the Ex-Servicemen appointed from this special list may be fixed according to their dates of appointment.

(C.A.G's Lr.No.589-N.G.E.II/60-72-II dt.27th March 1973)

2.61. Adequate number of Ex-Servicemen should be empanelled at the time of regular recruitment itself even by relaxing standards, if need be, as enjoined in C.A.G's Circular Lr. No. 911-N.G.E.II/60-72-II dt.15th April, 1974 so that supplementary

recruitment during the currency of a recruitment year might be avoided as far as possible.

(C.A.G's Lr.No.2960-N.G.E.II/64-74-Pt.(1) dt.18th December, 1974)

2.62. If the panel maintained by employers does not include names of sufficient number of Ex-Servicemen filling up vacancies reserved for them the competent authority should approach the Employment Exchanges/Directorate General Resettlement regularly at an interval of three months so that the latter are in a position to sponsor suitable Ex-Servicemen who might have become available during this intervening period on being released from the Armed Forces in accordance with a phased programme every month.

(O.M. No.13/20/72-Ests.(C) dt.28th November, 1974 from the Govt. of India, Cabinet Secretariat Dept. of Personnel and Administrative Reforms, New Delhi) communicated through C.A.G's Lr. No.2960 N.G.E.II/64-74-Pt. (I) dt.18th December, 1974).

2.63. The disabled Ex-Servicemen would be issued a certificate of fitness by the Demobilisation Defence Service Medical Board. No further medical certificate of fitness would be required for taking them in employment.

(O.M. No.13/34/71-Ests(C) dt.1st February, 1972 of the Cabinet Secretariat, Dept. of Personnel Govt. of India, New Delhi, communicated through C.A.G's Lr.No.2684-N.G.E.II/60-72-I dated 1st November, 1972)

***Medical examination of candidates for appointment in Union Government:***

2.64. Candidates are allowed to join duty only after they are medically examined and certified fit.

(C.A.G's Lr.No.1726-NGE.I/106-72, dated 4-7-1972) P.193-1172-73)

2.65. Such a certificate shall be signed by a Civil Surgeon or a District Medical Officer or a Medical Officer of an equivalent status in the case of non-gazetted Government Servants other than Group D.

2.66. In the case of a female candidate the medical certificate shall be signed by a Lady Civil Assistant Surgeon.

2.67. The candidate to be appointed to Group D cadre are to be medically examined only by the Assistant Surgeon of Grade-I or II or a Medical Officer of equivalent status.

(C.A.G's Lr.No.853-NGE.II 51-74-II dt.19-4-1975). P. 1373-1-1173-76)

2.68. The medical examination of the candidates by the appropriate medical authority may be arranged at any place which is convenient to the candidate. In respect of candidates coming from mofussil stations, the medical examination may be arranged by the Civil Surgeon at the District Headquarters or by any other Civil Surgeon that may be convenient to the candidate.

2.69. Authorities (in the twin-cities) authorised to issue physical fitness certificate for the appointment in Government service are as follows:-

- (i) Supdt., O.G.H. Hyderabad.
- (ii) Supdt., Sultan Bazaar Hospital, Hyderabad.
- (iii) Supdt., Gandhi Hospital, Secunderabad.
- (iv) Supdt. City Police Hospital, Malakpet.
- (v) Supdt., Govt. Hospital, Dabirpura, Hyderabad.
- (vi) Supdt., Nampally Hospital, Hyderabad.
- (vii) Supdt., Golconda Hospital, Hyderabad.

(Govt. of A.P. Memo. No.2757-AAI 74-2/Health, dt.24-8-1974) P.87 File 3-1/73-76.

2.70. The fees for medical examination in respect of all candidates (including Group D) on their first appointment should be paid by the candidate to the Medical Officer direct and the amount is reimbursed to the candidate on his appointment in this office.

2.71. A letter to the Medical Officer is issued in the form as in Annexure-XIIA to which is enclosed the form for the candidate's statement and declaration (Annexure-XIIB).

2.72. Ex-tuberculosis patients, who are not employed under the Central or any other State Government before they contracted the disease should be regarded as fit for entry into Govt. service, if after treatment, they are certified by a recognised T.B. Specialist as non-infective and fit for duty and are certified to be otherwise physically fit by an appropriate Medical Authority for the post for which they are candidates.

2.73. Whenever a Medical Board is set up to examine an ex-tuberculosis patient for physical fitness, the Board should invariably have recognised Tuberculosis Specialist as a member.

2.74. A 'recognised T.B. Specialist' is a person belonging to any of the undermentioned categories:

(i) A medical practitioner who has been engaged in tuberculosis work for a period of at least eight years where the practice was mainly confined to this speciality.

(ii) One who has been incharge of a modern T.B. Institution either a hospital, a sanatorium, or a clinic with facilities for X-Ray and Laboratory examination for a period of five years or one who has worked in such institution as a Senior Assistant for a period of Five Years.

(iii) Professors and teachers of medicine recognised by the Universities, who have had special training in tuberculosis or who have had a large practice, i.e., 50 per cent of total practice in T.B. work for a period of at least five years.

(G.I. Min. of Health O.M. No. F.7.(1)-24/53-M.II. dated 13th May, 1954-Compilation of orders in the Hand Book of Establishment Offices).

**NOTE:-** Whenever Ex-T.B. Patients are required to be examined for their physical fitness for Government Service, the authority who sends such candidates for medical examination should inform the Medical Board/Medical Officer that the candidates had suffered from T.B. where this fact is known, so that proper arrangement may be made for medical examination.

(G.I., Min. of Health O.M. No.7(1)-24/53 M.II (H.II). dated 16th October 1954 P. 140 of Compilation of orders in the Hand Book of Establishment Offices).

***Employment of Handicapped persons in Public Services***

2.75. In order to procure suitable employment for handicapped persons, a special Employment Office is opened at Bombay (similar employment offices are likely to be opened at other places). The physically handicapped persons handled by these offices will be examined by a Medical Board attached to these offices as and when such medical boards come into being, for ascertaining their degrees of disability and their functional capacity. Only such persons, who in the opinion of the Board, will be able to perform the duties of a post, notwithstanding the disability they are suffering from, will be recommended for appointment to the post. It has been decided that on nomination of these persons by the Special Employment Offices, for appointment in posts under the Government, they should not be subject to the usual medical examination on first entry into Government service and the question of their employment should be based on the report of the Medical Board attached to the Special Employment Office.

(O.M. No.5/1/60-Establishment Dated 28th June 1960 of the Min. of Home Affairs-Case 3-1 Vo.III)

**NOTE:-** 1. Deaf muteness or deafness by itself need not be regarded as disqualification against appointment to Group 'C' or Group 'D' posts of the artisan class or those involving manual labour or skilled labour or a routine type of work, provided that the person concerned is otherwise fit and qualified to the post.

(G.I.M.H. A.OM. No.60/137/50-Establishments, dated 28th July 1950)

**NOTE:-** 2. Since stammering is not considered to be a serious defect for clerical duties, it should not be considered as a physical defect requiring disqualification of a candidate for a clerical post.

**NOTE:-** 3. Physically handicapped applicants are exempted from typing qualification when they are so recommended by the Special Medical Board. Formal orders of CAG have to be obtained granting exemption to physically handicapped persons from the requirement of pass in 30 words per-minute speed test in Typewriting.

(C.A.G. Lr. No.1295-NGE.II/98-62 dated 11th November, 1963 and 995 NGE.II/59-71 dt.1-5-1972). P.73/72-73)



2.75. (a) The reservation made by Central Government in services for physically handicapped are as follows:

<u>Category of Handicapped</u>	<u>Percentage of reservations</u>
1. The Blind.	1%
2. The Deaf	1%
3. The orthopaedically handicapped	1%

It has been decided that a continuous account of the vacancies arising in Group 'C' and Group 'D' posts from year to year may be kept. Thus the 34th vacancy occurring in a particular recruitment year would be earmarked for the blind. Similarly the 67th vacancy and 100th vacancy will be reserved for the deaf and orthopaedically handicapped persons respectively in a cycle of 100 vacancies. In case any of these vacancies happen to be reserved for SC and ST or Ex-Servicemen the next clearly available vacancy should be reserved for physically handicapped persons. The unfilled reserved vacancy should be carried over for a period of three years instead of two years as at present.

(Copy of letter No.39016/20/80-Estt.(c) dated 30-12-1986 from the Govt. of India received in circular No.3698-NE/89-86 dated 18-11-1986 from CAG)

Invariably all the Group 'C' and Group 'D' vacancies irrespective of the fact whether vacancies are reserved for physically handicapped persons or not may please be notified to the Vocational Rehabilitation Centre for Handicapped, Hyderabad to enable the centre to nominate suitable handicapped persons.

(letters No.84/Reg/VRCH/86/1955 dt.22-9-1986 from Superintendent VRCH Hyderabad).

**NOTE:-** It has been decided that the physically handicapped persons selected under the reservation provided for them should be placed in the appropriate category viz., SC/ST/OBC/ General category depending upon the category to which they belong. For example, if in a given year there are 200 Group C vacancies, the reservation for SCs will be 30, for

STs it will be 15, for OBCs it will be 54 and for General category it will be 101. The vacancies reserved for Physically

handicapped will be calculated as per the instructions on the subject contained in O.M dated 1-4-1986. Suppose the vacancies for the physically Handicapped in that year come to 6 and of the 6 Physically Handicapped candidates selected, 1 belongs to SC category 1 to the ST category, 2 to the OBC category and 2 to the General category, then the one physically handicapped SC candidate will be adjusted against the 30 SC vacancies, the one physically handicapped ST candidate will be adjusted against the 15 ST vacancies and the 2 physically handicapped, OBC and General category candidates against the 54 OBC and 101 General Category vacancies respectively. The Roster points will be filled up accordingly. The vacancies reserved for the physically handicapped should be indicated alongwith the other vacancies so that the physically handicapped candidates can also apply alongwith the others.

(Authority GOI Ministry of Personnel, P.G & Pensions Department of Personnel & Training F.No.36035/16/91-Estt.(SCT), dated 20-9-1994 communicated through C&AG's NGE. Circular No.42/94, No.1901 NGE (App)/117-94, dated 28-11-1994.

2.75. (b) It has been decided that the authorised certifying authority in respect of physically handicapped candidates will be a Medical Board at district level. The Board will consist of the Chief Medical Officer/Sub-Divisional Medical Officer in the District and another expert in the specified field viz., Ophthalmic surgeon in the case of usual handicaps an orthopaedic surgeon or a specialist in physical medicine and rehabilitation in the case of locomotor handicaps, a psychiatrist or a clinical psychologist or a teacher in special education in case of mental handicaps.

(Circular NGE/No1/43/86 sent in letter No.4018-NIII/39-86 dated 27-11-1986 from CAG)

2.75. (c) In any event appointing authorities should not insist on any medical certificate before considering a physically handicapped person against a vacancy reserved for him.

(Extract from copy of OM No.35034/2/84 Estt.(D) dt.30-9-1986 of Government of India Ministry of Personnel and Public Grievances sent in CAG's letter 3671-N3/39-86 dt.18-11-1986)

2.75. (d) Returns: A Half yearly return in the proforma given below by each half year ending June and December may be sent to C&AG's Office by 15th July and 15th January positively every year and the submission of report may be watched through the Sectional calendar of Returns.

(C&AG Circular No.NGE/44/85; No.2158/NGE/III/21-85, dated 8-7-1985)

**PROFORMA****STATEMENT SHOWING THE TOTAL NUMBER OF VACANCIES IN EACH OF THE CATEGORIES OF GROUP 'C' & 'D' POSTS  
AND NUMBER FILLED BY HANDICAPPED PERSONS**

Name of Organisation/ Public Sector Undertakings

..... Ministry/Department

for the half year: January - June/ July - December.

V.H. : Visually Handicapped

H.H. : Hearing Handicapped

O.H. : Orthopaedically handicapped

Group 'C' &amp; 'D' to be shown separately

Class of Post	Total No. of vacancies occurring during the period.	Total No. of vacancies identified out of Col. 2(a)	No. of vacancies reserved for handicapped and filled		No. of vacancies carried forward to the next recruitment	Reason for not filling reserved vacancies
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(a) Occured	(b) Filled	How many reserved for handicapped	Carried forward vacancies	Total of Col. (4) & (5)	Actually filled by handicapped
Group 'C'		V.H. - H.H. - O.H. -				
Group 'D'		V.H. - H.H. - O.H. -				

Signature of Liaison Officer.

2.75. (e) It has been decided by the Ministry of Labour in consultation with the Ministry of Welfare that in addition to the Employment Exchange/Special Employment Exchange and Vocational Rehabilitation Centres for physically handicapped the following six National Level Rehabilitation Institutes will also nominate suitable persons in respect of vacancies reserved for physically handicapped in Group 'C' and Group 'D' posts/ services:-

1. National Institute for the visually Handicapped 116, Raipur Road, Dehradun - 248 001.
2. National Institute for the Ortheopedically Handicapped B.T. Road, Bon-Hoogly, Calcutta - 700 090.
3. National Institute for the Mentally Handicapped, Manovikas Nagar, P.O. Bownepally, Secunderabad - 500 001.
4. National Institute of Rehabilitation of Research and Training Centre Olatpur, P.O. Boiroi, Cuttak, Orissa - 754 016.
5. Ali Yauar Jung National Institute for the Hearing Handicapped, Kishnan Chand Marg, Bandra (W), Bombay - 50.
6. Institute for the Physically Handicapped, 4, Vishnu Digamber Marg, New Delhi - 110 002.

It is requested that all appointing authorities may be suitably instructed to endorse a copy of their requisition sent to the Employment Exchange/Special Employment Exchange/Vocational Rehabilitation Centres for Physically Handicapped to the above mentioned Institutions also, for nominating physically handicapped persons. It may however, be mentioned that the employers would be required to fulfil their obligation as laid down under Employment Exchange (Compulsory notification of vacancies) Act by notifying vacancies to the appropriate Employment Exchange

also, while utilising any of the above Institutes for filling up the vacancies after grant of such co-sponsoring powers.

(Authority GOI Ministry of Personnel, P.G. & Pensions, Department of Personnel & Training No.14024/2/93-Estt(D), dated 6-2-1995 communicated through C&AG's NGE Circular No.6/95; No.313 NGE (App)/117-94, dated 14-3-1995)

***Medical examination for physical fitness of candidates having neural leprosy***

2.76. "Candidates having suffered from leprosy but declared as 'disease-arrested' or 'cured' by a competent authority should not be regarded as physically unfit for public services subject to the following conditions:

(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 to Government service candidates should also be examined at the time of their initial appointment by Government. Leprosy Medical Officer working in a Leprosy Control Unit or Hospital or as District Leprosy Officer trained in Leprosy from a recognised Leprosy Training Centre, and with not less than five years standing in the diagnosis and treatment of Leprosy.

(ii) It should be specifically certified by the Govt. Leprosy Medical Officer who examines the candidates at the time of their first appointment that the candidates concerned have taken the full course of treatment and have been declared as 'disease arrested' verifying from the available records of treatment and certificate of the patient, as well as clinical and bacteriological examination of the patient.

(iii) Ministries, in consultation with the Department of Health, may exclude certain specific posts where high standard of physical fitness is necessary, but such exclusion should be reduced to the minimum as the main purpose of this order is to break the psychological barrier between harmless of ex-leprosy patients and the public. The position should be reviewed after a period of five years.



(iv) 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 initial appointment) to check that they take the maintenance dose of the drug, if any, advised by the Medical Officer who declared him as disease-arrested and that the disease-arrested condition has been maintained. In case, the medical examination discloses, at any time, that the person concerned is having a recurrence of the disease with infectiousness, such cases should be dealt with under the normal rules for the purpose of their being given leave for treatment and the treatment period if required to be continued for over three years to make the patient non-infectious he/she may be considered for invalidation from service.

(v) The confirmation of such a Govt. servant should be proceeded with only after two years of service during which he is continued to be non-infective and the disease has remained in the arrested or cured condition.

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 Department of Health”.

*Authority:* Govt. of India, Min. of Health & Family Welfare, Deptt. of Health, Lr. No.OM. 17011/6/79-MS(I), dt.25-6-1980)

***Resettlement of Central Government Servants discharged on affliction with T.B.***

2.77. (i) Such ex-T.B. patients as are declared non-infectious and medically fit for Government service by a T.B. specialist or a medical authority authorised in this behalf by the Government of India are deemed eligible for re-appointment to the posts previously held by them if vacancies exist or to equivalent posts in their own Departments, the usual condition regarding age-limit not being enforced in their case;

(ii) Such persons are eligible for reappointment by the Ministry/Department concerned without the intervention Employment Exchanges whenever there are suitable vacancies;

(iii) If such persons cannot be re-employed in the Ministry/Department concerned for want of vacancies, employment assistance to them is rendered by Employment Exchanges. For this purpose as also for the purpose of age relaxation they are treated as “Retrenched Central Government Employees”.

(iv) On re-employment of such persons in the same posts from which they were discharged, the actual previous service rendered by them should be treated as qualifying service for purposes of pension and seniority and for purpose of pay they should be placed in the same position in which they were at the time of their discharge from service. The break in service between the date on which they were discharged from service and the date of their re-employment, would itself, however, not count for any purpose but the service is otherwise regarded as continuous. The seniority of such persons reemployed in other posts is fixed in consultations with the Ministry of Home Affairs and their pay in consultation with the Ministry of Finance.

**NOTE:-** The service rendered by an ex-T.B. patient before his discharge on account of affliction with T.B. should be taken into account for purposes of any length of service condition prescribed for eligibility to appear in departmental tests/examination, conducted by the Union Public Service Commission or other authorities to the same extent as it would have counted if there had been no break in the service.

(C.A.G's Lr.No.2933-NGE-II/37-56, dated 23rd May, 1956)

(v) On re-employment, such persons are not required to undergo a fresh medical examination if they had been medically examined on their first appointment. They however, have to undergo the usual medical examination before confirmation, if otherwise necessary.

(vi) In cases in which such persons are reemployed in posts direct appointment to which can be made only in consultation with the Union Public Service Commission, the Commission is consulted as usual. For this purpose, all available records of such persons are referred to the Commission. The Commission, if they consider necessary, may also interview such persons and actual

appointment of such persons is made only after the Commission certify them to be suitable for appointment to the posts in question.

(C.A.G's Endt.No.2538-NGE.II/463 dt.2nd August, 1954- and Govt. of India, Min. of Home Affairs OM. No.37/1/52 D.G.S. dt.10th July, 1954)

On receipt of the fitness certificate, the final appointment order (in the form given in Annexure-VI A/VI B/VI C/VI D may be issued to the candidate)

2.77. (A) The Government of India decided in consultation with the Staff Selection Commission and DGET that a Group 'C' or Group 'D' officer found medically unfit for the post he is holding and from which he is proposed to be discharged or has been discharged may wherever practicable be considered for another identical/equivalent post for which he may be found suitable against direct recruitment quota without insisting on the condition of appointment through the employment exchange/S.S.C. for this purpose, his previous service under Central Government should be deducted from his previous age and if the resultant age does not exceed the prescribed maximum age limit by more than 3 years he should be deemed to satisfy the condition of upper age limit for appointment to the post in question under Central Government.

(Govt. of India Ministry of Home Affairs Deptt. of Personnel & Admn. Reforms OM No.14034/1/80 Estt.(D) dt.30-10-1980)

### ***Pregnant women***

2.78. A women candidate who as a result of tests is found to be pregnant of 12 weeks standing or over, should be declared temporarily unfit until the confinement is over. She should be re-examined for a fitness certificate six weeks after the date of confinement subject to the production of medical certificate of fitness from a registered medical practitioner.

**NOTE:-** (i) The power to grant necessary extension of time in the case of such lady candidates has been delegated to the A.G. The seniority of such lady candidates, who have been found fit to join duty after re-examination by a Regd. Medical Practitioner will, however, be fixed with reference to their actual date of joining duty.

(O.M. No.F.5-21/68 M.A. dt.12th December, 1968-from Govt. of India Min. of Health, Family Planning and U.D. received in C.A.G's Endt. No.6-Audit/208-68 dt.2nd January, 1969-Rule 13/3-1/68-72 C.A.G's Lr.No.70-NGE.III/17-73, dt.27-5-1974) P.47-3-46/73-75)

**NOTE:-** (ii) It has now been decided that it shall no longer be necessary to declare a woman candidate as temporarily unfit, if she is found to be pregnant during medical examination before appointment against posts which do not prescribe any elaborate training or carrying hazardous duties (i.e) they can be appointed straight away on the job. These orders would come into force from 4-8-1988 and the past cases are not to be reopened.

(C.A.G. letter No.2617-NGE.III/35-86-Vol.III, dated 4-8-1988)

### ***Oath of allegiance***

2.79. All full time Government servants who are subject to the Government servants conduct Rules or other relevant rules should take an oath of allegiance to the Indian Union, in the form given below:-

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

(So help me God).

Conscientious objectors to oath taking may make a solemn affirmation in the form indicated above.

(G.I. MHA, OM No.31-1-1963 Ests (A) dt.26th December, 1963 received in CAG's No.36-NGE.II/52-64, dt.15th January, 1964)

2.80. A register in the form indicated below should be maintained to have a record of all full time Government Servants who have taken/made the prescribed oath/affirmation.

Sl. No.	Name of the Govt. servant	Date on which Oath Affirmation was taken/made	Whether an oath or affirmation was taken/ made	Designation of officer before whom the oath Affirmation was taken/ made	Signature of officer
(1)	(2)	(3)	(4)	(5)	(6)

2.81. The Oath/Affirmation should be taken/made before the Audit Officer (Administration).

(G.I.MHA OM No.139/52 Estt, dated 31st July, 1952)

NOTE:- Oath can be taken in regional languages in the authorised version also (copies of which can be obtained from the Press Information Bureau).

(G.I. MHA OM No.31/1/55-Estt.(A), dated 26th March, 1969 received with C.A.G's Lr.No.2637-NGE.II/274-59 dt.9th June, 1959 File 3-1/59-62)

### ***Plural marriages***

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

2.83. Candidate for employment should be asked to sign a declaration in the form given in Annexure-XIII indicating whether he/her husband has more than one wife living and in the event of a declaration in the negative being found to be incorrect after appointment, he/she will be liable to be dismissed from service.

(GOI, MHA OM No.25/37/69 Ests.(A), dt.22-4-1970 forwarded in CAG Lr.No.1338-NGE.II/51-70-II, dt.28-7-1970). P.1093-6/64-72)

2.84. 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.

(G.I., MHA OM No.219/51-Ests. Dt.16th October, 1954-Case 3-1/Vol.I)

***T.A. for Handicapped Ex. Military personnel***

2.85. Handicapped Ex. Military personnel are also entitled to the concessions laid down in para 2.54 and on the same scales.

(C.A.G's Lr.No.74-Audit/I-49 AI/62, dt.7th June, 1962 and No.331 A/49-AI/62 dt.19th July, 1962)

***Staff car driver***

2.86. The method of recruitment of Staff Car Driver is by transfer or deputation failing which by direct recruitment by transfer on the result of interview including a test in driving designed to adjudge suitability for the post with reference to the standards of competence considered essential in drivers of Staff cars from amongst regular Despatch Riders and Group-D who possess the qualification prescribed for direct recruits, or by deputation or transfer of persons holding in post of Staff Car Drivers in other offices in I.A.&A.D., period of deputation not exceeding 2 years. Age limit for direct recruitment is not exceeding 25 years. Possession of a valid driving licence for motor cars, knowledge of other mechanics and experience of driving a Motor Car for at least 5 years or essential. A pass in 8th Standard is a desirable qualification. The period of probation is 2 years.

(C.A.G's Lr.No.1046-NGE.II/51-69, dt.26-5-1959 and 1672-NGE.II/51-71 (II), dt.16-7-1971) P.67-71 File 8-198/63-71 Vol.I)

**NOTE:-** For rules to regulate the method of recruitment to the post of Staff Car Driver in I.A.&A.D, the I.A.&A.D (Staff Car driver and Despatch Rider) Recruitment Rules 1988 may be referred to (Head quarters Office Circular No.NGE/79/1988, Lr.No.854-N.2/105-87, dated 21-9-1988)

***Gestetner operator***

**2.87. (a) *Jr. Gestner Operator***

Recruitment to the post of Jr. Gestner Operator is made by transfer failing which by promotion, failing both by direct recruitment Daftry/ Sr. Peon with proficiency in operating and

maintaining duplicating machines and Electrical Stencil Cutter is considered for transfer to this Post. Peons with 3 years regular service in the grade who have proficiency in operating and maintaining duplicating machines and Electric Stencil Cutter are considered for Promotion to this Cadre.

(Headquarters Letter No.1553 NGE (APP)/97-95, dt.18-10-1995)

**(b) Sr. Gestener Operator**

The recruitment to this Post is made by Promotion of

(i) Jr. Gestener Operator with middle school pass qualification and 3 years regular service in the grade failing which

(ii) Jr. Gestener Operator with middle school pass qualification having 5 years combined regular service in the grade as Daftry, Jamadar and failing both

(iii) Daftry/Jamadar with middle school qualification and 6 years regular service in the grade with profeciency in handling of Gestener machine.

The period of probation is 2 years in this cadre.

(Headquarters circular No.NGW/63/1987 letter No.856-859-NZ/84-85, dated 13-8-1987)

**NOTE:-** An honorarium at 0.40 paise per day may be allowed for the days a Group-D servant actually performs the duties of Gestetner Operator, during the absence of the regular Gestetner Operator on casual or regular leave for short periods when regular officiating arrangements in his place are not permissible or are not considered necessary.

Honorarium at the above rates will also be payable in those cases where a regular post of Gestetner Operator has not been sanctioned in an office but a Group-D servant attends to that item of work. Honorarium at the above rates of 0.40 paise per day will also be admissible if the Group-D employees concerned works on the Gestetner Machine for half day more in addition to his other work.

(G.O.I MF. OM No.17016/1/EII(B) 175 dt.23-5-1975)

(C.A.G's Endt.No.707-Audit/155-74-84 dt.25-6-1975) P.218 File 3-51/61-75)

***Casual workers***

2.88. Comptroller and Auditor General in his letter No.1219-NGE-II/52-73 dt.16-5-1974 has given specific direction regarding appointment of casual workers and preference to be given to them in the matter of bringing them over to regular establishment. In this context, the following procedure should be strictly followed:

(i) No casual worker should be appointed against regular posts in Group-D cadre. They should be appointed against specific jobs for specified period which should not exceed three months. If the work warrants, fresh appointments may be made keeping in view the availability of funds, urgency of the work etc. Such appointments should be made with the approval of the Group Officer in charge of Administration.

(ii) If any casual worker has to be engaged for an indefinite period without any specific time limit, such appointments should be made with Accountant General's approval.

(iii) Generally all appointments should be made from among persons who have registered themselves in the Employment Exchanges.

The Group Officers incharge of Administration are to ensure that these instructions are scrupulously observed. Accountant General's orders, dated 7-8-1974 (P.113 of 3-1/73-76). The Casual worker should be allowed to deduct from their actual age the period spent by them as Casual workers. Even if after deducting this period they are within the age limit prescribed for the service or post in regular establishment they should be considered eligible in respect of maximum age.

**NOTE:-** The following guidelines in the matter of recruitment of casual workers on daily wage basis issued by the GOI Min. of Personnel, Public Grievances and Pensions in their OM No.F.No.49014/2/86-Estt(C) dt.7-6-1988.

- (i) Persons on daily wages should not be recruited for work of regular nature.



- (ii) Recruitment of daily wagers may be made only for work which is of casual or seasonal or intermittent nature or for work which is not of full time nature for which regular posts cannot be created.
- (iii) The work presently being done by regular staff should be reassessed by the administrative Departments concerned for output and productivity so that the work being done by the casual workers could be entrusted to the regular employees. The Departments may also review the norms of staff for regular work and take steps to get them revised if considered necessary.
- (iv) Where the nature of work entrusted to the casual workers and regular employees is the same, the casual workers may be paid at the rate of 1/30th of the pay at the minimum of the relevant pay scale plus dearness allowance for work of 8 hours a day.
- (v) In cases where the work done by a casual worker is different from the work done by a regular employee, the casual worker may be paid only the minimum wages notified by the Ministry of Labour or the State Government/Union Territory Administration, whichever is higher, as per the Minimum Wages Act, 1948. However, if a Department is already paying daily wages at a higher rate, the practice could be continued with the approval of its Financial Adviser.
- (vi) The casual workers may be given one paid weekly off after six days of continuous
- (vii) The payment to the Casual workers may be restricted only to the days on which they actually perform duty under the Government with a paid weekly off as mentioned at (vi) above. They will however, in addition, be paid for a National Holiday, if it falls on a working day for the casual workers.
- (viii) In cases where it is not possible to entrust all the items of work now being handled by the casual workers to the existing regular staff, additional regular posts may be created to the barest minimum necessary, with the concurrence of the Ministry of Finance.
- (ix) Where work of more than one type is to be performed throughout the year but each type of work does not justify a separate regular employee, a multifunctional post may be created for handling those items of work with the concurrence of the Ministry of Finance.

- (x) The regularisation of the services of the casual workers will continue to be governed by the instructions issued by this Department in this regard. While considering such regularisation, a casual worker may be given relaxation in the upper age limit only if at the time of initial recruitment as a casual worker, he had not crossed the upper age limit for the relevant post.
- (xi) If a Department wants to make any departure from the above guidelines, it should obtain the prior concurrence of the Ministry of Finance and the Department of Personnel and Training.

2.89. Appointment of casual workers to Group-D posts borne on the regular establishment which are required to be filled by direct recruitment will be made subject to the following conditions:-

(a) No casual workers not registered with the Employment exchange should be appointed to posts borne on the regular establishments.

(b) Casual workers appointed through Employment Exchange and possessing experience of a minimum of two years continuous service as casual labour in the office/establishment to which they are so appointed will be eligible for appointment to posts on the regular establishment in that office/establishment, without any further reference to the Employment Exchange.

**NOTE:-** A casual worker who has put in atleast 240 days of service as casual worker (including broken period of service) during each of the two years of service referred to in the O.M. of 2-12-1966 will also be entitled to the benefit.

(G.O.I. Cabinet Secretariat, Department of Personnel and Administrative Reforms, New Delhi, OM No.14/8/74-Estts.(C) dt.11-7-1974 communicated through CAG's Lr.No.1972-NGE.II/52-73-II dt.14-8-1974)

(c) Casual workers recruited in an office/establishment direct, without reference to the Employment Exchange but working on the date of the issue of the office Memorandum should not be considered for appointment to regular establishment, unless they get themselves registered with the Employment Exchange, render, from the date of registration a minimum of two years of continuous service as casual worker, and are subsequently sponsored by the

employment Exchange in accordance with their position in the register of the Exchange.

(G.O.I. Min. of Home Affairs, New Delhi OM No.16/10/66-Est.(D) dt.2-12-1966 communicated through CAG's Lr.No.1972-NGE.II/52-73-II dt.14-8-1974)

2.90. The Casual workers should not be considered for regular appointment in relaxation of normal procedure of recruitment. They should be considered only at the time of regular recruitment, (if they possess the requisite educational qualification prescribed for the post) keeping in view the orders issued from time to time, about appointment of casual workers to regular posts.

(CAG's letter No.1219-NGE.II/52-73-II, D/16.5.74; (P.39/3-1) and letter No.2242-NGE-II/52-J4-II (A), D/11.9.74 (P.55/3-1/73-76)

**NOTE:-**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 recruitments should be followed while regularising the services of casual workers against existing vacancies or against posts that may be created in future in pursuance of the OM dated 7-6-1988. General orders relating to reservation of vacancies for persons belonging to SC/ST physically handicapped categories etc., will also be applicable in cases relating to regularisation of casual workers. The vacancies meant for these categories of persons should be filled up by casual workers belonging to the respective reserved categories to the extent possible, 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, could be appointed against unreserved vacancies only.

(Ministry of Personnel, P.G. I Pensions, Department of Personnel & Training NGE Group Circular No.N/78/1988 No.49014/12/88-Estt.(C), dt.22-8-1988 Communicated through C&A G's No.3021-NGE.III/16-87/II, dated 27-9-1988)

**ANNEXURE - I**  
**(Vide para 2-4(b))**

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL**  
**(AUDIT)-I,**  
**ACCOUNTANT GENERAL (AUDIT)-II, ACCOUNTANT**  
**GENERAL (A&E)**

Applications are invited in the proforma appended below for temporary posts of Clerks/Typists in the Office of the Principal Accountant General (Audit)-I, Accountant General (Audit)-II and Accountant General (A&E), Andhra Pradesh, Hyderabad to be recruited under Sports Quota. Persons selected should be prepared to work in any of the branch offices existing or that may be opened later on. Sportsmen with outstanding performance in the following disciplines may only apply. Only male players will be considered for recruitment and women players need not apply with reference to this advertisement.

In respect of the Disciplines mentioned above the players who play the position indicated against each may only apply.

Those who are within the age limit, possessing necessary qualification etc., and are found eligible after undergoing selection trials/type tests etc., will be considered for appointment as Clerk/Typist.

1. Educational Qualifications : Matriculation or equivalent and a speed of 30/25 w.p.m. in typewriting in English/Hindi. The condition of passing the type test prior to appointment may be relaxed in deserving and exceptional cases at the discretion of the appointing authority. But, those who are appointed under the above relaxation should pass the type test within two years from date of appointment.

2. Age limit : 18 to 25 years and 18 to 30 years in case of SC/ST candidates and 18 to 28 years in case of O.B.C. candidates as on . The upper age limit is relaxable upto a maximum of 5 years (10 years in case of SC/ST) in the case of sportsmen with exceptional achievements and who satisfy all other eligibility conditions and who furnish the necessary certificates.
3. Scale of Pay : Rs.950-20-115-EB-25-1500. Allowances at Central Government rates. Total emoluments at the minimum of the scale at present are Rs..... (approx.) per month.

***Sports Achievements : (Applicable to all)***

1. Sportsmen should have represented a State or the Country in a National or International Competition in the game.

OR

2. Sportmen should have represented their University in the Inter University/Tournaments conducted by Inter University Sports Board.

OR

3. Sportsmen who have represented State School Team in the National Sports/Games for Schools conducted by All India School Games Federation.

**ANNEXURE-II**  
**(Vide para 2-4(b))**

1. Name (Full name in Block letters) :
2. Date of Birth :
3. Age as on 1st January of the recruitment year (Year, Months and Days) :
4. Educational Qualifications :
5. Sports achievements and positions in the Team :
6. Address for communication :
7. Whether belongs to SC/ST/OBC :

***General***

1. Persons in the employment of Government/Public Sector Undertaking should apply through proper channel.
2. Canvassing in any form will be a disqualification.
3. The certificates regarding sports achievements should have been awarded by the National Federation of the game concerned/Dean of Sports of the University Sports Board/Officer in charge of Sports in the Directorate of Education.

Application forms in the above proforma along with attested copies of certificates in support of age, educational qualifications and achievements/participation in the sports events and complete in all respects should reach the undersigned on or before .....

Applications with incomplete details and those received after due date will not be entertained.

Selection trials for the various events are likely to be held in the month of .....

**DEPUTY ACCOUNTANT GENERAL (ADMN.) (AUDIT)**

**ANNEXURE-III**  
**(Vide Para 2-4(c))**

Office of the Prl. Accountant General (Audit-I),  
Andhra Pradesh, Hyderabad-500 004.

No.Admn-I

Dated: 199 .

**ADVANCE INTIMATION**

With reference to his/her application, dated ..... Sri/Smt./Kum. .... is informed that he/she is likely to be considered for appointment as ..... in this office in due course. He/She is directed to forward the following documents in original so as to reach this office on or before ..... 199 .

(1) The Original Matriculation Certificate or other certificate in support of age, educational qualifications, etc., and other certificates showing domicile.

(2) Certificate of Character in the form enclosed from the Head of the Educational Institution last attended or in case such a certificate cannot be obtained, a CERTIFICATE in the same form from a GAZETTED OFFICER (in both cases duly \*\* attested by a District Magistrate, Sub-Divisional Magistrate or Stipendiary First Class Magistrate). This certificate should have reference to the TWO Years immediately preceding.

(\* \*\* applicable only to Class III posts. Delete where inapplicable).

(3) Attestation Form (enclosed) duly completed.

(4) A Scheduled Caste/Tribe certificate in the Form enclosed from a District Magistrate, Additional District Magistrate Collector, Deputy Commissioner, Additional Deputy Commissioner, Deputy

Collector, First Class Stipendary



Magistrate, City Magistrate, Sub-Divisional Magistrate and not below the rank of Ist Class Stipendiary Magistrate, Taluka Magistrate, Executive Magistrate, Extra Assistant Commissioner, Chief Presidency Magistrate, Additional Chief Presidency Magistrate, Presidency Magistrate, Revenue Officer not below the rank of Tahsildar, Sub-Divisional Officer of the area where he/she or his/her family normally resides.

(5) A declaration in the Form enclosed indicating whether he/her husband has more than one wife living.

(6) If already employed 'No Objection Certificate' from his/her employer.

(7) Displaced person - Certificate from a Gazetted Officer of the Central Government or from a District Magistrate and/or Eligibility Certificate issued by the Government of India, or Citizenship Certificate as a proof of registration as an Indian Citizen.

It is specially brought to the notice of Shri/Smt/Kum. .... that this letter is not an offer of appointment and that this letter does not guarantee his/her appointment.

Name .....

Designation .....

(Audit Officer, Admn-I)  
Office of the Prl. Accountant General, (Audit-I),  
Andhra Pradesh, Hyderabad - 500 004.

**Enclosure to Annexure-III  
(Vide para 2-4(c))**

**CHARACTER CERTIFICATE**

Certified that I have known Sri/Smt/Kum \_\_\_\_\_ Son of/Daughter of Sri \_\_\_\_\_ for the last \_\_\_\_\_ years and that he/she bears reputable character and has no antecedents which render him/her unsuitable for Govt. employment.

Sri/Smt/Kum \_\_\_\_\_ is not related to me.

Place:

Signature :

Date:

Designation:

(\*) **Attested**

Place:

Signature :

Date:

Designation:

Attestation by a Stipendiary First Class Magistrate, Dist/Divisional Magistrate or Sub-Divisional Magistrate.

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- No Person: (a) who has entered into or contracted a marriage with a person having a spouse living or (b) who having a spouse living, has entered into or contracted a marriage with any person; shall be eligible for appointment to service.

Provided that the Central Govt. may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

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1. Sri/Smt/Kum \_\_\_\_\_  
declare as under:

- a) That I am un-married/a widower/ a widow.
- b) that I am married and have only one spouse living.
- c) that I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- d) That I have entered into an contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

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

Signature

-----  
-----

**PARENT'S NATIVITY CERTIFICATE**

Certified that Smt \_\_\_\_\_ and Sri  
 \_\_\_\_\_ parents of Sri/Smt/Kum  
 \_\_\_\_\_ were born at  
 \_\_\_\_\_ of \_\_\_\_\_ district and  
 \_\_\_\_\_ of \_\_\_\_\_ district  
 respectively and that they are/ were residing at  
 \_\_\_\_\_ of \_\_\_\_\_ district within the  
 territory of India continuously for the last five years.

Place :

Signature :

Date :

Designation:

-----  
 -----

**ATTESTATION FORM**

Affix signed  
passport size  
(5 cm x 7 cm.  
approx.) copy  
of recent  
photograph

“**WARNING**” : The furnishing of false information or suppressions of any factual information in the Attestation Form would be a dis-qualification, and is likely to render the candidate unfit for employment under the Govt.

2. If detained, convicted, debarred, etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the U.P.S.C. or the authority to whom the attestation form has been sent earlier, as the case may be, failing which it will be deemed to be a suppression of factual information

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

**SURNAME****NAME**

1. Name in full (in block letters) with aliases if any.  
  
(Please indicate if you have added or dropped at any stage any part of your name or surname)
2. Present address in full  
(i.e., village, Thana and Dist., or Home No. Lane/ Street/ Road & Town)

3. (a) Home address in full  
i.e., village, Thana & District or  
House No. Lane/ Street/ Road &  
Town & name of Dist. Hqrs.
- (b) If originally a resident of  
Pakistan, the address in that country  
and the date of Migration to Indian  
Union.

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

From	To	Residential address in full (i.e., village, Thana & Dist. or H.No. Lane/ Street/ Road & Town	Name of the Dist. Hqrs. of the place mentioned in the preceding Column.
-----			
-----			
-----			

Name	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed give designation & Official address	Present Postal address (if dead give last address)	Permanent House address
1	2	3	4	5	6

i) Father  
(Name in full  
aliases if any)

b) Mother

c) Wife/  
husband

d) Brother (s)

e) Sisters

6 (a) Information to be furnished with regard to son(s) or daughters in case they are studying/ living in a Foreign country.

Name	Nationality of birth/ or by domicile	Place of birth	Country in which studying/ living with full address	Date from which studying/ living in the country mentioned in previous column.
------	--	----------------	---	---

7. Nationality:

8. a. Date of birth

b. Present age

c. Age at Matriculation:

9. a. Place of birth, Dist.  
& state in which situated

**b.** Dist. & State to which you belong



- c. Dist. & State to which your Father originally belongs
10. a. Your religion:
- b. Are a member of SC/ST/OBC Answer "YES" or "NO" :

**11.**

Name of School/ College with Full address	Date of entering	Date of leaving	Examination passed
---	------------------	-----------------	--------------------

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

P e r i o d		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			

- 13** If the previous employment was under the Govt. of India/a State Govt./ an undertaking owned or controlled by the Govt. of India or a State Govt./ an autonomous body/University/Local body.

If you had left service on giving a month's notice under rule 5 of the CCS (Temporary Service) rules, 1965 or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct

in any matter at the time you gave notice of termination of service, or a subsequent date before your services were actually terminated?

**14.**

- |           |   |        |
|-----------|---|--------|
| <b>a.</b> | Have you ever been arrested ?   | Yes/No |
| <b>b.</b> | Have you ever been prosecuted ?   | Yes/No |
| <b>c.</b> | Have you ever been kept under detention ?   | Yes/No |
| <b>d.</b> | Have you ever been bound down ?   | Yes/No |
| <b>e.</b> | Have you ever been fined by a Court of Law ?  | Yes/No |
| <b>f.</b> | Have you ever been convicted by a Court of Law for any offence ?  | Yes/No |
| <b>g.</b> | Have you ever been debarred from any examination or restricted by any University or any educational authority/ institution ?                        | Yes/No |
| <b>h.</b> | Have you ever debarred/disqualified by any Public Service Commission for any of its examination/ Selection ?  | Yes/No |
| <b>i.</b> | Is any case pending against you in any University or any other educational authority/ institution at the time of filling up this attestation form ? | Yes/No |
| <b>j.</b> | Is any case pending against you in any court of Law at the time of filling up this attestation form ?   | Yes/No |
- (ii)** If the answer to any of the above mentioned question is ‘Yes’ give full particulars of the case/arrest/detention fined/conviction/sentence/punishment, etc., and or/the nature of the cases pending in the Court/ University/Educational Authority, etc., at the time of filling up this form.

**NOTE:** (i) Please also see the “Warning” at the top of this attestation form.

(ii) Specific answers to each of the question should be given by striking out “YES” or “NO” as the case may be.

- 
- 15.** Name of two responsible persons of your locality or two references to whom you are known.
- 1.**
- 2.**
- 

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

Signature of the  
Candidate:

Place :

Date:

(Certificate to be signed by any one of the following)

- a. Gazetted Officers of Central or State Government.
- b. Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily a resident.
- c. Sub-Divisional Magistrates/Officers.
- d. Tahsildars or Naid/Deputy Tahsildars authorised to exercise Magisterial Powers.
- e. Principal/Head-Master of the recognised School/College/Institution where the candidate studied last:
- f. Block Development Officer
- g. Post Masters :
- h. Panchayat Inspectors.

**CERTIFICATE**

Certified that I have known Sri/Smt/Kum  
 \_\_\_\_\_ Son/Daughter of Sri  
 \_\_\_\_\_ for last  
 \_\_\_\_\_ years \_\_\_\_\_ months and that to the best  
 of my knowledge and belief the particulars furnished by him/her are  
 correct.

Place:

Signature:

Date:

Designation or  
 Status and Address:

**TO BE FILLED BY THE OFFICE**

1. Name, designation & full address of the appointing authority.
2. Post of which the candidate is being considered.

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

**FORM OF CASTE CERTIFICATE**

This is to certify that Shri/Smt/Kum.  
 .....  
 .....  
 .....son/daughter\* of.....  
 ..... of village/town\*  
 .....  
 in district/Division\* .....  
 ..... of the State/Union  
 Territory\* .....  
 ..... belongs to the  
 .....  
 ..... Caste/Tribe\* which is recognised as a  
 Scheduled Caste/Scheduled Tribe.

**Under:**

- @ The Constitution (Scheduled Castes) Order, 1950.
- @ The Constitution (Scheduled Tribes) Order, 1950.
- @ The Constitution (Scheduled Caste) (Union Territory) Order, 1951.
- @ The Constitution (Scheduled Tribe) (Union Territory) Order, 1951.

(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled

Tribes Orders (Amendment) Act, 1976)

- @ The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.
  - @ The Constitution (Andaman and Nicobar Islands) Scheduled Castes Order, 1959 as amended by the Scheduled Caste and Scheduled Tribes Order (Amendment) Act, 1976.
  - @ The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order 1962)
  - @ The Constitution (Pondichery) Scheduled Castes Order, 1964.
  - @ The Constitution (Scheduled Tribes (Uttar Pradesh) Order, 1967.
  - @ The Constitution (Goa, Daman & Diu) Scheduled Castes, Order 1968.
  - @ The Constitution (Goa, Daman & Diu) Scheduled Tribes, Order, 1968.
  - @ The Constitution (Nagaland) Scheduled Tribes, Order, 1970.
  - @ The Constitution (Jammu & Kashmir) Scheduled Tribes, Order, 1989.
2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificates issued to Shri/Smt. \_\_\_\_\_ father/mother of Shri/Smt/Kum.\* \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ of State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ caste/tribe\* which is recognised as a scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ (name of prescribed authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_ .

3. Shri/Smt/Kum.\* \_\_\_\_\_  
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)



**ANNEXURE - IV**

**(Vide Para 2-4 (b))**

**OFFER OF APPOINTMENT**

Office of the Prl. Accountant General, (Audit-I),  
Andhra Pradesh, Hyderabad - 500 004.

Admn-I/.....

Dated.....199 .

**M E M O**

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

2.(a) If the offer is accepted by him/her, he/she should sign the  
acceptance of offer in the form enclosed and return it immediately to this  
office and comply with the requirement laid down in para 3 below  
regarding his/her medical examination. This offer is liable to lapse if  
he/she does not join within the stipulated, date,  
i.e..... within 30 days from the date of issue of  
this offer of appointment.

(b) If already employed, release order from his/her employer  
accepting his/her resignation from that service should be produced.

3. This offer of appointment is further subject to his/her being  
found medically fit for Government service by the Civil Surgeon/Civil  
Assistant Surgeon or a District Medical Officer or a Medical Officer of  
the equivalent rank at .....  
..... to whom he/she will have to report  
immediately in order to undergo medical examination. The

medical officer has been addressed in this Office Lr.No.Admn.I/8-43/8-88/8-51/6-1/ ..... dated..... His/her appointment is also subject to his/her taking an oath of allegiance to the constitution of India.

4. He/She will not be paid T.A. for joining his/her appointment.

Appointing Authority .....

Name

.....

Designation

.....

To

Sri/Smt./Kum .....

.....

.....

**THE TERMS AND CONDITIONS FOR THE POST OF AUDITOR.**

(i) The appointment is purely temporary and will be governed by the C.C.S (T.S) Rules 1965 and is liable to termination without assigning any reasons under Rule 5 ibid.

(ii) He/She is liable to be transferred to any branch office of the offices, of the Prl. Accountant General, Audit-I, Andhra Pradesh or the Accountant General, Audit-II, Andhra Pradesh either in existence already or likely to be formed in future on such terms and conditions decided by the Department.

(iii) He/She is required to pass the Departmental Examination for Auditors within 6 consecutive chances admissible to him/her commencing from the first examination held

immediately after completion of one year's service as Auditor, unless he/she is allowed to appear in an examination before completing one year of service as a special case. In such a case the 6 consecutive chances will be reckoned from the first chance actually availed of. If He/She fails to negotiate the Departmental Examination within the prescribed 6 chances his/her services are liable to be terminated.

(iv) He/She will have to comply with the requirements of the C.C.S. (Conduct) Rules, 1964 and the Plural Marriages Act. All rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of service, etc., will automatically be applicable to him/her.

(v) If He/She belongs to a Scheduled Caste and professes the Hindu/Sikh religion, he/she should report any change of religion to the appointing authority immediately when such a change takes place.

(vi) He/She should give a declaration of his/her home town for the purpose of L.T.C. within 6 months from the date of entry into service.

(vii) He/She shall have to pass the test in the regional language as and when introduced by the Prl. Accountant General (Audit-I), Andhra Pradesh/Accountant General (Audit-II), Andhra Pradesh.

(viii) He/She will be on probation for a period of 2 years.

Appointing Authority:

Name:

Designation:

Office:

**TERMS AND CONDITIONS FOR THE POST OF  
STENOGRAPHERS**

(i) The appointment is purely temporary and will be governed by the C.C.S. (T.S) Rules, 1965 and is liable to termination without assigning any reasons under Rule 5 *ibid*.

(ii) He/She is liable to be transferred to any branch office of the offices of the Prl. Accountant General (Audit-I), Andhra Pradesh or the Accountant General (Audit-II), Andhra Pradesh, either in existence already or likely to be formed in future on such terms and conditions decided by the Department.

(iii) He/She will have to comply with the requirements of the C.C.S. (Conduct) Rules, 1964 and the Plural Marriages Act. All rules or orders already in existence or issued from time to time regarding attendance, duties, discipline conditions of service, etc., will automatically be applicable to him/her.

(iv) If he/she belongs to a Scheduled Caste and Professes the Hindu/Sikh Religion he/she should report any change of religion to the appointing authority immediately when such a change takes place.

(v) He/She should give a declaration of his/her home town for the purpose L.T.C. within 6 months from the date of the entry into service.

(vi) He/She will be on probation for a period of two years.

Appointing Authority:

Name:

Designation:

**TERMS AND CONDITIONS FOR THE POST OF  
CLERK/TYPIST**

(i) The appointment is purely temporary and will be governed by the C.C.S. (T.S) Rules, 1965 and is liable to termination without assigning reasons under Rules 5 *ibid*.

(ii) He/She is liable to be transferred to any branch office of the offices of the Prl. Accountant General (Audit-I), Andhra Pradesh or the Accountant General (Audit-II), Andhra Pradesh either in existence already or likely to be formed in future, on such terms and conditions decided by the Department.

(iii) He/She shall have to pass a typing test at a speed of 30 w.p.m in English typing to be eligible to draw increments in the clerk/typist grade, promotion to a higher grade and for quasi permanency and confirmation.

(iv) He/She shall have to pass a test in regional language as and when introduced by the Prl. Accountant General (Audit-I), Andhra Pradesh, Accountant General (Audit-II), Andhra Pradesh.

(v) He/She will have to comply with the requirements of the C.C.S. (Conduct) Rules, 1964 and the Plural Marriages Act. All Rules or orders already in existence or issued from time to time regarding attendance, duties discipline, conditions of service, etc., will automatically be applicable to him or her.

(vi) If he/she belongs to a Scheduled Caste and professes the Hindu/Sikh religion, he/she should report any change of religion to the appointing authority immediately such a change takes place.

(vii) He/She should give a declaration of his/her home town for the purpose of L.T.C. within 6 months from date of entry into service.

(viii) He/She will be on probation for a period of two years.

Appointing Authority:

Name :

Place :..... Designation:

Date: ..... Office:

**NOTE:** In the case of Auditors who are offered appointments as Clerks, the following condition should also be added.

“He/She shall have to Pass a typing test at a speed of 30 w.p.m. in English Typing (or 25 words p.m. in the case of Hindi Typing) to be eligible to draw increments in the Clerks/Typist Grade, Promotion to a higher grade and for Q.P. and Confirmation.”

Terms and conditions for the post of Group ‘D’.

(i) The appointment is purely temporary and will be governed by the C.C.S. (T.S.) Rules, 1965 and is liable to termination without assigning any reasons under Rule 5 *ibid*.

(ii) He/She is liable to be transferred to any branch office of the Offices of the Prl. Accountant General (Audit-I), Andhra Pradesh or the Accountant General (Audit-II), Andhra Pradesh either in existence already or likely to be formed in future on such terms and conditions decided by the Department.

(iii) He/She will have to comply with the requirements of C.C.S. (Conduct) Rules, 1964 and the Plural Marriages Act. All rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of service etc., will automatically be applicable to him/her.

(iv) If he/she belongs to a Scheduled Caste and professes the Hindu/Sikh religion, he/she should report any change of religion to the Appointing authority immediately such a change takes place.

(v) He/She should give a declaration of his/her Home Town for the purpose of L.T.C. within 6 months from the date of entry into service.

(vi) He/She should undergo training as Home guard for a period of 3 years.

(vii) He/She will be on probation for a period of two years.

Appointing Authority:

Name :

Place :.....

Designation:

Date: .....

Office:

**ANNEXURE - V  
(Vide Para 2-4 (b))**

**ACCEPTANCE OF OFFER**

From:

.....  
.....  
.....

To

The Prl. Accountant General (Audit-I),  
Andhra Pradesh, Hyderabad - 500 004.

**Subject:-** Offer of appointment as Auditor/Clerk/  
Typist/Stenographers/Group D.

Sir,

With reference to your memo No.Admn.I/8-43/8-88/8-51/6-1/..... dated ..... 199 . Offering me a temporary post of Auditor/Clerk/Typist/Stenographer/Group D in your office, I hereby accept the said offer on the terms and conditions stipulated therein, which have been read and understood by me.

Yours faithfully,

Place : .....

Date : .....



**ANNEXURE - VI A****(Vide Para 2-4 (b))**Office of the Prl. Accountant General (Audit-I),  
Andhra Pradesh, Hyderabad - 500 004.

No.Admn-I/

Dated:

199 .

**Subject:-** Appointment Order for the Post of Auditor.

With reference to his/her letter of acceptance of the offer of appointment Shri/Smt./Kum ..... is appointed as a temporary Auditor in the scale of Rs.....plus allowances sanctioned by the Government of India from time to time in the office of the Prl. Accountant General (Audit-I), Andhra Pradesh or the Accountant General (Audit-II), Andhra Pradesh, Hyderabad with effect from ..... F.N/A.N. His/Her appointment will be governed by the following terms and conditions which have been accepted by him/her while responding to the offer of appointment.

(i) The appointment is purely temporary and will be governed by the Central Civil Services (Temporary Service) Rules, 1965, and is liable to termination without assigning any reasons under Rules 5 ibid.

(ii) He/She is liable to be transferred to any branch office of the Offices of the Prl. Accountant General (Audit-I), Andhra Pradesh or the Accountant General (Audit-II), Andhra Pradesh either in existence already or likely to be formed in future on such terms and conditions decided by the Department.

(iii) He/She is required to pass the Departmental Examination for Auditors within 6 consecutive chances admissible to him/her commencing from the first examination held immediately after completion of one year's service as Auditor, unless he/she is allowed to appear in an examination before completing one year of service as a special case. In such a case,

the 6 consecutive chances will be reckoned from the first chance actually availed of. If he/she fails to negotiate the Departmental Examination within the prescribed 6 chances, his/her services are liable to be terminated.

(iv) He/She will have to comply with the requirements of the Central Civil Services (Conduct) Rules, 1964, and the plural Marriages Act. All Rules or orders already in existence or issued from time to time regarding attendance, duties, discipline, conditions of service, etc., will automatically be applicable to him/her.

(v) If he/she belongs to a Scheduled Caste and professes the Hindu/Sikh religion, he/she should report any change of religion to the appointing authority immediately when such a change takes place.

(vi) He/She should give declaration of his/her Home Town for the purpose of Leave Travel Concession within 6 months from the date of entry into service.

(vii) He/She shall have to pass the test in the Regional Language as and when introduced by the Prl. Accountant General (Audit-I), Andhra Pradesh or the Accountant General (Audit-II), Andhra Pradesh.

(viii) He/She will be on probation for a period of two years.

(ix) "The appointment is provisional and is subject to the Caste/Tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, 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 certificate."

#### **APPOINTING AUTHORITY**

Place:

Name:

Date:

Designation: Sr.Dy. Accountant General (Admn.)

**ANNEXUE - VI-B**  
**(Vide Para 2-4 (b))**

Office of the Prl. Accountant General (Audit-I),  
Andhra Pradesh, Hyderabad - 500 004.

No.Admn-I/

Dated: . 199 .

**Subject:-** Appointment order for the post of Stenographer.

With reference to his/her letter of acceptance of the offer of appointment Shri/Smt./Kum ..... is appointed to a temporary post of Stenographer the scale of Rs.1200-30-1560-EB-40-2040 plus allowances sanctioned by the Government of India from time to time in the office of the ..... with effect from ..... F.N/A.N. His/Her appointment will be governed by the following terms and conditions which have been accepted by him/her while responding to the offer of appointment:

(i) The appointment is purely temporary and will be governed by the Central Civil Service (Temporary Service) Rules, 1965, and is liable to termination without assigning any reasons under Rule 5 *ibid*.

(ii) He/She is liable to be transferred to any branch office of the offices of the Prl. Accountant General (Audit-I), Andhra Pradesh or the Accountant General (Audit-II), Andhra Pradesh, either in existence already or likely to be formed in future on such terms and conditions decided by the Department.

(iii) He/She will have to comply with the requirements of the Central Civil Services (Conduct) Rules, 1964, and the Plural Marriages Act. All rules or orders already in existence or issued from time to time regarding attendance duties, discipline, conditions of service, etc., will automatically be applicable to him/her.

(iv) If he/she belongs to a Scheduled Caste and professes the Hindu/Sikh Religion, he/she should report any change of religion to the appointing Authority immediately when such a change takes place.

(v) He/She should give a declaration of his/her home town for the purpose of Leave Travel Concession within 6 months from the date of the entry into service.

Appointing Authority: .....

Name :.....

Designation: .....



(v) If he/she belongs to a Scheduled Caste and professes the Hindu/Sikh religion, he/she should report any change of religion to the appointing authority immediately such a change takes place.

(vi) He/She should give a declaration of his/her Home Town for the purpose of L.T.C. within 6 months from the date of entry into service.

(vii) He/She will be on probation for a period of two years.

(viii) The appointment is provisional and is subject to the Caste/Tribe certificates being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, 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 certificate.

Appointing Authority:

Name:

Designation: Dy.Accountant General (Admn.)

Office:

Place:

Date:

**NOTE:-** In the case of Auditors who are offered appointments as Clerks the following conditions should be added. He/she shall have to pass a typing test at a speed of 30 w.p.m. in English typing (or 25 w.p.m in the case of Hindi Typing) to be eligible to draw increments in the Clerks/Typists grade, promotion to a higher grade and for Q.P. and confirmation.

**ANNEXURE - VI D****(Vide Para 2.4(b))**Office of the Prl. Accountant General (Audit-I),  
Andhra Pradesh, Hyderabad - 500 004.

No.Admn-I/

Dated:

.199 .

**APPOINTMENT ORDER FOR THE POST OF  
PEON/WATCHMAN/  
HAMAL/FARRASH/SWEEPER/SAFAIWALA****Subject:** Appointment Order.

With reference to his/her letter of acceptance of the offer of appointment Shri/Smt./Kum ..... is appointed to a temporary post of Peon/Watchman/Hamal/Farrash/Sweeper/Safaiwala in the scale of Rs.750-12-870-EB-14-940 plus allowances sanctioned by the Government of India, from time to time in the office of Prl.Accountant General (Audit-I)/Accountant General (Audit-II) w.e.f. .... F.N/A.N. His/Her appointment will be governed by the following terms and conditions which have been accepted by him/her while responding to the offer of appointment.

(i) The appointment is purely temporary and will be governed by the C.C.S (T.S) Rules, 1965 and is liable to termination without assigning any reasons under Rules 5 ibid.

(ii) He/She is liable to be transferred to any branch office of the Offices of the Prl. Accountant General, Audit-I, Andhra Pradesh and Offices of the Accountant General, Audit-II, Andhra Pradesh either in existence already or likely to be formed in future on such terms and conditions decided by the Department.

(iii) He/She will have to comply with the requirements of C.C.S. (Conduct) Rule, 1964 and the Plural Marriages Act. All rules or orders already in existence or issued from time to time regarding attendance,

duties, discipline, conditions of service, etc., will automatically be applicable to him/her.



(iv) If he/she belongs to a S.C. and professes the Hindu/Sikh religion, he/she should report any change of religion to the appointing authority immediately such a change takes place.

(v) He/She should give a declaration of his/her Home Town for the purpose of L.T.C. within 6 months from the date of entry into service.

(vi) He/She should undergo training as Home Guard for a period of three years.

(vii) He/She will be on probation for a period of two years.

(viii) Appointment is provisional subject to verification of caste status.

Appointing Authority:

Name:

Place:

Designation: Sr.Audit Officer (Admn.)

Date:

Office:

**ANNEXURE - VII**  
**(Vide Para 2-5 (iii))**

**QUALIFICATIONS**

**SECTION-I - QUALIFICATIONS RECOGNISED**

- |    |   |     |   |
|----|---|-----|---|
| 1. | Degrees of Universities incorporated by an Act of Union or State Legislature.   | ... | No.450-N.G.E-II/387-49, dt.9-1-1950 P.15/3-1/53-57.   |
| 2. | Post-war School Leaving Certificate of Burma as equivalent to pass in the, Matriculation.   | ... | No.748-N.G.E.II/145-50, dt.20-3-1950 P.23/3/3-1/53-57.  |
| 3. | Matriculation or School leaving Examination of a University established by law in India or a certificate of having passed an examination held at the end of the High School, Secondary School or Higher Secondary School awarded by an authority authorised by the Central or State Government to issue such certificate by Resolution, Notification or other Government Order. | ... | No.1208-N.G.E.II/231-50,dt.18-5-1950. P.25. 3-1/53-57.  |
| 4. | Degrees awarded by the University of Sind.  | ... | No.1190-N.G.E.II/327-49, dt.16-5-60P.No.35-3-1/53-57.   |
| 5. | 10th Class Certificate from a Higher Secondary School in Delhi/Simla (and other places) as equivalent to Matriculation.   | ... | No.2750-NGE.II/334-50, dt.29-8-1950 P.51.3-1/53-57 No.174-NGE II/290-61, dt.23-7-1962-P.315/3-1 Hqrs. |

**NOTE:-** It is certified that X class Examination certificate from only Higher Secondary Schools are recognised as equivalent to Matriculation certificates, as prepared students for the Higher Secondary Schools Examination (as distinct from the Higher School or Secondary School certificate examination) which the minimum educational qualification for admission to 3 years degree course of a recognised University.

(C.S.No.2022-N.G.E.II/290/61, dt.26-9-1962-P.142/3-1/6264)

- |            |   |     |   |
|------------|---|-----|---|
| <b>6.</b>  | Certificate granted by the East Bengal Secondary Education Board, Decca as equivalent to Matriculation.   | ... | No.3322-NGE.II/411-50 dated 28-10-1950 P.57. 3-1/53-57.                           |
| <b>7.</b>  | Advanced Class (R.I.N. or Indian Navy Examination as equivalent to Matriculation (would not be recognised after examination held in 1953 unless a compulsory test in Hindi was introduced.  | ... | No.233/N.G.E.III/510-50, dated 27-1-1951, P.69. 3-1/53-57, P.169 & 175.3-1/53-57. |
| <b>8.</b>  | Degrees awarded by the Srimathi Nathibhai Damodar Thackersey Women's University, Bombay after 13-1-1951.  | ... | No.1199-N.G.E.II/151-51, dated 11-5-1951, P.77, 3-1/53-57.                        |
| <b>9.</b>  | Degrees/Diplomas awarded by Universities which are incorporated by an Act of the Central or State legislature are automatically recognised. Certificate or diploma awarded by Boards of Secondary and Intermediate Education of the State Government are also recognised. Cases of doubt to be referred to Min. of Education. | ... | No.2851/N.G.E.II/289-52, dt.14-10-1952. P.120. 3-1/53-57.                         |
| <b>10.</b> | Successful completion of the two years course at the joint services wing of National Defence Academy as equivalent to Inter provided the cadet's discontinuance of the course at the academy in completion of two years was not due to academic reasons.  | ... | No.2783-NGE.II/312-53 dt.26-8-1954, P.171. 3-1/53-57.                             |
| <b>11.</b> | Pass in the High School Examination of the Board of High School and Intermediate Education, U.P., with Elementary English, as one of the subjects as equivalent to Matriculation.   | ... | No.57-N.G.E.II/2-55, dt.11-1-1955 P.211.3-1/53-57.                                |
| <b>12.</b> | Cambridge Higher School Certificate Examination should be treated as equivalent to Inter examination.   | ... | No.1008-N.G.E.II/2-55, dt.18-3-1955, P.253. 3-1/53-57.                            |

- 13.** Vidyavinodini of Prayag Mahila Vidyapitam Allahabad as equivalent to Matriculation only if advanced English, had been taken as one of the optional subjects and the full examination has been taken together or in not more than two compartments within two years of each other, or a candidate has passed it with High School Examination in English only passed under Regulation 7ch. XIII of the Regulations of the U.P. Board of High School and Intermediate Education. ... No.3816-N.G.E.II/2-55, dt.8-8-1955, P.331. 3-1/53-57. ... No.135-N.G.E.II/290-61, dt.18-1-1962, P.315/c 3-1/5962. (Extension upto 17-9-1962)
- 14.** Final School Standard Examination of the National Council of Education, Jadhavpur, West Bengal, automatically recognised after 24-12-55 as the council has been incorporated as a University. The certificate issued prior to 24-12-55 is also recognised as equivalent to Matriculation. ... No.4324-N.G.E. II/1-56, dt.12-11-56, P.461.3-1/53-57.
- 15.** The following are equivalent to Matriculation.
- (a) Admission examination of the Banaras Hindu University.
- (b) Cambridge School Certificate Examination (Senior Cambridge).
- (c) European High School Examination held by State Governments. ... No.3263-N.G.E.III/229-57, dt.4-9-1957, P.13. 3-1/58-59.
- (d) Tenth Class Examination of the Technical Higher Secondary School, Delhi Polytechnic.

- (e) Pass in the Preparatory Examination of the Delhi University. ... No.2390-NGE.II/71-58, dt.2-7-1958, P.75, 3-1/58-59.
- (f) School Leaving Examination of the Government of Nepal.
16. Anglo-Vernacular High School Examination (Burma) of pre-war days as equivalent to Matriculation. ... No.2388-N.G.E.II/217-58, dt.3-7-1958, P.71, 3-1/58-59.
17. Degree diplomas awarded by Rajshah's University of East Pakistan in Arts, Science & Commerce as equivalent to correspondence degrees diplomas of recognised India University. ... No.2385/N.G.E.II/215-57, dt.3-7-1958, P.71. 3-1/58-59.
18. Certificate issued Bihar State Education Board in respect of VII Class Examination of a School in Bihar as equivalent to Middle School standard for purposes of appointment to Group-D posts in I.A & A.D. ... No.3025-NGE.II/395-58, dt.24-10-1958, P.99-A, 3-1/58-59.
19. B.A. Degree of Qaumi Vidya Pita, Lahore awarded upto 1927 as equivalent to degree of recognised University. ... No.436-N.G.E.II/29-59, dt.4-2-1959, P.129, 3-1/58-59.
20. Pass in First Year Examination of the Degree Course in Universities having three year Degree courses as equivalent to Intermediate. ... No.1085-N.G.E.II/57-59, dt.4-2-1959, P.129, 3-1/58-59.
21. Certificate of having completed the post basic education awarded by the post basic school as equivalent to Matriculation or B.S.c. provided the certificate has been recognised by the State Government in which this school lies, as equivalent to Matriculation for purposes of employment under them. ... No.2744-N.G.E.II/261-59, dt.22-6-1959, P.21. 3-1/59-60.

22. Pre-Professional/Pre-Technological course conducted one year after the Higher Secondary Stage or one year after the Pre-University Stage of the Madras University or any other University having such a course as equivalent to Inter. ... No.2972-N.G.E.II/272-59, dt.9-7-1959, P.23. 3-1/59-60.
23. Diploma in rural Science awarded by the National Council of Rural Higher Education as equivalent to the First Degree of a recognised University. ... No.98-N.G.E.II/7-60, dt.18-1-1960, P.89, 3-1/59-60.
24. Pass in S.S.L.C. Examination with eligibility either for University course of study or for service under the State Government issued by the Universities or Board of Secondary Education of State Government as equivalent to Matriculation. ... No.197-NGE.II/7-60, dt.29-1-1960, P.103, 3-1/59-60.
25. Diploma in Teachers Training of the Hindustani Talimi Sangh, Wardha, Sewagram to graduate trainees as equivalent to B.T., B.Ed., L.T. or Post Graduate Diploma in Basic Education issued by recognised University or State Government. ... No.249-NGE.II/7-60, dt.9-2-1960, P.105, 3-1/59-60.
26. Master's Diploma in Public Administration awarded by the Indian School of Public Administration, New Delhi, as equivalent to a Master's Degree in Public Administration of a recognised University. ... No.1854/NGE.II/231-60, dt.1-7-1960, P.2 File 3-45/60-71.
27. M.S.S. Degree awarded by the Institute of Social Studies, the Hague, Netherlands, as equivalent to M.A. Degree of an Indian University. ... No.2108/NGE.II/249-60, dt.2-8-60, P.6/3-45/60-71.
28. French examination "Propedentique" as equivalent to B.A. or B.Sc. degree of a recognised Indian University. ... No.2657-330/NGE.II/60, dt.6-10-60, P.8/3-45/60-71.

29. High Course of Shri Aurobindo International centre of Education, Pondicherry as equivalent to the first degree of a recognised Indian University (i.e., B.A., or B.Sc.). ... No.1894/NGE.II/290062, dt.17-8-62, P.18, File 3-45/60-71.
30. Diploma in Library Science granted to students by the Union Ministry of Education on successful completion of the Inservice Library Science course as equivalent to a Post-Graduate Diploma in Librarianship awarded by an Indian University. ... No.1938/NGE.II/290-62, dt.29-8-1962.
31. (a) General Certificate of education examination at ordinary level of the London University as equivalent to Matriculation examination provided it is passed in five subjects including English. ... No.1546/NGE.II/3863, dt.26-12-1963, P.38/3/45/60-71.
- (b) General certificate of Education Examination at "Advanced" level, as equivalent to the first year of the three year Degree course or Intermediate Examination provided it is passed at "Advanced" level in at least three subjects.
32. Pass in the 5th year of "Lyceum" a Portugese qualification in Goa, Daman and Diu as equivalent to pass in the Matriculation Examination. ... No.1187/NGE-II/38-63,dt.1-9-64 (P.54/3-45/60-71)
33. Pass in 1st examination of the three year diploma course in Rural Services of the National Council for Rural Higher Education, as equivalent to pass in Intermediate Examination of a recognised University or first year of a three year degree course. ... No.1189/NGE.II/38-63, dt.1-9-64 (P.58/3-45/60-71)

34. B.Sc degree of T.W. college, Athens Tennessee (U.S.A) as equivalent to a B.Sc. degree of a recognised Indian University. ... No.521/NGE.II/137-65, dt.9-4-1965 (P.60/3-45/60-71)
35. Two years 'Post-Graduate Diploma in Social Service Administration awarded by the P.S.G. School of Social Work, coimbatore, as equivalent to M.A. degree in social work of a recognised University. ... No.1351/NGE.II/137-65, dt.30-7-65, P.66/3-45/60-71.
36. Degrees awarded by the Mandalay University Burma as equivalent to the corresponding degrees of recognised Indian Universities. ... No.292/NGE.II/63-66 dt.10-3-66, P.70/3-45/60-71.
37. Junior/Secondary Technical School Examination conducted by the various State Boards or Technical Education as equivalent to Matriculation Examination. ... No.1025/NGE.II/63-66,P.76/3-45/60-71.
38. (a) General certificate of Education Examination of Ceylon at "Ordinary" level as equivalent to Matriculation Examination of a recognised Indian University provided it is passed in six subjects including English and Mathematics and either Sinhalese or Tamil. .. No.2145/NGE.II/63-65, dt.26-9-66, P.78/3-45/60-71.
- (b) General Certificate of Education Examination of Ceylon at "Advance" level. ...
39. Degree in Domestic Science ... No.2036/NGE.II/57-66(II), dt.6-9-66, P.80/3-45/60-71.



40. (a) General certificate of Education examination at "Ordinary Level" and at 'Advanced' level of the Associated Boards of Examination, London, as equivalent to Matriculation Examination provided it is passed in five subjects including English and first year of the three year Degree course of Intermediate Examination, provided it is passed at 'Advanced' level in at least three subjects, respectively. .. No.887/NGE.II/63-67, dt.17-6-67. P.88/File 3-45/60-71.
41. Secondary School Examination certificate awarded by Boards of Secondary Education at Comila, Rajshahi and Khulana in East Pakistan as equivalent to Matriculation Secondary School Examination certificates awarded by University/Boards of Secondary Education in India. ... No.1009/NGE.II/63-67, dt.9-7-67, dt.9-7-67, P.96/File 3-45.
42. (a) Diploma in the field of Humanities and Natural Sciences, attesting that a person who has graduated from a Higher Educational Establishment in the U.S.S.R. without defending the first scientific thesis, but has passed the State Examinations is equivalent to a Bachelor's degree being conferred by Universities and other Educational Establishments in India.

- (b) Diploma attesting the graduate from a University or any other Higher Educational Establishment in the USSR equal to a University with the defending of the first scientific thesis/ diploma design or diploma thesis before the State Examination Commission is equivalent to a degree of Master of science being conferred by Universities and other Educational Establishments in India.
- (c) Diploma attesting conferment of a scientific degree of candidates of Sciences as equivalent to a diploma of Scientific degree of a Doctor of philosophy. ... No.1134/NGE.II/63-67, dt.28-7-67, P.100 File 3-45/60-71.
43. A certificate of pass in the 10th class Examination from a School preparing students for the Indian School certificate Examination of the University of Cambridge local Examination syndicate as equivalent to Matriculation certificate. ... No.1135/NGE.III/63-67, dt.28-7-67, P.104/3-45/60-71.
44. Special degrees awarded without Universities examination by the Punjab University Patiala and the Udaipur University, Udaipur to students who joined the Armed Forces during the National Emergency as equivalent to Service and posts under Central Govt. ... No.7278/GE.I/12-67, dt.30-11-67, P.116/3-45/60-71.
45. Higher Secondary Course of Shri. Aurobindo International Centre of Education, Pondicherry as equivalent to Higher Secondary Examination of a recognised University or Board. ... No.780/NGE.II/63-68, dt.29-4-69, P.128/3-45/60-71.
46. Pass in the Higher Secondary Part I Examination of the Punjab University from 1965 onwards as equivalent to Matriculation. ... No.1044/NGE.II/63-68, dt.26-5-69, P.130/3-45/60-71.

47. Post-Graduate Diploma in Agricultural Economics and Co-operation awarded by the National Council for Rural Higher Education as equivalent to M.A. degree of recognised University in India. ... No.888/NGE.II/116-69, dt.22-4-71, P.152/3-45/60-71.
48. “Carta de Curso de Formacao de Serralheira” (Certificate in Smithy Course) and Carto de Curso Montador Electricista (Certificate in Electrician Course) awarded by the Escola Industrial Commercial de Goa, Panaji under the Portuguese set up prior to Liberation of Goa, Daman and Diu as equivalent to pass in Matriculation Examination. ... No.1193/NGE.II/116-69, dt.24-5-71, P.156/3-45/60-71.
49. Secondary School Certificate awarded by the Board of Intermediate and Secondary School Certificate awarded by the Board of Intermediate and Secondary Education, Jessore in East Pakistan as equivalent to Matriculation Corresponding certificates issued by Boards of Secondary Education/ Universities in India. ... No.1516/NGE.II/62-71, dt.28-6-71.
50. Law Degree awarded by the Kempa school of Law equivalent to a Bachelor of Law Degree of an Indian University. ... No.2150/NGE.II/62-71, dt.16-9-71.
51. 8th Standard from educational institutions in Burma considered as qualified for appointment to Group-D posts and for other posts for which the middle school examination is the maximum educational qualification for recruitment. ... No.1527/NGE.II/63-67, dt.6-10-67.
52. Qualifying Science Examination of Delhi University as equivalent to Higher Secondary Examination. ... No.1509-NGE.II/62-71, dt.15-6-72.

53. General Certificate of Education Examination of Ceylon at 'ordinary' level equivalent to Matriculation Examination of a recognised Indian University provided it is passed in 6 subjects including English and Mathematics and either Sinhalese or Tamil. ... No.2350/NGE.II/62-71, dt.11-9-72.
54. General Certificate of Education Examination of Ceylon at 'Advanced' level equivalent to First year of the 3 years Degree Course of Intermediate Examination of an Indian University. ... No.2350-NGE.II/62-71, dt.11-9-72.
55. B.A., B.Sc., degrees awarded by American Universities of Beirut, Beirut Lebanon as equivalent to the corresponding degree of an Indian University. ... No.2759-NGE.II/62-71, dt.13-11-72.
56. IAF Educational Test for promotion to the rank of Corporal conducted by Directorate of Education, Air Hqrs., New Delhi, as equivalent to Higher Secondary Examination of recognised Board or Pre-University Examination of an Indian University. ... No.2904-NGE.II/62-71, dt.5-12-72.
57. Passing out Indian Navy Examination conducted by Boys Training Establishments Visakhapatnam, as equivalent to Higher Secondary Examination. ... No.2669-NGE.II/62-71-Vol.II/ dt.3-12-73.
58. Malasian Certificate of Education Examination of the University of cambridge local Examination syndicate conducted in collaboration with Ministry of Education, Malasia, as equivalent to Matriculation Examination held in India. ... No.2667-NGE./II/62-71-Vol.II/dt.3-12-73.

- |     |   |     |   |
|-----|---|-----|---|
| 59. | National Form IV Examination conducted by the Examination council of the Govt. of Tanzania as equivalent to Pre-University or Higher Secondary Examination in India.  | ... | No.1237-NGE.II/62-71/Vol.II/dt.17-5-74.   |
| 60. | Certificate of Anglo-Indian High School Examination (Std.XI) issued by the Inspector of Anglo-Indian School, Madras, as equivalent to Matric.   | ... | No.1248-NGE.II/62-71/Vol.II/dt.16-5-74.   |
| 61. | Pre-Degree Examination of the University of Kerala and Calicut as equivalent to Inter-Examination.  | ... | No.2047-NGE.II/62-71/Vol.II/dt.26-8-74.   |
| 62. | Indian Certificate of Secondary Examination (Class X Examination) conducted by the council for the Indian School Certificate Examination as equivalent to Matric. (Provided it is passed in 5 subjects which should include Mathematics, Science and atleast 2 languages. The fifth subject could be any of the remaining subjects in Group II (Art, Woodwork, Metal work with Technical drawing, Elements of Home Science, Elements of Accounts and shorthand and Typewriting with office Practice). | ..  | - Do -  |
| 63. | French degree of Licence-es-Letters and Licence-es-Science as equivalent to M.A. and M.Sc. degree respectively of an Indian University.   | ... | Govt. of India OM No.6/8/68 Esst(D), dt.20-6-75 communicated in CAG's Lr.No.1607/NGE II/62-71-II, dt.22-7-75. |

**NOTE:-** The holders of B.L. degree of the Andhra University which is not a post-graduate degree cannot be considered eligible for appointment in Auditors Cadre since they are technically qualified for a defferent profession. (CAG.Lr.No.1034-NGE.II/211-50, dt.4-5-50, dt.4-5-50 P.27 File 3-1/53-57).

## SECTION II - QUALIFICATIONS NOT RECOGNISED

- |    |  |     |                                      |
|----|--|-----|--------------------------------------|
| 1. | Degrees awarded by Smt. Nathibai Damodar, Thackersay Women's University, Bombay before 13th January, 1951.   | ... | No.1199-NGE.II/151-51, dt.11-5-1951. |
| 2. | Passing B.A./Inter/Matric of a University in English only after passing an Honours High Proficiency/Proficiency Examination in a Modern Indian Language of the University. | ... | No.3062-NGE.II/340-53, dt.4-9-1953.  |
| 3. | Degrees awarded by Delhi Commercial University.  | ... | No3779-NGE.II/411-53, dt.2-11-1953.  |
| 4. | Prabhakar Examination in Hindi not equivalent to Matriculation.  | ... | No.3126-NGE.II/147-55, dt.16-6-55.   |

## SECTION -III

### RECOGNITION OF DIPLOMAS AWARDED BY CERTAIN NATIONAL INSTITUTIONS

Name of Institution	Degree/Diploma	Recognised as equivalent
1. Gurukul Visva Vidyala, Kangri, Hardwar.	(a) Alancar (b) Vidyadhikari	B.A., Matric
2. Gurukul Visva Vidyalaya, Brindavan.	Adhikari	Matric
3. Prayag Mahila Vidyapith, Allahabad.	Vidya Vinodini	Matric
4. Jamia Millia Islamia, Delhi.	(a) Jamia Senior (b) Jamia Sanadi (c) Teachers Training after graduation Sanad- e-Muallimi.	Inter Arts B.A. B.Ed. or B.T.
5. Kashi Vidyapith, Banaras.	Sastri	B.A.

(O.M.No.26/IV/49 CS dated.18/9/51/Case 3-1/59-60-P.273)

- 6 Gujarat Vidyapith, Ahmedabad. Samaj Vidya Visharad. Degree of Diploma in Social Welfare or Social Service.  
(No.2121/NGE.II/292/62 dt.17/10/62 at Page 22/File 3/45/60-71)
7. Gujarat Vidyapith, Ahmedabad Vinit Examination Matriculation Examination.  
(No.1150/NGE.II/38-1963, dated 24-64/P.48/3-45)
8. Viswa Bharathi University to students passing out of the erstwhile Rural Institute Sriniketan, Diploma in Rural Services B.A. degree of a recognised University.  
(No.1176-NGE.II/38-1963, dt.27-8-64- P.50-3-45)
9. (a) Varanaseva Sanskrit Vishwa Vidyalaya Varanasi. (a) Puva Madhyama orold Khand Madhyama (first two years course) and special examination on additional subjects with English as one of the subjects.) High School examination.
- (b) Uttar Madhyama (with English) of Old Khand Madhyama (full four year course) of Sampurna Madhyama examination and special Examination in additional Subjects in each case with English as one of the subjects. Intermediate Examination.

(c) Shastri (with English) or Old Shastri or Sampurna Shastri examination with special examination in additional subjects with English. i.e., Visesta Shastri. as one of the subjects.

(No.2287/NGE.II/116-69, dt.10-12-69 Page 134-3-45-60-70)

**10.** Gurukul Vishwa Vidyalaya B.A. degree  
Kangri, Hardwar.

(No.364/NGE.II/116-69, dt.3-3-70, P.136/3-45-60-71)

Hindi Sahitya Sammelan, Allahabad.	Prathma	S.L.C
	Madhyama	B.A
	(Visharad) Uttama (Hindi Sahitya)	B.A (Honsin Hindi)
Rashtrabhasha Prachar Samithi, Wardha.	Parichaya	S.L.C.
	Kovid	Inter
	Ratna	B.A
Dakshin Bharat Hindi Prachar Sabha, Madras	Praveshika	S.L.C
	Visharad Praveen	Inter
	Praveen	B.A
Hindi Vidhyapeeth, Deoghar.	Pravehika	S.L.C
	Sahitya Bhushan	Inter
	Sahityalankar.	B.A
Maharashtra Rashtra Bhasha Sabha, Poona.	Prabodh	S.L.C.
	Praveen	Inter.
	Pandit.	B.A
Hindi Prachar Sabha, Hyderabad.	Visharad	S.L.C
	Bhushan	Inter
	Vidwan	B.A
Bombay Hindi Vidyapeeth, Bombay.	Uttama	S.L.C
	Bhasha Ratna	Inter.
Gujarat Vidhyapeeth, Ahmedabad.	Tisri.	S.L.C.
	Vinit	Inter.
	Sevak	B.A



Assam Rashtra Bhasha Prachar Samithi, Gauhati.	Prabodh Visharad	S.L.C Inter
Hindustani Prachar Sabha, Bombay.	Tisri Kabil	S.L.C Inter.
Mysore Hindi Prachar Parishad, Bangalore.	Praveesh Uttama	S.L.C. Inter.
Kerala Hindi Prachar Sabha, Trivandrum.	Praveesh Uttama	S.L.C. Inter.
Manipur Hindi Parishad, Imphal.	Prabodh Visharad	S.L.C. Inter

(No.114 Audit/115-67, dt.21-1-71, P.144/3-45/60-71)

Madurai Kamraj University equivalent to 10+2 exam

No.14021/2/95- Estt (D) Min-2 Personnal Pub-Greivences & Pensions Dept. Personnel & Training Estt. Deptt. dt.21-3-95 - CAG Circular No.27/NGI/96 No.1042-NGI (APP)/3-95 dt.6-8-96.

#### **SECTION - IV**

#### **FRENCH EXAMINATION OF PONDICERRY - RECONGNISED**

<b>Examination</b>	<b>Equivalent</b>
1. Brevet Elementaine.	Matriculation
2. Brevet D'etudes due Premier Cycle.	
3. Brevert D'enseignement Primaire Superieur de language Indienne.	
4. Brevet de langue Indienne (Vernacular)	B.A
5. Beccalau reat.	

(No.2308-NGE.II/238-56 dt.13-5-56, P.417-31/53-57)

It will be for the appointing authority to satisfy itself that has sufficient working knowledge of English or an Indian Language to enable him to discharge his duties with reasonable efficiency.

Licence-En-Droit Examination of Pondicherry as an alternative qualification to a degree in law of Indian University for posts for which degree in law in Indian University is prescribed as an essential qualification.

(No.3403-NGE.II/267-58, dt.9-9-58, P.87 case 3-1/58-59)

**SECTION - V**

**DIPLOMA AWARDED BY ALL INDIA COUNCIL FOR  
TECHNICAL  
EDUCATION - RECOGNISED**

<b>Diploma</b>	<b>Equivalent</b>
1. Diploma in chemical engineering or chemical Technology or Industrial Chemistry.	Degree in Chemical Engineering, Chemical Technology or Applied Chemistry.
2. Diploma in Architecture.	Degree in Architecture or A.I.I.A. or R.I.B.A. Diploma.
3. Diploma in commerce	Bachelor's Degree in Commerce.
4. Advance Diploma in commerce.	Master's Degree in Commerce.
5. Diploma in Art.	Degree in Art of Diploma of Schools of Art.
6. Diploma in Civil, Mechanical, Electrical Metallurgical and Mining Engineering.	Degree in Engineering in the respective branches.
7. Diploma in Textile Technology.	Degree in Tex. Engg. or Tech.

(CAG's letter No.1347-NGE II 442-50 dt.12-2-53 case 3-1/53-57)

**ANNEXURE - VIII**  
**(Vide Para 2.7)**  
**ATTESTATION FORM**

Affix signed  
 passport size  
 5 cm x 7 cms.  
 (approx.) copy  
 of recent  
 Photograph

“Warning: The furnishing of false information or suppressions of any factual information in the attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

2. If detained, convicted, debarred etc., subsequent to the completion and submission of this form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation on form has been sent earlier, as the case may be failing which it will be deemed to be a suppression of factual information.

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

**SURNAME                  NAME**

- (1) Name in full (in block capitals) with aliases, if any.  
 (Please indicate if you have added or dropped in any stage any part of your name or surname).
- (2) Present address in full.  
 (i.e., Village, Thana and District, or Home Number Lane/Street/Road and Town).
- (3) (a) Home address in full.  
 (i.e., Village, Thana and District or House number, Lane/Street/Road and Town and name of District Headquarters).

(b) If originally a resident of Pakistan, the address in that Country and the date of Migration to Indian Union.

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

FROM	TO	Residential address in full (i.e., Village, Thana & Dist. or House No. Land/Street/Road & Town)	Name of the Dist. Headquarters of the place mentioned in the preceeding Col.
------	----	---	--

NAME	Nationality (by birth or by domicile)	Place of birth	Occupation if employed give designation & official address	Present Postal address (if dead give last address)	Permanent Home address
(i)	Father (Name in Full aliases if any)				
(ii)	Mother				
(iii)	Wife/Husband				
(iv)	Brother (s)				
(v)	Sister (s)				

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

NAME	Nationality by birth &/ or by domicile	Place of birth	Country in which studying living with full address	Date from which studying living in the country mentioned in previous column.
------	--	----------------	--	--

- 6.** Nationality
- 7.** (a) Date of birth (a)  
 (b) Present age (b)  
 (c) Age at Matriculation. (c)
- 8.** (a) Place of birth, state in which situated.  
 (b) District and state to which you belong.  
 (c) District and State to which your father originally belong. (c)
- 9.** (a) Your religion.  
 (b) Are you a member of a Scheduled Caste/Scheduled Tribe ? Answer Yes or No.
- 10.** Educational qualifications showing places of education with years in Schools and Colleges since 15th year of age.

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Name of School/ College with full address	Date of entering	Date of leaving	Examination passed.
---	------------------	-----------------	---------------------

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

---

PERIOD	Designation, emoluments and nature of employment	Full name & Address of Employer.	Reasons for leaving previous service.
From _____ To _____			

---

- 11(B).** If the previous Employment was under the Government of India/ State Government/an undertaking owned or controlled by the Government of India or a State Government/ an autonomous body/University Local body.

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

- 12. (i)**
- |            |   |        |
|------------|---|--------|
| <b>(a)</b> | Have you ever been arrested ?   | Yes/No |
| <b>(b)</b> | Have you ever been prosecuted ?   | Yes/No |
| <b>(c)</b> | Have you ever been kept under detention ?   | Yes/No |
| <b>(d)</b> | Have you ever been bound down ?   | Yes/No |
| <b>(e)</b> | Have you ever been fined by a Court of Law ?  | Yes/No |
| <b>(f)</b> | Have you ever been convicted by a Court of Law for any offence ?  | Yes/No |
| <b>(g)</b> | Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution ?                   | Yes/No |
| <b>(h)</b> | Have you ever been debarred/disqualified by any Public Service Commission from appearing at its examination/ selection ?                            | Yes/No |
| <b>(i)</b> | Is any case pending against you in any Court of Law at the time of filling up his attestation/ Form   | Yes/No |
| <b>(j)</b> | Is any case pending against you in any University or any other educational authority/ institution at the time of filling up this attestation form ? | Yes/No |

- (ii)** If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc., and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this form.

**NOTE:-** (i) Please also see the 'warning' at the top of this Attestation Form.

(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

- 
- 13.** Names of two responsible persons of your locality or two references to whom you are known. 1.  
2.

---

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

Signature of Candidate.

Date and Place:

## IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- (i) Gazetted Officers of Central or State Government
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates/Officers;
- (iv) Tahsildars or Naib/Deputy Tahsildars authorised to exercise magisterial powers.
- (v) Principal/Head-Master of the recognised School/College/Institution where the candidate studied last.
- (vi) Block Development Officer;
- (vii) Post-Masters;
- (viii) Panchayat Inspectors.

Certified that I have known Shri/Smt/Kumari  
 ..... son/daughter of Shri  
 ..... for the last  
 ..... years ..... Months and that to the  
 best of my knowledge and belief the particulars furnished by him/her are  
 correct.

Place: ..... Signature: .....

Date: ..... Designation or status and address

To be filled by the office.

- (i) Name, designation and full address  
of the appointing authority.
- (ii) Post for which the candidate is  
being considered.



**ANNEXURE - VIII A**  
**SPECIAL SECURITY QUESTIONNAIRE**

(Para 2.8(i))

(To be adopted for re-verification) In respect of

NAME:

Appointment held:

Office:

1. Employees should ensure that the information required against each heading is fully and correctly given.
2. If it comes to the notice at any time subsequently that false information has been furnished or that there has been a suppression of factual information in this form, his service will be liable to be terminated solely on this ground.

- 
- |           |            |  |         |          |
|-----------|------------|--|---------|----------|
| <b>3.</b> | <b>(a)</b> | Name in full   | Surname | Forename |
|           | <b>(b)</b> | Aliases (if any)   |         |          |
|           | <b>(c)</b> | Name at birth, if different, and any other names, surnames used at any stage |         |          |
- 

- 4.** Addresses:
- i)** Present address
    - a)** House No/Name
    - b)** Locality/Street
    - c)** Town/Village
    - d)** Police Station
    - e)** Post Office
    - f)** District
    - g)** State
- 
- ii)** Permanent Home Address
    - a)** House No/Name
    - b)** Locality/Street
    - c)** Town/Village

- d)** Police Station
- e)** Post Office
- f)** District
- g)** State

**iii)** If originally a resident of a country other than India

**(1)** Address in the foreign country:

- a)** Name of the country
- b)** House No/Name
- c)** Locality/Street
- d)** Town/Village etc.
- e)** Police Station
- f)** Post Office
- g)** District

(2) Date of entry to India.

(3) Checkpost or point of entry.

(4) Particulars of travel documents.

- 5.**
- a)** Date of birth                      **(b)** Place
  - c)** District                              **(d)** State
  - e)** Country

**6.** Nationality

**7.** Particulars of close relations:

Name	Nationality (By birth or by domicile)	Place/ country & date of birth	Occupation (if employed, give desig- nation & official address)	Present postal address (if dead give last address)	Permanent Home address
------	---	---	--	---	------------------------------

- a)** Father
- b)** Mother
- c)** Wife/ Husband
- d)** Son (s)
- e)** Daughter (s)
- f)** Brother (s)
- g)** Sister (s)
- h)** Step son (s)
- i)** Step daughter(s)

- 8. i)** Particulars of relatives (Indians and non-Indians) working in a) foreign missions and (b) foreign organisations including foreign concerns:

Name (s)	Nationality	Occupation (if employed give designation and official address)	Present residential address	Permanent address
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- ii)** Do you have any relatives including children living overseas ? If yes, please give the following details of each one:

Name (s) in full	Relationship	Country of residence with address (s)	Dates
------------------	--------------	---------------------------------------	-------

- 9. a)** Have you ever been a member/ worker of any political party/organisation or participated in any political activity ? Yes/No
- b)** Are you aware if any of your relatives mentioned in Col.7 has ever been a member/worker of any political party/ organisation or participated in any political activity ? Yes/No

If the answer to (a) and/or (b) is 'Yes', give the following details:

Particulars of relatives	Name of Political Party/ Organisation	Nature of political activity	Period of membership of political party/ orgn. or participation in political activity.	Place of participation in political activity.	Particulars of office if any held in Political party.
Name	Relation-ship				

- 10. a)** Have you been a member of any cultural or social organisation which is associated with or assisted by foreign Mission or organisation ? Yes/No
- b)** Are you aware whether any of your relatives mentioned in Col.7 has been a member of any cultural or social organisation which is associated with or assisted by a foreign Mission or organisation. Yes/No
- c)** Are you or have been member of any club/society and/or other such bodies ? Yes/No

If the answer to (a), (b) and (c) or any of them is ' Yes' give following details:

- a) Name of the organisation/club/society, etc.
- (b) Name of office bearers.
- c) Period of membership.
- d) Details of any post/office held.
- e) Whether still active or not.
- f) Reasons for relinquishing membership
- g) Any other relevant details.

- 
- 11. a)** Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding three years:
- 

From	To	Full address including Village Police Station, Post Office, Town, House and Street number etc.
------	----	--

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- b)** If you have stayed abroad, give particulars of all places where you have resided for more than one year after attaining the age of 18 years:
- 

From	To	Full particulars including Village, Police Station, District, Town, House & Street Number, Name of country etc.	Reasons of visit/residence.
------	----	---	-----------------------------

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- 12.** Have you ever had personal contact with an official of a foreign country other than as a result of official duties  
(If yes, give details)

- 13. i)** If applicable, please give full name, date and place of birth and occupation of spouse  
(including defacto spouse)

- ii)** Has this person (spouse) visited or resided in any overseas countries or has he or she relatives residing overseas?  
If yes, please give details.
-

- 
- 14. i)** have you any other persons over 18 years residing with you ? If yes, please give details, regarding name in full, date and place of birth, relationship and occupation.
- ii)** Has any person over 18 years residing with you visited or resided in overseas countries ?  
If yes, please give details.
- 

- 15.** Give details if you have ever been
- a)** Arrested
  - b)** prosecuted
  - c)** kept under detention
  - d)** charged before a court with an offence for which you were convicted, conditionally discharged, placed on probation or bound over, or acquitted;
  - e)** debarred or disqualified by any public Service Commission for any of its examinations/selections;
  - f)** debarred from taking any examination or rusticated by any University;
  - g)** discharged or dismissed from any employment;
  - h)** whether discharged/expelled/withdrawn from any training institution under the Government or otherwise ?
- 

- 16.** Is any case or enquiry pending against you in any court of law (including civil litigation) or any other authority, e.g., departmental proceedings etc.?
- 

- 17.** Have you ever been a prisoner of war or held in enemy country for any duration ?  
If so, give details.
-

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**18.** Have you or your wife any debts or outstanding loans ?  
If so, give details :

**NOTE:** 1) Acceptance of purely temporary loan of small amount free of interest from a relative or personal friend, or operating a credit account with a bonafide tradesman shall not be treated as debt/loan under this column.

2) No details will be necessary in respect of any loan obtained with the previous sanction of the Government.

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**19.** State the source of your income and that of the members of your family giving all details.

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**20.** I have read and understood the provisions of paras 1 and 2.

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

PLACE:

(SIGNATURE OF THE CANDIDATE)

DATE:

**ANNEXURE - IX**  
**(Vide Para 2.12 (b))**  
**CASES WHERE RELAXATION OF UPPER AGE LIMIT FOR DIRECT RECRUITMENT**  
**IN GROUP 'C' & 'D' POSTS**

S.I NO.	CATEGORY	EXTENT OF UPPER AGE RELAXATION	AUTHORITY	REMARKS
1.	SC/ST Candidates	Upto a maximum of five years if a candidate belongs to SCs/STs	GOI OM NO.42/19/51-NG's dt. 25.6.1952	
2.	Physically handicapped persons	Upto a maximum of ten years if a candidate is a physically handicapped (for candidates belonging to SC or ST who are physically handicapped, the maximum relaxation of ten years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of Sl.No.1 above.	GOI OM NO.15012/6/ 77- Estt(D) dt.28.1.78 (circulated vide No.156-N.III/42-84 dt.5.2.1985	
3.	Widows, Divorced women and women judicially separated from their husband	Upto the age of 35 years (upto 40 years for members of SC/ST) in the case of widows, divorced and women judicially separated from their husbands, who are not remarried.	GOI OM NO. 15012/13/79- Estt(D) dt.19.1.80 (circulated vide No.443-N.III/51/ 79-III dt.5.2.80.	



4. Residents of Assam. Upper age limit is relaxable upto maximum of six years for those persons who have ordinarily resided in the State of Assam during the period from 1st January, 1980 to 15th August, 1985. This is subject to production of a certificate from (a) the District Magistrate within whose jurisdiction he/she ordinarily resided or (b) any other authority designated in this behalf by the Govt. of Assam. GOI OM NO.14017/20/ 87-Estt (AR) dt.15.10.1987
5. Departmental Gr. 'D' employees Upto the age of 35 years (upto 40 years for members of SC/ST) for direct appointment in Gr. 'D' posts in respect of persons who are working in posts which are in the same line or allied cadres where a relationship could be established that service rendered in the deptt. will be useful for efficient discharge of the duties in other categories of posts in the same deptt. This concession is admissible only where an employee has rendered not less than three years continuous service in the department. GOI OM NO.4/4-74-Estt(B) dt.20.7.76 circulated vide No.2046-N.II/51-76 dt.22.9.76

- |    |                                      |   |  |
|----|--------------------------------------|---|--|
| 6. | Departmental<br>Gr. 'C'<br>employees | Upto the age of 40 years (45 years for SC/ST) for direct appointment in Gr. 'C' posts in respect of persons who are working in posts which are in the same line or allied cadres where a relationship could be established that services rendered in depts. will be useful for efficient discharge of the duties in other categories of posts. This concession is admissible only where an employee has rendered not less than three years continuous service in the depts. | GOI OM NO.15012/1/ 88-Estt (D) dt.20.5.88 adopted vide No.2410-N.III/14-88-Vol.III dt.12.8.1988)   |
| 7. | Sports persons                       | Upto a maximum of five years (10 years in case of SC/ST) for appointment of meritorious sportsmen in Gr. 'C' & 'D' cadres. This concession is admissible to those sports persons who fulfil all other conditions of eligibility and prior approval of Hqs. office (C&AG's Office) is obtained.  | GOI OM NO.15012/3/ 84-Estt (D) dt.31.12.87 adopted vide No.10-No.III/36-86-Vol.I dt.12.1.1988 read with No.1019 No.III/36-86-Volo.V dt.31.3.89 |
| 8. | Ex-Servicemen                        | Upto a maximum of three years ( 8 years in case of personnel who belong to SC/.ST) in the case of Defence Services Personnel disabled in operations during hostilities with any foreign country or in a disturbed area or in peace time and released as a consequence thereof. The concession would be admissible to those Defence personnel who have not put in less than six months service in the Armed Forces of the Union.   | (Brochure on Ex-servicemen)  |

**NOTE1:** Ex-Servicemen fulfilling the conditions laid down for appointment to the post from time to time shall be allowed to deduct Military service from their actual age and such resultant age should not exceed prescribed age limit by more than 3 years.

**NOTE2:** Ex-Servicemen who have already joined Govt. jobs in civil side after availing of the benefits given to them as Ex-Servicemen for their re-employment are not eligible to the age concession.

- |            |                                       |  |   |   |
|------------|---------------------------------------|--|---|---|
| <b>9.</b>  | B.S.F.<br>Personnel                   | Upto a maximum of three years (8 years in case of SC/ST) in the case of B.S.F.. personnel disabled in operations during Indo-Pak hostilities of 1971 and released as a consequence thereof.  |   |   |
| <b>10.</b> | Displaced<br>persons of<br>Bangladesh | Upto a maximum of 3 years (eight years in case of SC/ST) if a candidate is a bonafide displaced person from erstwhile East Pakistan (now Bangladesh) and had migrated to India during the period between 1st January 1964 to 25th March, 1971. | GOI OM NO.15012/7/ 87-<br>Estt(D) dt.16.1.89 (circulated<br>vide No.335-N.III/.14-88-Vol.I<br>dt.5.5.89 | This<br>Concession is<br>admissible<br>upto<br>31.12.1989 |

11.	Repatriate of Srilanka	Upto a maximum of three years (8 years in case of SC/ST) if a candidate is a bonafide repatriate or a prospective repatriate of Indian Origin from Sri Lanka and has migrated to India or will be migrating or after 1st November 1964 or is to migrate to India under the Indo-Ceylon agreement of October 1964.	- do -	- do -
12.	Repatriates of Burma	Upto a maximum of three years (8 years in case of SC/ST) if a candidate is a bonafide repatriate of Indian origin from Burma and has migrated to India or will be migrating on or after 1st June, 1963.	- do -	- do -
13.	Candidates of Indian Orgin migrated from Kenya Uganda Tanzania etc.	Upto a maximum of three years if a candidate is of Indian Origin and has migrated from Kenya, Uganda or the United Republic of Tanzania or is a repatriate of Indian origin from Zambia, Malawi, Zaire and Ethopia.	- do -	- do -
14.	Repatriates from Vietnam.	Upto a maximum of three years if a candidate is a bonafide repatriate of Indian Origin (Indian Passport holder as also a candidate holding emergency certificate issued to him by the Indian Embassy in Vietnam) and who arrived in Indian from Viatnam not earlier than July, 1975.		

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**ANNEXURE - X****(Vide Para 2.37)****List of Scheduled Castes.  
(As per Scheduled Caste and Scheduled Tribe  
Modification Rule****ANDHRA PRADESH**

1. Throughout the State:
  1. Chalavadi.
  2. Chamar, Mochi or Muchi.
  3. Madiga
  4. Mala.
2. Throughout the State except Hyderabad, Mahabubnagar, Adilabad, Nizambad, Medak, Karimnagar, Warangal, Khammam and Nalgonda.
  1. Adi-Andhra.
  2. Adi-Dravida.
  3. Arundhatiya.
  4. Bariki.
  5. Bavuri.
  6. Chachati.
  7. Chandala.
  8. Dandasi.
  9. Dom, Dombara, Paidi or Pano.
  10. Ghasi, Haddi or Relli Chanchandi.
  11. Godagali.
  12. Godari.
  13. Gosangi.
  14. Jaggali.
  15. Jambubulu.
  16. Madasi Kuruva or Madari Kuruva.
  17. Mala Dasu.
  18. Madiga Dasu and Mashteen.
  19. Matangi.
  20. Mundala.
  21. Paky or Moti.
  22. Pamabada or Pambanda.
  23. Pamidi.
  24. Panchama or Pariah.
  25. Relli.
  26. Samban.
  27. Sapru.
  28. Thoti.

3. In the district of Hyderabad, Mahabubnagar, Adilabad, Nizamabad, Medak, Karimnagar, Warangal Khammam and Nalgonda:
1. Anamuk.
  2. Araya (Mala).
  3. Arwa (Mala).
  4. Beda (Budga) Jangam.
  5. Bindla.
  6. Byagara.
  7. Chambhar.
  8. Dakkal (Dockkalwar)
  9. Dhor.
  10. Ellamalwar (Yellamalwandlu).
  11. Hoelaya.
  12. Holey Dasari.
  13. Mahar.
  14. Mala Dasari.
  15. Mala Hannai.
  16. Kolupulvandlu.
  17. Malajangam.
  18. Mala Masti.
  19. Mala Sale (Netkani)
  20. Mala Sanyasi.
  21. Mang.
  22. Mang Garodi.
  23. Manne.
  24. Mashti.
  25. Mehtar.
  26. Mitha Ayyatvar.
  27. Samagra.
  28. Sindhollu (Chindollu)

**LIST OF SCHEDULED TRIBES**  
(As per Scheduled Tribes List-Modification Order 1956)

**ANDHRA PRADESH**

- (1) Throughout the State:
  1. Chenchu or Chenchwar,
  2. Koya or Goud with its sub-sects Rajah or Rasha Koyas, Lings dhari Koyas (ordinary), Kottu Koyas, Bhine Koya and Rajkoya.
- (2) Throughout the State except Hyderabad, Mahabubnagar, Adilabad, Nizamabad, Medak, Karimnagar, Warangal, Khammam and Nalgonda Districts:

1. Bagata, 2. Gadabad, 3. Jatapus, 4. Kammara, 5. Kattunayakan, 6. Konda Dhoras, 7. Konda Kapus, 8. Kondareddis, 9. Kondis (Kodi and Kodhu), Desaya Kondh, Dongria Knodhs, Kuttiya Kondhs, Tikiria Kendhs and Yenity Kondhs, 10. Kotia-Benthe Oriya, Bartika, Dhulia or Dulia, Holva, Paikor Putiya, Sanrona and Sidhopaiko, 11. Kulia, 12. Malis, 13. Manna Dhora, 14. Mukha Dhora or Nooda Dhora, 15. Porja (Parangiperja), 16. Reddi Dhoras, 17. Rona, Rena, 10. Sevaras-Kapu Savaras, Maliya Savaras or Khuth Savaras, 19. Sugalis (Lambadis), 20. Yenadis, 21. Yerukulas.
- (3) In the districts of Hyderabad, Mahabubnagar, Adilabad, Nizambad, Medak, Karimnagar, Warangal, Khammam and Nalgonda:
1. Andh, 2. Bhil, 3. Gond (including Naikpod and Rajgond), 4. Hills Reddis, 5. Kolam (including Mannervaru), 6. Pardhan, 7. Thoti.
- (4) In the agency tracts:
1. Goudu (Goud), 2. Nayaks, 3. Valmiki.

### **LIST OF OTHER BACKWARD CLASSES (OBCs)**

(As per the list of OBCs approved to GOI, Ministry & Social Welfare Resolution No. 12011/68/93 BCC (C) dt. 10th September, 1993)

#### **ANDHRA PRADESH**

<b>Sl. No.</b>	<b>Name of Castes/Communities (including sub-castes/synonyms) in the Common list of S.E.B.Cs</b>	<b>Entry No. in State List</b>	<b>Entry No. in Mandal List</b>	<b>Remarks</b>
<b>1.</b>	Agnikulakshatriya	Group A	44	
	Palli	1	204	
	Vadabaliya	1	204	
	Bestha	1	27	
	Jalari	1	204	
	Gangavar	1	204	
	Gangaputra	1	173	
	Goondla	1	204	
	Vanyakulakshtriya	1	204	
	Vannekapu	1	204	
	Vannereddi	1	204	
	Pallikapu	1	204	
	Palliredi	1	204	
	Neyyala	1	204	
	Pattapu	1	204	

2.	Balasanthu	2	19
	Bahurupi	2	19
3.	Bandara	3	20
4.	Budabukkala	4	36
5.	Rajaka	5	41
6.	Dasari (formerly addicted to crimes & beggary)	6	52
7.	Dommara	7	61
8.	Gangiredlavaru	8	67
9.	Jangam whose traditional occupation is begging	9	83
10.	Jogi	10	87
11.	Katipapala	11	110
12.	Korcha, Koracha	12	25
13.	Medari or Mahendra	14	164
14.	Mondivaru	15	167
	Mondibanda	15	167
	Banda	15	167
15.	Nayi-Brahmin	16	157
16.	Nakkala	17	179
17.	Pitchiguntala	18	224
18.	Pamula	19	206
19.	Pardhi (Marshikan Nirshikari)	20	213
20.	Pambala	21	205
21.	Peddammavandlu	22	219
	Devaravandlu	22	219
	Yellammavandlu	22	219
	Mutyalammavandlu	22	219
22.	Veeramushti (Nettikotala)	23	280
23.	Valmiki	24	277
	Boya	24	277
	(Boya,	24	277
	Bedar,	24	277
	Kirataka,	24	277
	Nishadi,	24	277
	Yellapi,	24	277
	Peeda Boya)	24	277
	Talayari,	24	277
	Chuduvulle	24	277
24.	Gudala	26	75
25.	Kanjara Bhatta	27	100
26.	Kinthala Kalinga	28	115
27.	Kepmate or Reddika	29	102



28.	Moneepatta	30	152
	Mondipatta		
29.	Nekkar	31	187

30.	Panki Muggula	32	215
31.	Yatta	33	288
32.	Chopemari	34	49
33.		Kaikadi	35
34.	Joshinandiwala	36	88
	Odde,	37	190
	Oddilu,	37	190
	Vaddi	37	190
	Vaddelu	37	190
36.	Mandala	38	155
37.	Mether (Muslim)	34	149
38.	Kunapali	40	138
		<b>GROUP B</b>	
39.	Achukatlavandlu	1	1
40.	Ary akashtriya	2	11
	Chittari	2	11
	Giniyar	2	11
	Chitrakara	2	11
	Nakhas	2	11
41.	Devanga	3	55
42.	Ediga	4	64
	Gowda (Gammalla)		
	Kalalee	4	64
	Goundla		
	Settibelija of		
	Visakhapartnam		
	East Godavari		
	West Godavari and		
	Krishna District		
43.	Dudekula	5	63
	Laddaf.	5	63
	Pinjari or Noordash	5	63
44.	Gandla	6	65
45.	Telikula	6	65
	Jandra	7	81
46.	Kummara or Kulala	8	137
47.	Karikalabhakthulu,		
	Kaikilan or Kaikola	9	104
	(Sengundam or Sengunther)		
48.	Karnabhakthula	10	106
49.	Kuruba or Kuruma	11	43
50.	Nagavaddilu	12	175
51.	Neelakanthi	13	182
52.	Patkar (Khatri)_	14	217

53.	Perika	15	220
	(Perika Bali,	15	220
	Puragiri Kshatriya)	15	220

54.	Nessi or Kurni	16	183
55.	Padmasali (Sali, Sanyan, Pattusali, Senapathulu, Thogata Soli)	17	196
56.	Srisavana (Segidi)_	18	225
57.	Swakulasali	19	260
58.	Thogata, Thogator Thogata Veerakshatriya	20	265
59.	Viswabrahmin (Ausula or Kamsali, Kammari, Kanchari, Vadala or Vadra or Vadrangi and Silpi)	21	284
<b>GROUP C</b>			
60.	Scheduled Castes, Converts to Christianity and their progeny	1	242
<b>GROUP D</b>			
61.	Agaru	1	4
62.	Arekatika, Katika	2	10
63.	Atagara	3	12
64.	Bhataraju	4	29
65.	Chippolu (Mera)	5	48
66.	Gavara	6	69
67.	Godaba	7	70
68.	Harkar	8	78
69.	Jakkala	9	80
70.	Jingar	10	86
71.	Kandra	11	97
72.	Koshti	12	128
73.	Kachi	13	89
74.	Kalavanthulu, Ganika	14	94
75.	Krishnabhalija (Dasari, Bukka)	15	131
76.	Koppulavelama	16	124
77.	Mathura	17	161
78.	Mali (where they are not Scheduled Tribe)	18	153
79.	Mudiraj	19	169
	Mutrasi	19	169
	Tenugollu	19	169

<b>80.</b>	<b>Munnurukapu (Telengana)</b>	<b>20</b>	<b>159</b>
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<b>81.</b>	Nagavasam (Nagavasmsa)	21	176
<b>82.</b>	Nelli	22	189
<b>83.</b>	Polinativetama (of Srikakulam & Visakhapatnam Districts)	23	226
<b>84.</b>	Poosala	24	227
<b>85.</b>	Passi	25	216
<b>86.</b>	Rangarez or Khatriya	26	51
<b>87.</b>	Sadhuchetty	27	236
<b>88.</b>	Satani (Chattadasivaishnava, Chatadi)	28	241
<b>89.</b>	Tammali	29	263
<b>90.</b>	Turupukapu of Srikakulam & Visakhapatnam District, who are subject to social customs of divorce & remarriages among their women)	30	270
<b>91.</b>	Uppara or Sagara	31	272
<b>92.</b>	Vanjara (Vanjari)	32	278
<b>93.</b>	Yadava (Golla)	33	72

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**ANNEXURE-XI****(Vide Para 2.59)****STATEMENT SHOWING THE TOTAL NUMBER OF VACANCIES IN EACH OF THE CATEGORIES OF GROUP 'C' & 'D' POSTS  
AND NUMBER FILLED BY EX-SERVICEMEN**

Name of Ministry/Department/Office .....

For the half-yearly ending .....

Sl. No.	Category of posts under Gr. C&D to be shown separately	No. of vacancies filled in the year by direct recruitment	No. of vacancies notionally carried forward from previous Half year as provided in MHA OM No.13/5/69-Estt(C) dt. 23-5-1970	Total of Col. 3 & 4	Vacancies reserved for Ex-servicemen at 10% in Gr. 'C' & 20% in Gr. 'D' (to be rounded off to the nearest integer) vide DPAR Notification No.39016/10/79-Estt.(C) dt.15.12.79 Plus age making up the total to 50%	No. of Ex-Servicemen appointed		
						Ex-Service-men	Disabled Ex-Servicemen	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)





**ANNEXURE - XI****(Vide Para 2.59)****If the number appointed falls short of the number of vacancies reserved**

No. of unfilled of reserved vacancies released to general candidates	Whether non-availability certificate obtained from the Employment Exchange Quota NA Certificate number & date	Whether approval obtained from the Ministry concerned. Quota number and date of letter from the Ministry concerned.	Whether reference made to DG Resettlement, Ministry of Defence Quote NA Certificate number & date	Remarks including jobs and qualitative requirements for which suitable Ex-servicemen were not available.
<b>(10)</b>	<b>(11)</b>	<b>(12)</b>	<b>(13)</b>	<b>(14)</b>

**ANNEXURE - XII A**  
**(Vide Para 2.71)**

Under Certificate of Posting:

Office of the Prl. Accountant General (Audit-I),  
Andhra Pradesh, Hyderabad - 500 004.

No.Admn-I/8-43/8-51/8-88/6-1/74-75/ Dated: . .199 .

To

The Superintendent/Civil Surgeon/District Medical Officer,  
Government Hospital.

Sir,

Shri/Smt/Miss.....  
of ..... a candidate for appointment as Auditor/Clerk in this office has been directed to contact you on or before ..... for Medical Examination. He/She may please be examined by a Civil Surgeon/Lady Civil Assistant Surgeon and the certificate in the form approved below alongwith the declaration of the candidate in the form overleaf duly countersigned by the Medical Officer, may be sent to this office. The prescribed fee of Rs.8/- payable to the Civil Surgeon Rs.2/- payable to the Lady Civil Assistant Surgeon may be collected from the candidate and a receipt may be issued to him/her (the fee payable to Civil Surgeons has been reduced from Rs.16 to Rs.8 and that payable to Civil Assistant Surgeons from Rs.3 to Rs.2 in Government of India, Ministry of Health, Office Memorandum No.F.5 (11)-33.59.M.II, dated 30-3-1963, and F.5(11)-33/59, M.II(MA), dated 10-9-1965 respectively).

Yours faithfully

Audit Officer (Admn).

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**S.R. 3**

A Medical Certificate of fitness for Government service shall be in the following form:

**FORM**

I hereby certify that I have examined ..... a candidate for employment in the office the Prl. Accountant General (Audit-I), Andhra Pradesh, Hyderabad, and cannot discover that he has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except .....

.....

.....

I do not consider this disqualification for employment in the Office of the Prl. Accountant General (Audit-I), Andhra Pradesh, Hyderabad.

Signature of the Medical Officer.

**ANNEXURE - XII B**  
**(Vide Para 2.71)**

**CANDIDATES 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 notice below:

1. State your name in Full:  
.....  
(in Block Letters)
2. State your age and place of birth:  
.....
3. Have you ever had small pox, intermittent or any other fever, enlargement of suppuration of glands, spitting of blood, asthma heart disease, lung disease, fainting attacks, reumatism, appendicitis ?  
.....
4. When were you last vaccinated ?  
.....
5. Have you or any of your near relations been affected with consumption, scrofala, 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 age and state of health.	No. of brothers died, 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 age and state of health,	No. of sisters died, 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 account of my disease or other conditions.

Candidates Signature : .....

Signed in my presence: .....

Medical Officer's signature : .....

**NOTE:-** The candidates will be held responsible for the accuracy of the above statement. By wilfully suppressing any information, he will incur the risk of losing the appointment and if approved, of forfeiting all claim to superannuating allowance or gratuity.

**ANNEXURE - XIII**

**(Vide Para 2.83)**

**DECLARATION TO BE OBTAINED FROM NEW  
ENTRANTS TO GOVERNMENT SERVICE**

I, Sri/Smt./Kumari ..... declare as  
under:

- (i) that I am unmarried/a widower/a widow.
- (ii) that I am married and have only one spouse living.
- (iii) that I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- (iv) that I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

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

Date:

Signature:

**CHAPTER - III**  
**CLASSIFICATION OF CIVIL POSTS AND SCALES**  
**OF PAY**

3.1 The classification of civil posts and the scales of pay for several cadres in the office are as follows

**Classification of posts**

<b>Sl. No.</b>	<b>Description of Posts</b>	<b>Classification of posts</b>
1	A Central Civil post carrying a pay or a scale of pay with a maximum of not less than Rs 13,500	Group A
2.	A Central Civil post carrying a pay or a scale of pay with a maximum of not less than Rs 9,000 but less than Rs 13,500	Group B
3.	A Central Civil post carrying a pay or a scale of pay with a maximum of over Rs 4,000 but less than Rs 9,000	Group C
4.	A Central Civil post carrying a pay or a scale of pay the maximum of which is Rs 4,000 or less	Group D



**Scales of Pay**

<b>Sl. No</b>	<b>Name of the Post</b>	<b>Prescribed Scales</b>
1.	Sr.Audit Officer	8000-275-13500
2.	Audit Officer	7500-250-12000
3.	Asst.Audit Officer/Senior Personal Assistant (Upgraded)	6500-200-10500
4.	Section Officer/Welfare Assistant/Manager/Supervisor	5500-175-9000
5.	Senior Auditor/Personal Assistant	5000-150-8000
6.	Console Operator	4500-125-7000
7	Auditor/Jr.stenos.	4000-100-6000
8	Clerk(including Telex Operator)/Senior Gestetner Operator/Data Entry Operators/	3050-75-3950-80-4590
9.	i.Staff Car Driver Ordinary Grade	3050-75-3950-80-4590
	ii.Staff Car Driver Grade II	4000-100-6000
	iii. Staff Car Driver Grade I	4500-125-7000

10.	Junior Gestetner Operator	2650-65-3300-70-4000
11.	Record Keeper	2750-70-3800-75-4000
12.	Jamedar (Daphtari)/Filer	2610-60-3150-65-3540
13.	Peon//Farash/Selection Grade Group D	2550-55-2660-60-3200

*(Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi Office Memorandum No.13012/1/98-Estt (D) dated 12th June, 1998 and Principal Accountant General's Office Order No.Prl.AG(Au)-I/Pay Fixation Cell/97-98/O.O.12 dated 10.10.97)*

#### Rates of Special Allowance

3.2 (a) Clerks/Auditors etc., who have passed S.O. Grade Examination after 1.8.1997 are granted special allowance of Rs 80/- per month from the date following the last date of S.O. Grade Examination. This special allowance has however been enhanced to Rs 140/- per month from the second year onwards of the date of passing the S.O. Grade Examination to the Clerks/Auditors etc., awaiting promotion as Section Officer.

*(Vide Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training Office Memorandum No.4/4/97-Estt.(Pay II) dated 22-4-98)*

3.2.(b) With effect from 1.8.97 the Special Allowance of Rs.80/- or Rs.140/-, as the case may be admissible on passing S.O. Grade Examination will be taken into account for fixation of pay without any condition on promotion as Section Officer.

3.3. Special allowance will not be admissible to persons who are in receipt of separate scales of pay as machine operators e.g., Gestetner operator in the scale of Rs.3050-75-3950-80-4590 and Jr.Gestetner Rs.2650-65-3300-70-4000.

**CHAPTER - IV**  
**POSTINGS, DEPUTATION AND TRANSFERS**  
**INTRODUCTION**

4.1. Report and Civil ECPA Sections are under the direct supervisory charge of the Prl. Accountant General (Audit-I) and Report and ECPA Sections relating to the branches under Audit-II are under direct supervisory charge of the Accountant General Audit-II.

***Powers of Sr.Deputy Accountant General/  
Deputy Accountant General***

4.2. The Senior Deputy Accountant General (Admn.) has the power to transfer the personnel other than Audit Officers from one charge to another and to grant casual leave to Branch Officers. In the case of transfer of the Audit Officers the orders of the Prl. Accountant General should be obtained.

***Postings***

4.3. ***Postings within the Office of the A.G.(Audit)II:-*** The postings of personnel in the Office of Audit-I and II are made by Sr.Deputy Accountant General (Admn.)/D.A.G.(A) with the approval of respective Accountant General whenever necessary.

4.4. (a) Postings of personnel on inspection in the Office of the Audit-I or Audit-II is done by Sr.Deputy Accountant General (Admn.).

4.4. (b) Posting of personnel to outstation will be done by Sr.Deputy Accountant General (Admn.).

4.5. While the posting of AAGs/Sr.Audit Officers/A.Os are approved by the Prl. Accountant General the postings of Assistant Audit Officers and other Group 'C' staff (Section Officers, Auditors, Clerks, Stenographers) are approved by the Sr.Deputy Accountant General (Admn.) and those of Group 'D' by the Audit Officer (Admn.).

4.6. In the interest of public service no Senior Auditor/Auditor/ Clerk should be allowed to remain in the same section for more than five continuous years without specific approval of the Prl. Accountant General. Relaxation of this rule should be particularly avoided during the two years preceding the Govt. Servant's retirement. In no case should the close supervision enjoined by the rules be relaxed on the ground that an individual sub-ordinate is exceptionally competent and trustworthy.

4.7. **Index Sheets:-** To facilitate the posting of persons with experience in particular sections and also to give an all round training to the Assistants, the Administration should know the professional history of every member of staff including Assistant Audit Officers/Section Officers. For this purpose, Index Sheets in the following form are maintained.

***Index Sheet***

Index Sheet of Sri/Smt.....

Showing the full history of service in the I.A.&A.D:

Date of Birth	:
State of Domicile	:
Educational Qualifications	:
Date of joining the Dept. as a Clerk/Auditor/Senior Auditor	:
Date of permanent Appointment in the Department	:
Year of passing S.O.G. Exam	:
Date of Permanent promotion to Section Officer Grade	:

Sl. No.	Section in which employed	Nature of duties	Period of Service				Remarks
			From	To	Years	Months	

4.8. The Sheets should show the chronological sequence of the Sections in which the official worked.

4.9. The Index Sheets should remain in the custody of the Audit Officer (Admn.) and be arranged alphabetically. All proposals for transfers are dealt with by a reference to those Index Sheets.

(C&AG's Lr.No.1184-Admn 1949 dt.22nd June, 1949 and 30-Sp/Admn 1949-50 dt.12th June 1950)

NOTE: Every month the Index Sheets are reviewed and a certificate that 'Index Sheets have been opened in respect of all persons and brought upto-date' is submitted to Sr.Dy.Accountant General (Admn.) by 5th.

4.10. A review of the Index Sheets is conducted every six months i.e., on 1st January and 1st July and submitted to Sr.Deputy Accountant General/D.A.G.(Admn.). The review is conducted with a view to considering of rotation or shifting of persons who are in the same seat for more than three years or in the same group for five years.

***Liability of Section Officers and S.O.G. Exam passed Auditors for transfer to other offices***

4.11. Transfers of Section Officers including Section Officers Grade Examination passed Auditors from one Audit and Accounts Office to another are not ordinarily made. They are, however, liable, like all other Central Government servants, to be transferred from one office to another subject to the provisions of F.R.15. The Comptroller and Auditor General may transfer such persons to any other office within the Indian Audit and Accounts Department or

to any office under the Central Government on such terms and conditions as may be determined by him in each case.

4.12. (a) Unilateral/Mutual transfers are permissible within the same stream (i.e., from One Audit Office to another and one Accounts & Entitlement Office to another) of office for non promotional posts i.e., cadres where vacancies are filled by direct recruitment.

(Hqrs. Lr.No.1492-N3/44-84/Zone 2 Vol.I., dt.3-5-1985)

(b) Unilateral transfer of clerks from A&E office to Audit Offices and vice-versa is permissible subject to fulfilment of the usual terms & conditions of Unilateral Transfers.

(Vide Hqrs. Lr.No.1968 - N3/38-86/Zone 2, dt.18-6-1986)

(c) (i) Not more than 20% of the vacancies of clerks/stenos for direct recruits in any year can be filled by appointment on transfer on compassionate grounds from other offices of the IA&AD and Ministries and Departments of Govt. of India. Such request of unilateral transfer from other Ministries/Departments, are reviewed in every three months.

(Hqrs. Lr.No.372/N-Appptt./4-93, dt.3-3-1994)

(ii) A committee comprising of three officers i.e., two Prl.AG/AG/Prl.DSA and Sr.DAG/DAG(Admn.) would screen cases relating to recommendation for transfer to another office as well as acceptance of transfer cases from another office so as only bonafide cases get the benefit. The A.G would maintain proper records of the applications received by them strictly in chronological order. Applications received from Sr.Auditors/ Sr.Accountants/P.As should be entertained only with specific undertaking on reversion and to the effect that no claim for seniority, protection of pay etc., will be made later on. All such requests and requests from outside IA&AD can be agreed to only with the specific approval of the Headquarters.

(Hqrs. Circular No.7/NGE/1996 No.164-N (App)/25-94/Vol.V, dt.2.2.1996)

4.13. The general terms of mutual/unilateral transfer are given in the Anneuxre-I. Whenever an official is relieved or is taken on

duty on mutual/unilateral transfer, a formal office order should be issued relieving the official or taking the official on rolls of this office and a copy endorsed to the Gradation List unit for making necessary entries in the Gradation List. Regarding Advance of Pay and T.A., see Paras 8 & 9 of "Miscellaneous" Chapter-XVIII.

### ***Deputation***

4.14. The general staff position in the office should be taken into account before considering requests from outside offices for sparing staff from the office on deputation.

4.15. (a) C&AG has impressed upon the necessity of ensuring that only officials having good record of service and clear entries against the 'Integrity' column are recommended for deputation assignments.

(C&AG Lr.No.882-NGE-III/II-71, dt.22-4-1971) P.119 3-12-Vol.V)

(b) With a view to enabling the borrowing Department or Government to check the suitability of the Government Servant proposed to be deputed, any irregularities on his part during his service in this Department should invariably be brought to the notice of borrowing authority, before he is transferred. This should be done in the case of re-employed officers also.

(G.I., MHA OM NO.12/19-57-Estt.(A), 24th June, 1957 forwarded with CAG's Endt. No.1740-Admn.I/435-57 dt.21st July, 1957)

4.16. Section Officers (Commercial) and Section Officers Grade (Commercial) passed Auditors serving in the Commercial Audit Wing of State Accountant General should be sent on Deputation only after the concurrence of the administrative authority controlling Section Officer (Commercial) cadre.

(CAG's Lr.No.1129-NGE-III/9-67 (part I) dt.24-5-1968)

4.17. (a) The terms and conditions of deputation should be settled well in advance and communicated both to the foreign employer and to the Government servant to be placed on deputation before he is released to take up foreign service so that complication may not arise later on. The terms of deputation should ordinarily indicate the pay, special pay or deputation allowance admissible



during the period of deputation outside this office and also include a specific provision for payment of leave and pension contribution on behalf of the deputationist wherever necessary.

(Government of India., M.F., O.M.No.F.1 (2)-Est. IV/55 dt.18-6-1955)

(b) The standard terms of deputation are contained in Annexure-II (a) and II(b). According to the existing practice the applications of persons working on deputation basis in different offices in IA&AD for deputation outside, are required to be routed through the parent office. It has been observed that this process of obtaining the concurrence of their parent offices and collecting the CR and particulars of service from them takes considerable time and consequently their recommendations are often received at Headquarters much after the prescribed date when the Headquarters have already finalised the selection. With a view to avoid this situation, it has been decided that henceforth the Heads of Departments should send their recommendations direct to Headquarters in respect of deputationists working under them. They should, simultaneously write to the parent offices concerned to communicate to this office on priority basis their no objection as well as furnish copies of CRs and full service particulars of the persons concerned. The cases of such persons will however be considered only if the CRs and full particulars are received from the parent office within the prescribed date.

(CAG's letter No.149-NGE-II/39-NGE-III/79-II dt.13-12-1981)

(c) Consequent on Sikkim becoming a State of the Union of India it has become necessary to prescribe the terms of deputation to be admissible to the Central Government Employees who are sent on deputation to that State in the public interest. The standard terms of deputation are contained in Annexure-II(c).

(Govt. of India, Ministry of Home Affairs, Lr.No.120 II/7/75 dt.16-1-1976)

(d) The orders issued by Government of India from time to time regarding deputation (duty allowance) period of deputation etc., are contained in Annexure-II(d).

4.18. Deputation (Duty) Allowance is admissible at 5% of the basic pay subject to a ceiling of Rs.250/- for transfer with in the

same station and at 10% of the basic pay subject to a ceiling of Rs.500/- in other cases.

(OM No.6/30/86 EB (Pay-II) dated 9-12-1988 of the Govt. of India Min. of Personnel & Grievances & Pensions (Department of Personnel & Training) sent in CAG's Lr.No.952-Audit/133-85/IV-86 (159) dt24-12-1986)

4.19. Any special pay granted to an employee in the parent department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance under special circumstances any special pay attached to the post held by the employee in his/her parent department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

(GOI Ministry of Personnel, & Grievances & Pensions (Department of Personnel & Training) letter dt.5-1-1994)

4.20. Consequent upon the decisions taken by the Government on the recommendation of the Fourth Central Pay Commission relating to Deputation (Duty) Allowance the President is pleased to decide that in supersession of the orders contained in OM No.1/3/80-EH(P II) dated 17-7-1986 the pay of Central Government employees on deputation on foreign service basis in public sector undertakings will be regulated as follows:

**Pay:** When a Central Government employee is deputed to a post in a Public Sector Undertaking where the industrial rates of Dearness Allowance are being granted, may be allowed an option either (i) to draw the grade pay plus deputation allowance at the rate of 10% of his grade pay subject to a maximum of Rs.500/- p.m or (ii) to draw pay in the scale of pay attached to the post in the public sector undertaking.

Where the employee opts to draw pay in the time scale of the post in the public sector undertaking his pay may be fixed in the pay scale of the post at the stage next above the amount arrived at by adding to his grade pay one increment in the scale of his

cadre post in the Government (as if he was drawing pay at the maximum of the scale, by the increment last drawn) and appropriate Dearness Allowance, additional D.A., adhoc dearness allowance and interim relief on such pay as admissible to the Government employee on the date of deputation to the public sector undertaking, reduced by the industrial rates of dearness allowance, additional dearness allowance and interim relief, if any, applicable to the post in the undertaking. The pay so fixed should not however be less than the minimum of the pay scale of the post and also should not exceed the maximum of the pay scale of the post to which the Government employee is deputed. The option once exercised shall be final except that, (i) When such an employee receives proforma promotion in his parent department under NBR or is reverted to a lower grade in the parent department or is appointed to another grade in the undertaking or (ii) Where scale of the deputation post or that the post held by the deputationist in the parent cadre is revised, in such circumstances the employee will be allowed a fresh option.

**Increments:** will be allowed in the scale for which he has opted.

**Dearness Allowance:** If he has opted for the time scale of the deputation post he will be entitled to Dearness Allowance under the rules of the public sector undertakings. In other cases the Dearness Allowance as admissible to Central Government servants from time to time is admissible.

**Other Allowances:** Other Allowances and concessions admissible to corresponding employees of Public Sector undertakings.

(O.M.No.6/30/86-EH(pay II) of Government of India Ministry of Personnel & Public Grievances and Pensions (Department of Personnel & Training) in letter No.32-Audit-I/90-86/90-86 (IV-87(8) dt.19-1-1987 from C&AG)

4.21. (a) The period of deputation/F.S shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed in the recruitment rules.

These orders will apply to all Central Govt. employees who are regularly appointed on Deputation/F.S in accordance with recruitment rules of the Ex-Cadre posts under the same or some

other Department of Central Govt./State Govt./U.T. Admn./ Local bodies or under Central or State PSUs/Autonomous bodies (Where such F.S has been permitted in relaxation of appointment on immediate absorption conditions.

(b) The administrative Ministry/borrowing organisation may extend the period of deputation/F.S. beyond this limit upto one year, after obtaining orders of their secretary (Central Govt.) and Chief Secretary (State Govt.) equivalent level officer in other case, where such extension is considered necessary in public interest.

It has since been decided that the borrowing Ministries/ Departments be delegated powers for extending the period of deputation for the fifth year or for the second year in excess of the period prescribed in the Recruitment Rules where absolutely necessary, subject to certain conditions. Extension will be granted beyond the fifth year or for the second year in excess of the period prescribed in the Recruitment Rules only after obtaining prior approval of the Department under the Ministry.

NOTE: For extension of F.S. of Central Government Officers to PSUs beyond three years, approval of Appointments Committee of the Cabinet would be necessary in terms of instructions of Department of Public enterprises on the subject. (vide Annexure-III)

Authority:GOI Ministry & Personnel, Public Grievances and Pensions (Department of Personnel & Training) letter dt.5-1-1994 - para 21(a) & (b).

(c) No person shall be allowed to remain on deputation outside or even within the IA&AD for more than one year beyond three years or periods specified in recruitment rules of borrowing dept. (whichever is more) without the approval of Dy.CAG.

(Para 82 DO No.94-NGE III/1464-93 dt.25-8-1993)

(d) Headquarters office has decided to decentralise powers to send on deputation all Group-B, C and D staff under control of field officer to Central or State Govt. Departments and bodies under their control to the State Accountant General in the following manner:

One Accountant General in every State has been designated as the specified Accountant General (as indicated in the Annexure-IV). In May every year, all offices of IA&AD will call for requests from their staff, who desire to go on deputation to State or Central Govt. Departments and bodies under their control, whether in the State they are working, or in other States. While making their requests, the staff could be asked to give to their A.G. their preferences of deputation to places/stations/State and offices to go to i.e., State/Central Govt. Department, State/Central PSU etc. As cadre Controlling Authorities, A.Gs will examine requests for deputation, and send the names of only those staff who can be spared by them keeping in view interest of work in their offices and forward approved requests to the concerned specified A.G by 15th of June every year. For staff belonging to the Commercial and Railways, Defence and P&T Wings, the cadre Controlling Authority will be the Prl. Directors (Staff) Hqrs., the ADAI (Defence) and the DGA (P&T) respectively. PD (Staff) will consult DAI/DAI(C) where necessary.

Aggregating all the names received from various A.Gs etc., duly approved for consideration for deputation, along with copies of CRs for 5 years, bio-data and vigilance clearance certificate. The specified Accountant General will call a meeting of Accountant General/Principal Directors of all Wings (who may also be represented by their deputies) posted in his station, to organise the preparation of a panel for deputation. Willingness of the empanelled officers for being considered for particular assignment will also be ascertained before sponsoring their names for an assignment and an empanelled officer who may not be willing to be considered for a particular assignment will not be debarred from further consideration. An officer who declines to proceed on deputation after selection will however continue to be debarred from further deputation for a period of three years.

Once an officer is included in the panel enquiry about the position of deputation from time to time will not be entertained.

(Para 4 of Hqrs. Lr.No.834-NGE (Apptt.) 41-95, dt.6-6-1995)



(b) The Register should be closed and submitted to the Sr. Audit Officer (Admn.) on the 10th of each month reviewing the cases of deputation likely to terminate three months later and indicating the action taken in each case.

4.24. A close watch has to be kept over the pay drawn by the deputationists from time to time in other Govt. Departments or Statutory Corporations etc., with a view to see that deputationists are not given accelerated promotions. For this purpose, the borrowing departments are required to send a statement showing the pay and allowances drawn monthly, every quarter on 1st March, June, September and December every year. On receipt of the statements, a review will be conducted and special points brought to the Accountant General's notice.

(C.A.G.Lr.No.2085-NGE III/85-59, dt.16-8-1960 File 3-12/58-60)

4.25. A doubt arose whether in the case of deputation of Government employees on foreign service to public sector undertakings which follow their own rules for fixation of pay, the pay of a deputationist employee will be regulated under the provisions of F.Rs or in accordance with the rules followed by the public sector undertakings. It is clarified that even in the case of deputation of Government employee on foreign service to the public sector undertakings if a Government servant opts for pay in the pay scale of the deputation post that pay will be regulated under the provisions of F.Rs or in terms of the provisions of Government of India, Ministry of Finance, O.M.F. 10(24) E-III/B/ 60, dated 9-3-1964 as the case may be.

(Govt. of India, Ministry of Finance, O.M.F. 10(24)-E III.B/60, dated 18-8-1972 forwarded in C.A.G's Endt. No.9885. GE I/209-71, dated 25-10-1972)

**4.26. (a) *Bonus to Government employees on deputation to public undertakings.***

Subject to the conditions laid down in Government of India, Ministry of Finance, O.M.No.B.P.E/I (5)/Admn. (F)/67 dated 3-1-1974, (i) the Government servants on deputation to public undertakings which are legally required to pay bonus under



the payment of bonus Act, 1965, may be allowed to accept the bonus declared by the undertakings; and (ii) those on deputation to such undertakings which declare bonus or exgratia award even though the payment of bonus is not a legal obligation in these cases would be eligible to accept such exgratia award only if they are drawing pay in the scale prescribed for the post in the Undertakings (and not their grade pay plus deputation allowance).

(C.A.G's Lr.No.492 Audit/145-65 (II) dated 23-6-1973 and No.898-Audit/15-74, dated 31-5-1974)

(b) Staff side of the Indian Audit and Accounts Department while on deputation to Central Government Departments/ Autonomous bodies may be permitted to draw the productivity linked bonus sanctioned during their tenure by the Central Government Departments/ Autonomous bodies in addition to the usual Deputation (Duty) Allowance.

(C&AG's Circular No.NGE/75/198 No.4767-NGE-II/72-81 dt.18-9-1981)

4.27. ***Suspension of lien of AAOs/SOs sent on deputation to Indian Mission Abroad.*** The Ministry of External Affairs intimated that the Assistant Audit Officers, Section Officers of the I.A. & A.D. who are sent on deputation with the Ministry as Accountants in Indian Missions abroad, will normally be retained for periods varying from three to five years and will thereafter be reverted to their offices. It has accordingly been decided that the lien of Assistant Audit Officers, Section Officers in their permanent posts in the I.A.&A.D may be suspended under F.R.14(b) when they are sent on deputation to the Ministry of External Affairs. The suspended lien will, however, revive on their return and the provisional arrangements reversed.

(C.A.G's Lr.No.1493-NGE.III/NGE.II-203-50-II dated.4-6-1954)

4.28. The statement showing the portion of deputation of Audit Officers/Assistant Audit Officers and Section Officers (to Officials posts) as on January 1st and July 1st will be sent in the proforma (Annexure-V) so as to reach C&AG's Office by the 15th January and 15th July of the latest. The information relating to the foreign

service abroad should be included in the half yearly statement of deputation under the distinct heading "Foreign service abroad".

#### 4.29. *Recommendations relating to AOs/AAOs*

SOs (Commercial) against the demands circulated by Director (P) are to be forwarded to the Asst. CAG (Commrl.) and Ex-Officio Member Secretary Audit Board being Cadre Controlling Authority and not to Director (P).

The recommendation would be sent in all such cases latest by a week in advance of the last date to avoid administrative delay in considering the names of willing officers for deputation assignments. The bio-data of the recommended candidates should be sent in the prescribed proforma.

(Hqrs. Lr.No.851-A2/CA1/CC/57-90 dt.9-8-1990)

4.30. Applications from Government servants for employment elsewhere, submitted otherwise than in response to advertisements or circulars inviting applications, should not be forwarded.

(CAG's Lr.No.129-NGE.III/228-65 dated 19th January, 1966-P 212/3-15/63-66/Vol.III)

4.31. The following general principles prescribed by the Government of India, on the question of forwarding of applications of the office staff for outside posts, are required to be kept in view in dealing with such applications.

(a) The Government Servants applications for posts (Central Services) Rules, 1943 provide that a Government Servant who is an applicant for appointment to a post under the Central Government shall not be eligible for it unless he has applied with the permission of the Ministry/Head of the Department in which he may be serving. The Rules also provide that permission to apply for appointment or transfer to a post in another Department or office shall not be granted except in such cases and in such circumstances as may from time to time be specified by the Government. The current orders lay down that the administrative authorities should ordinarily not refuse to forward applications submitted by Government Servants serving under them for

employment elsewhere which are in response to advertisements issued by the Union or State Public Service Commissions or requests officially received from other departments or where the applicant is a temporary Government servant and is likely to obtain permanent employment elsewhere. Applications in such cases are withheld only where the public interest demands it. In cases not covered by the above description, the forwarding of applications is entirely in the discretion of the competent authority.

(b) (i) However, no hard and fast rule can be laid down in the matter but the final decision whether a particular application should be forwarded or not, must rest with the authority through whom the application has to be forwarded. In taking the decision the authority has to balance the interests of the State against the necessity of avoiding hardship to the individual. The general principles to be observed in dealing with such applications are stated in the succeeding paragraphs.

(b) (ii) No officer will be allowed to apply against an open advertisement for a period of two years after reversion to the Department from an assignment to which he had been selected on the basis of application against an open advertisement.

(Letter No.1996-GE II/139-85 dated 23-7-1986 from C&AG)

(c) (i) ***Applications from permanent Government Servants:*** As regards forwarding of applications from permanent Government servants instructions have been issued in Government of India Ministry of Home Affairs O.M.No.5/2/68-Ests.(C), dt.6-5-1968 vide para 34 of this chapter.

(ii) ***Applications 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 look out for better and longer lasting employment. Withholding his applications would result in hardship. Applications from such employees would, therefore, ordinarily be 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 application from an employee of this type should, 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 applications in such a case is, therefore justifiable.

(v) Application from a probationer for a post in other Department etc., may be forwarded on the condition that in case of selection for the post applied for, he will not be considered for confirmation till such time, he actually reverts and joins his original post in the Indian Audit and Accounts Department. The intention is that confirmation of his junior should not be deferred and that he will be considered for confirmation only from a date after his actual reversion to the Indian Audit and Accounts Department and that too on the basis of his performance after his reversion.

(d) Where for good and sufficient reasons, an application is withheld, no infringement of any constitutional right is involved.

(G.I., MHA, M.No.170-51-Ests, dated 21st October, 1952 and CAG's Lr.No.2046-NGE.II/169-52, dated 9th July, 1954 File 3-15)

4.32. (a) ***Applications for employment in private business and Industrial Firms etc:-*** 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 remains in Government Service, the State can legitimately refuse to surrender its claim on his service in favour of a private employer.

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

(G.O.I.MHA OM No.170-51 Ests. Dated 21-10-1952 and CAG Lr.No.2046 NGE II 169-52, dated 9-7-1954)

4.33. A question has been raised as to whether a Government servant could be permitted to apply for a post in the private sector if he gives an undertaking that in the event of his being selected for the post applied for he would resign from Government Service or retire therefrom. It is clarified that a Government Servant should make up his mind before he applies for a post in the private sector whether he would resign from Government service or retire therefrom if he is entitled to retire from such service by giving three months notice under F.R.56(k) or F.R.57(m) or Rule 2 (2) of the Liberalised Pension Rules or under Article 459 or Article 465-A of the Civil Service Regulation as the case may be and accordingly he should submit his resignation or notice of retirement as the case may be before applying for private employment. In the case of those who resign from Government Service, it might take some time for the competent authority to issue a formal order accepting the resignation. Similarly, in the case of those who give notice of retirement from service, retirement would be effective only on the expiry of the notice period. Therefore while tending the resignation from Government Service or giving the requisite notice of retirement, the Government servant may ask for permission to apply for employment in the private sector pending the acceptance of resignation or the expiry of the notice of retirement, as the case may be. While considering the request for such permission, the competent authority should keep the following points in view:

(i) In the case of an employee who tenders his resignation, the competent authority should not grant permission to him to apply for private employment or accept the resignation unless it is satisfied that his retention in Government Service is not necessary in the public interest. In this connection, particular attention is also invited to the Ministry of Home Affairs O.M.No.39/17 (69-Est.(A), dated 18th June 1970)

(ii) If it is decided to accept the resignation pending the issue of a formal order accepting the resignation after going through the necessary formalities, the officer may be given permission to apply for private employment. There is no question of Government forwarding the application to the private firm. Where it is decided not to accept the resignation, permission to apply for private employment would not be granted to the individual.

(iii) In the case of such of those who are eligible to give notice of retirement and who want to retire from service as already stated, they should send the requisite notice of retirement. If they seek permission to apply for private employment during the notice period, the grant of such permission may be accorded by the competent authority. If permission is given, it should be made clear to the individual that the permission for applying for private employment does not imply grant of permission for taking up commercial employment after retirement. The grant of this later permission would be governed by the provisions of Articles 531-B C.S.Rs. where applicable.

(Govt of India, Dept. of Personnel, Cabinet Secretariat, New Delhi, O.M. No.8-7-1969 Ests (C), dated 1-11-1970 communicated in C.A.G's Lr.No.1392 Audit/152-69, dt.30-11-1970)

***Number of times to apply***

4.34. In regard to permanent non-Scientific or non-technical employees of the Government, four opportunities in a year may be given to them to apply in response to advertisement/notices of Government Departments/Public Sector Undertaking/Autonomous bodies except where withholding of any such application is

considered by the competent authority concerned to be justified in the public interest.

(Govt. of India M.H.A., OM No.5/2/68 Ests.(C) dated 6-5-1968 received in C.A.G's Lr.No.1258-NGE.III/2-63 dated 10-6-1968)

NOTE:- The application of Govt. servants forwarded in response to UPSC advertisements for competitive examinations and limited departmental examinations should not be counted against the limit of 4 opportunities. It would, however, still be open to the competent authority concerned to withhold forwarding of such applications of Government Servants for competitive/Departmental examinations conducted by the UPSC where it is considered to be justified in public interest.

(Govt of India, Cabinet secretariat, Dept. of Personnel, O.M. No.8/22/71-Est.(C) dated 16-10-1981)

4.35. The limit of four applications is applicable to candidates of all communities including Scheduled Castes and Scheduled Tribes. They, will, however, continue to be governed by the provisions of the Min. of Home Affairs O.M.No.28/3/5-Ests.(A) dated 15th June, 1959 and 1/6/64-SCT-I dated 19th March 1964 so far as the use of the discretion by the competent authority to forward the application or not, is concerned.

(C.A.G's Endt. No.3670-NGE III/2-68-I, dated 20th November, 1969-13/3-15-Vol.III)

***Application of Scheduled Castes/Tribes members for employment elsewhere***

4.36. Applications for employment elsewhere of a temporary or permanent Central Government Servants belonging to Scheduled Castes and Scheduled Tribes should be readily forwarded except in very rare cases where there maybe compelling grounds of public interest for withholding such applications. The withholding of applications should be the exception rather than the rule in the case of employees belonging to Scheduled Castes and Scheduled Tribes who should be afforded every facility to improve their prospects.

(G.I.MHA OM No.28/3/59-Est.(A) dated 15th June, 1959 received with C.A.G's Lr.No.3040-NGE II/5059 Pt.II, dated 15th June 1959 and G.I., MHA OM No.1/6/1964 SCT, I dated 19th March, 1964 Received with CAG's Lr.577-NGE.II/102-64-II dated 22nd April, 1964-P. 126. 3-15/63-68)

4.37. Cases, where applications of employees belonging to Scheduled Castes/Scheduled Tribes could not be forwarded due to compelling grounds of public interest, should be reported within a month to the office nominated as Liaison Officer in the Administrative Ministry/Department or in Offices under the Head of the Department. The reports in respect of this officer should be sent to the Comptroller and Auditor General.

(G.I., Cabinet Secretariat (Dept. of Personnel) OM No.27 (A) (vi)/70 Ests.(SCT) dated 2nd September, 1970-received in C.A.G's Endt. No.2078-NGE.III/130-69 Pt.II, dated 13th October, 1970-P.21/3-15/Vol.VI)

***Applications to posts in other Central Government Departments/Offices***

4.38. The following procedure should be followed in respect of Government Servants who apply in response to advertisements or circulars inviting applications for posts in other Central Government Departments/Offices.

(i) In the case of permanent Government Servants their lien may be retained in the parent department/Office for a period of two years. They should either revert to the parent department/office within that period or resign from the parent department/office at the end of that period. An undertaking to abide by these conditions maybe taken from them at the time of forwarding the applications to other Departmental offices.

(ii) In the case of probationers who wish to revert to the parent department/office with in a period of two years, they may be taken back in the parent department/office provided the posts held by them prior to their joining the new department/office continue to exist. In any case, at the end of two years from the date of release from the parent department/office if reversion does not take place, an undertaking to abide by these conditions may be taken from them at the time of forwarding the applications.

(iii) In exceptional cases where it would take some time for the other department/office to confirm such Government servants due to the



delay in converting temporary posts into permanent ones or due to some other administrative reasons, the permanent

Government servants may be permitted to retain their lien in the parent department/office for one more year. While granting such permission, a fresh undertaking similar to the one indicated in sub-para (i) above may be taken from the permanent Government Servants by the parent department/office. A similar treatment may be accorded to the probationers on their giving an undertaking similar to the one indicated in sub-para (ii) above.

(iv) During the period of two years referred to in clause (i) and (ii) above, the pay of the officer in the excadre will be fixed in the pay scale of that post and will be subject to the limits prescribed by G.O.I., Min. of Fin. OM.No.F.10 (24) E.III/60 dated 9-3-1964 in cases where the minimum of the scale of pay of the new post is substantially in excess of his grade pay in the parent department and such other orders as may be issued by them from time to time. No deputation allowance will be admissible in any case.

(G.I.,MHA OM No.60/37/63-Ests(A) dated 14th July, 1967 received in Endt. No.925-Audit/242/64 dated 7th August 1967 of the C&AG P.258/3-15/63-68)

NOTE: In cases where Government Servants are selected for appointment to the ex-cadre posts on the basis of their own application in an open competition through the U.P.S.C. they will be allowed to draw pay in the Min. of Fin. OM dt.9-3-1964.

(G.O.I., Lr.No.8/10/72-Ests.(C) dated 9-11-1972)

***Applications to posts Public Sector Undertakings,  
Autonomous Bodies, etc.***

4.39. A list of Public Sector Enterprises received from the Bureau of Public Enterprises, Ministry of Finance has been given in the Annexure VI.

(6068-GE 1/380-72 dt.25-9-1973 P.287-3-12-Vol.V)

The appointment of Government servants in the Central Public Enterprises will be on the following terms and conditions.

**(1) *Release of the Government Servants for appointment in the Enterprises.***

A Government servant who has been selected for a post in a Central Public Enterprises may be released only after obtaining and accepting his resignation from the Government service.

**(2) *Extension of lien/probationer status:*** No lien/probationer status of the Government servant concerned will be retained in his parent cadre. All his connections with the Government will be severed on his release for appointment in an enterprise and he will not be allowed to revert to his parent cadre.

**(3) *Pay Fixation:*** A Government servant selected for a post in a Central Public Enterprise will be free to negotiate his emoluments with the enterprise. On appointment to a post in a public sector enterprise on immediate absorption basis, a Government Servant will be on par with other employees of the enterprise in all respects.

**(4) *Pensionary benefits:*** If resignation from Government service to secure employment in a Central Public Enterprise is with proper permission it will not entail for failure of the service for the purpose of retirement/terminal benefits. The details regarding this is available in Government of India Ministry of Finance (Bureau of Public Enterprises OM No.5 (25)/83-BPE (PESB) dated 6-3-1985.

**(5) *Leave encashment*** is permissible to such employees subject to a limit of 240 days of earned leave. Half pay leave will stand forfeited.

**(6) *Family Pension:*** If there is no family pension scheme in a Public Enterprise, or if the officer does not become eligible to join family pension scheme in the enterprise the family pensions admissible under the Central Government will be allowed to him. The above particulars are only a substance of the terms and conditions stipulated in Government of India Ministry of Finance (Bureau of Public Enterprises O.M.No.5(25)/83-PE (PESB) dated 6-3-1985.

4.40. (a) Permanent Government Servants who are selected for appointment in Public Sector undertakings or autonomous Semi-Government organisations on the basis of their application for such posts should be allowed to retain a lien on their permanent post in their parent office for a period of two years or till they are permanently absorbed in the undertakings etc., whichever is earlier, subject to the following conditions.

(i) The leave salary and pension contributions should be paid either by the undertaking/organisation or by the Government Servant concerned him self;

(ii) The pay allowed to him by the undertaking/organisation should not exceed the limits specified in Ministry of Finance OM No.10(24)-E.I II/60, dated 9th March, 1964 and such other orders restricting pay on foreign service as may be issued by the Ministry of Finance from time to time.

(iii) If it is proposed to absorb the Government Servant permanently in the Public Sector Undertaking/Autonomous Semi-Government organisation before the expiry of the period of two years mentioned above, it should be incumbent of the foreign employer to consult the parent office before issuing orders absorbing the Government Servant permanently and the orders of permanent absorption should be issued by the foreign employer only after the resignation of the Government Servant has been accepted by the Government with effect from the date of such acceptance.

(Vide M.F., OM No.4(3)-E.IV/A/63, dated 1st October, 1963)

NOTE: Obtaining of formal resignation is not necessary if an individual is deemed to have retired from service by virtue of Rule 37 of C.C.S. (Pension) Rules, 1972, that is, consequent on the condition required by this rule (namely permission should have been granted to the absorption in the service of the company or other body corporate, the absorption should be declared by Government to be in the Public interest, there should be an actual order of absorption being satisfied. In other cases (not concerned by the said rule) of permanent absorption of permanent Government Servant under foreign employer the procedure laid down in OM F.1-10-68 should continue to be observed.

(GOI, MOF, Dept. of Expdre, OM No.2(1)-E.IV(A)/73, dated 22-4-1974 communicated in C.A.G's Lr.No. 858-TA.II/303-60 (VII) dated 15-6-1975)

(iv) The retirement benefits accruing if any are regulated with reference to Government of India, BPE No.OM 2(90)/68-BPE OM dated 8-11-1968 or Government of India, Min. of Fin. (Dept. of Expdre.) OM No.F.24(12) E.V/65 dated 16-6-1967 as the case may be as amended from time to time. See also para 4.42 B.

(v) If the Government servant is not permanently absorbed with in a period of two years from the date of his appointment in the Public Sector Undertaking/Autonomous Semi-Government Organisation in the manner indicated at (iii) above, he should on the expiry of the said period of two years either resign from Government Service or revert to his parent office.

(vi) In exceptional cases, where it would take some time for the Public Sector Undertaking, Autonomous body, etc., to permanently absorb such Government Servant due to administrative reasons, the permanent Government servant may be permitted to retain his lien in the parent department/office for one more year. While granting such permissions a fresh undertaking similar to the one referred to in paragraph below may be taken from the permanent Government servants by the parent department/office. A similar treatment may be accorded to the probationers.

(b) In view of the above decision, application from permanent Government Servants for posts (whether temporary or permanent) in Public Sector Undertakings/Autonomous semi-Government organisations should be forwarded only after taking from them a written undertaking accepting the conditions stipulated above and the foreign employer should also be informed of these conditions. (vide Annexure-VII)

(c) Probationers applying for posts in the public sector undertaking/autonomous semi-Government Organisations should be treated as on foreign service with the undertaking/organisations for a period of two years and given the same treatment as permanent employees vide paras (a), (b) above.



(d) It will not be in order to terminate the lien of a Government servant until he gets permanently absorbed elsewhere or resigns from the post held by him under the Government. In case a Government Servant refuses either to revert to his cadre or to resign therefrom at the expiry of the stipulated period of 2/3 years disciplinary action should be initiated against him.

A probationer does not hold a lien on any post. If he fails to revert to his parent cadre within 2/3 years his probationer's status need not be retained any further. With the termination of his probationer status he will lose his right to come back to his parent cadre.

(Circular No.NGE/89/1983 forwarded in letter No.4089-N2/61-82 dated 7-1-1982 of C&AG New Delhi along with a copy of UO Note No.2120/83 EH(C) dated 8-12-1983 department of Pers & AR)

(e) The above orders do not apply to temporary employees who will have to resign from Government Service before they are appointed in such undertakings/organisations on the basis of their own applications. It is, therefore, necessary in such cases to obtain from the Government Servants concerned before their application is actually forwarded, an undertaking that in the event of selection for the post applied for, they will resign from Government service.

(G.I., MHA OM. No.70/62-63-Ests.(A) dated 22nd January, 1966 received in CAG's Endt. No.144-Audit/242-64- dt.5th February 1966 P.216/3-15 Vol.III and G.I MHA., OM., No.70/62/62-Ests.(A) dt.27th July, 1968 Received in CAG's Endt. No.1096-Audit/152-60, dated 29th September, 1969-P.337/3-15/Vol.III)

4.41. It must be ensured that no officer remains on deputation with a Public undertaking for more than 3 years unless he opts for absorption therewith in that period. In case, any officer is retained by the undertakings beyond this period they may be advised to obtain the approval of the Appointments Committee of the Cabinet. Proposal for absorption on the expiry of three years time limit should not be recommended unless the borrowing authority obtains approval from the Appointments Committee of the Cabinet to the extension of the Officer's deputation beyond 3 years.

(CAG's Lr.No.1390-GE.II/144-74, dated 20-5-1975, P.72-3-12 Vol.II)

***Retirement benefits on permanent absorption***

4.42. (A) Government Servants opting for permanent absorption in the Public Enterprises may be given pension/gratuity immediately on their absorption provided they give an undertaking that in the event of their service with the Public undertaking terminating at a period of 2 years from the date of their retirement from Government service and permanent absorption in the Public Undertaking the approval of the Government would be obtained by them before they take up any private employment.

(G.O.I., Min. of Fin. O.M., No.2(57)/68-BPL GN dated 3-1-1970) P.14-EB.II/Pension File

(B) It has been decided that in partial modification of the orders contained in this Ministry's OM. No.F.24912-EV/66 dated the 16th June 1967 the benefit of family pension should be granted to the families of those persons who fulfil the following conditions.

(i) These orders will apply to all those persons who were/are absorbed permanently in the autonomous bodies/public undertaking with effect from 16-6-1967 or thereafter.

(ii) The benefit of family pension will be admissible only to the families of those who were/are actually in receipt of pension from the Central Government after their absorption in autonomous body/public undertaking. This benefit will not be admissible to the families of those who got only the service gratuity, i.e., who were/are absorbed in the public sector undertakings/autonomous bodies before rendering 10 years qualifying service under the Government. Family pension will, however, also be admissible to be families of those Government servants absorbed in the public sector undertakings/autonomous bodies who draw the lumpsum amount in lieu of monthly pension on their absorption on the date of its becoming due and thus do not draw any monthly pension on the date of death. Similarly family pension will also be payable to the families of those whose monthly pension or lumpsum amount has not become payable and is disbursable from the earliest date of voluntary retirement but the person dies before that without receiving these benefits.





(iii) This benefit will also be admissible to the families of such Government servants as have been absorbed in the public undertaking and autonomous bodies financed wholly or substantially by Government with effect from 21-4-1972 or thereafter and are entitled to prorata retirement benefits in terms of Department of personnel's O.M.No.8/1/72-Estt.CO dated 21-4-1972 and No.28016/1/75-Estt.(C) dated 4-9-75 subject to the condition at sub-para (ii) above.

(iv) Grant of family pension will be subject to the usual contribution of two months emoluments of the Government servant at the time permanent absorption in an autonomous body/ undertaking. Persons who have already drawn the pension and other benefits on absorption should deposit their two months contribution within six months of the issue of this O.M.

(v) Family pension will be admissible from only one source i.e., either from the Central Government or the public sector undertaking autonomous bodies in case such organisation has a similar scheme for payment of family pension. The beneficiary may be given option to choose either of the two schemes.

(Office Memorandum No.4(1)-EV(B)/72, Government of India Ministry of Finance (Department of Expenditure) New Delhi, the 8th October, 1975 received through the Comptroller and Auditor General of India Endt. No.2187-T.A.II/133-74/dated 14-11-1975)

4.43. A permanent Government Servant who has been appointed in a Public Sector Undertaking on the basis of his application shall, on his permanent absorption in the Public Sector Undertaking be entitled to the same retirement benefits in respect of his past service under the Government as are admissible to a permanent Government Servant on deputation to the Public Sector Undertaking on his permanent absorption therein.

(G.O.I., Cabinet Secretariat Department of Personnel O.M. No.8/1/72 Ests. (C) dated 21-4-1972) P.103-3-12-B. KW 70-71)

4.44. In the case of absorption in an autonomous body from 16-6-1967 onwards retirement benefits become payable from the earliest date from which the absorbed employee would have retired

voluntarily under the rules applicable to him or from the date of absorption whichever is later.

(G.O.I., Min. of Fin. O.M.No.144(8)/E.V/71 dated 19-6-1972 P.48C/E.B.II/ Pensions File)

4.45. In the case of Government Servant who is selected for appointment in autonomous bodies in the Public Interest and Government will not accept any liability to pay any retirement benefits or for carry forward of leave for the period of service rendered under the Government.

(G.O.I., Min. of Fin., O.M. No.F.4 (ii)-EV(B)/73, dated 17-6-1975 P.152/E.B.II/ File-Pensions)

***Carryforward of leave***

4.46. In respect of a deputationist Government Servant who opts for absorption in any Public Enterprise. Statutory body or Autonomous Organisation owned or controlled by Government, such Public Enterprise, body or Organisation should take over the liability in regard to leave on average pay/earned leave that the optee has to his credit at the time of leaving Government service and in return the Government shall pay to the Public Enterprise statutory body/autonomous organisation a lumpsum equal to leave salary for the leave on average pay/Earned leave due to Government servant on the date of his permanent absorption in such body/ organisation. This benefit will be available only in cases where the permanent transfer from Government service to the Public Enterprise Statutory body/Autonomous organisation is in Public Interest.

(G.O.I., Min. of Fin/Dept. of Expdt.O.M.No.F.1 (16)-E.III(B)/70 dated 20-1-1971. Communicated in C&AG's Endt. No.366 Audit/170-69 dated 20-3-1971). P.24 C-8-98 KW (Deptn. Unit).

NOTE: It is not desirable to allow encashment or carry forward of leave to those Govt. Servants who have been absorbed in an autonomous body or undertaking under the State Government.

(O.M.No.4(5) Pension Unit/79 dt.9-1-1984)

4.46. (A) The procedure to be followed in discharge of liability in regard to earned leave/leave on average pay due to a Government Servant deputed to a Public Sector undertaking on his final absorption there is outlined below:

With the departmentalisation of accounts in the various Ministries of the Government of India with the issue of Ministry of Finance Department of Economic Affairs, Budget Division OM No.F.10(p)-B(TR)/76 dated 28-2-1976 the heads of the offices are to determine the entitlement of pay and allowances to all staff including Gazetted Officers and the Pay and Accounts Officers are to maintain only the records to watch the recovery of leave salary and pension contributions from the autonomous body organisation. As and when a Government Servant deputed on foreign service to a Public Undertaking opts for permanent absorption therein, the Head of Office concerned in the parent Department of the concerned employee shall workout the leave at the credit of the Government Servant on the date on which he is permitted to get absorbed in the Public Undertaking and work out the amount of corresponding leave salary under the relevant rules. Simultaneously he should ascertain from the Pay and Accounts Officer concerned whether foreign service contributions have been recovered upto that date from the Public Undertaking concerned. On receipt of this information the Head of Office would prepare a bill towards the lumpsum leave salary (less amount of foreign service contribution not realised if any) and present it to the concerned Pay & Accounts Officer. The cheque for the amount drawn in favour of the Public Undertaking received there against, shall be sent to the Undertaking under intimation to the employee concerned. A note of the payment shall be kept in the service book of the employee by the Head of the Office concerned and similar note shall be kept by the Pay and Accounts Office concerned in the relevant register of foreign service contribution.

The expenditure on payment of the lumpsum leave salary will be debitible to the Head of account of which the leave salary of the Government Servant would have been debitible in the normal course.

***Promotion in Parent Department***

4.47. A permanent Government Servant who is allowed to retain his lien in the parent office and is treated as on foreign service by the application of G.O.I. orders dated 22-1-1966 will not be entitled to proforma promotion in the parent department during the period of such absence. In case such an official has any prospect in his parent department within the period of 2 years he should be asked to indicate whether he is willing to revert to the parent department to avail of the chance. It should also be made clear to him that his promotion in the parent department will be made only after he physically reverts to the parent department. The above clarification applies equally to probationers in the matter of confirmation and promotion while on foreign service.

(C&AG's Lr.No.1937-NGE.III/228-65, dated 17-9-1966-P.232 File 3-15.63-68)

***Application for Posts in Nationalised Banks***

4.48. Applications from Government Servants for posts in the Nationalised Banks will be dealt with in accordance with the provision of G.O.I., OM No.70/62-Ests.(A) dated 22nd January 1966, vide para 40.

(C&AG's Lr.No.503-NGE.III/70-71 dated 26-2-1971-P.29 3-15/Vol.IV)

***Aided Institutes like Tata Memorial Centre***

4.49. The Ministry of Home Affairs held that the aided institutes like the Tata Memorial Centre are not autonomous bodies set up by the Government and the fact Government is represented in the Governing Body of a particular Institute will not in itself make it a Semi-Government Organisation. The scope of the Ministry of Home Affairs O.M.No.7/62-62-Ests.(A) dated 22nd January, 1966 cannot, therefore, be extended to Institutes like the Tata Memorial Centre.

(C&AG's Lr.No.285-NGE.III/130-69 dated 7-2-1970-from P.15/3-15/Vol.IV)

***Seniority on Reversion***

4.50. The permanent employees and probationers, referred to in the paragraphs above, who may be appointed to posts in the Public

Sector Undertakings/Autonomous Bodies on or after 22nd January, 1966 or to other posts under Government on or after 14th July, 1967 shall be entitled in the event of reversion to the parent department within the specified period of two years to the original seniority in the grade/post from which they proceeded on foreign service to the Public Sector undertakings and autonomous bodies or on deputation to other posts under Government.

(G.I. MHA. O.M.No.1/6/67-Ests.(D) dated 4-9-1967- received in C&AG's Endt. No.2409-NGE.III/5-67 (pt.II) dated 15-11-1967 P.274-3-15/63-68)

### ***Applications for posts under the State Government***

4.51. The procedure that should be followed in respect of those Central Government employees who apply for posts under the State Government on their own volition in response to advertisements or circulars including those by the State Public Service Commissions is as follows:

(i) The applications may be forwarded subject to the instructions issued by the Central Government from time to time and within the limits laid down for forwarding applications for outside posts.

(ii) Temporary Central Government Servants should, as a matter of rule, be asked to resign at the time to release from the parent dept./office. An undertaking from them to the effect that in the event of selection for the posts applied for they will resign from their posts may be taken from them at the time of forwarding the applications.

(iii) In respect of the permanent employees and probationers the terms on which the Central Government servant goes over to a post under a State Government may be settled mutually between the Central Government and the State Government concerned. The permanent Government servants will be governed by the instructions contained in Finance Ministry's Circular Lr.No.F.1 (56)/B/63 dated 16th November, 1967.

(vide para 52 of this Chapter)

(iv) (a) The permanent Government servant/probationer should either revert to the parent dept./office within the period of two years or resign from the parent dept./office at the end of the period.

(b) Probationers will be allowed to revert within 2 years or at the end of two years, to the posts held by them in the parent dept. under the Central Government if the posts held by them continues to exist on the date of their reversion and if they are eventually confirmed in the parent dept./office the liability to pay leave salary and pension contribution for the period of service rendered by them in the State Government shall be borne either by the State Government if the appointment is treated by that Government as on transfer or by the probationers themselves.

(c) An undertaking to abide by these conditions may be taken from permanent/temporary Government servants at the time of forwarding their applications.

(d) It will not be in order to terminate the lien of a Government servant until he gets permanently absorbed elsewhere or resigns from the post held by him under the Government. In case a Government Servant refuses either to revert to his cadre or to resign therefrom at the expiry of the stipulated period of 2/3 years disciplinary action should be initiated against him.

A temporary Government Servant does not hold a lien on any post. If he fails to revert to his parent cadre within 2/3 years his probationer status need not be retained any further.

(Circular No.NGE/89/1983 forwarded in letter No.4089-N2/61-82 dated 7-1-1982 of C&AG New Delhi along with a copy of UO note No.2120/83 EH(C) dated 8-12-1983 Dept., of Rers & AR)

(v) In exceptional cases where it would take sometime for the State Government to confirm the Government servant due to administrative reasons, the permanent/probationer employee may be permitted to retain his lien/probationer status for one more year. While granting such permission, a fresh undertaking similar to the one in sub-para (c) above may be taken from the Government servant concerned.

(vi) During the period of two or three years referred to above, the pay of the Government servant in the ex-cadre post will be fixed in the pay scale of that post and will be subject to the limits prescribed in Min. of Fin. OM. F.10.(24)/E.III/60 dated 9-3-1964, in cases where the minimum of the scale of pay of the new post is substantively in excess of his grade pay in the parent dept./office and such other order as have been/may be issued by the Min. of Fin. from time to time. These orders will also be subject to the orders issued by the Min. of Home Affairs in respect of members of CSS/CSSS/CSCS. However, in cases where the Central Government servants are selected for appointment to posts under the State Government on the basis of their applications in an open competition through the State Public Service Commission, they will be allowed to draw pay in the scale of the post without applying the restrictions laid down in the Min. of Fin., OM., dated 9-03-1964.

No deputation allowance as such will be admissible in such cases.

(vii) Central Government will not accept any liability to pay any retirement benefits or for carryforward of leave for the period of service rendered under them by the temporary/probationary Central Government servants going over to the State Governments under these orders.

(Government of India, Cabinet Secretariat Department of Personal & Admn. Reforms, New Delhi, O.M.No.8/4/70-Ests.(C) dt.6th March, 1974 communicated in CAG's Lr.No.862-Audit/152-69 dated 27-5-1974)

4.52. The Government of India instructions referred to in para 4.51 (iii) are as follows: A proposal was made that Rules contained in Appendix.III to Account Code Vol.I relating to the incidence of transit pay and allowance leave salary pension should apply even in cases where a permanent Government Servant is appointed to a post through open competition provided the Government Servant concerned is not required to resign his previous appointment and the Government under whom he was employed prior to his appointment, through open competition agree to retain his lien



until he is finally absorbed by the latter Government. This proposal was acceptable to Government of India and Comptroller and Auditor General of India. All the State Governments except the Government of Gujarat have accepted this suggestion. This arrangement will accordingly take effect from 1-12-1967 and may be applied with the concurrence of the Governments concerned to past cases also which have not been decided otherwise. In so far as Government of Gujarat is concerned the above arrangement would not apply as a matter of course but will apply only where it is specifically agreed to in individual cases by both the concerned Governments.

(G.O.I., Min. of Fin.(Dept. of Economic Affairs-Lr.No.F.I (56)/B/63 dated 16-11-1967 File 3-15-Vol.IV)

#### ***Application to Service Commission***

4.53. Employees of the Central Government, if they are eligible by age and educational qualifications, should be permitted to take any competitive examination held by the Central, State and Railway Service Commission at any time. If the head of the office feels that it will not be in public interest to forward an application a reference should be made to the Comptroller and Auditor General before taking final action.

(G.O.I., MHA Lr.in OM No.F.1/3/58/-CS (B) dated 9-12-1958 forwarded by C&AG's Lr.No.4776-NGE.II dated 31-12-1958 and No.1287-NGE.II 420-57, dated 19-3-1959 File 3-15)

4.54. Wherever it is decided to forward applications of persons who apply in response to the advertisements issued by U.P.S.C. for recruitment by Selection such applications may be forwarded to the Commission so as to reach the Commission within a fortnight of the closing date indicated in the advertisement.

(U.P.S.C. Lr.No.2/80/66-RA dated 10-8-1966 - received in C&AG's Lr.No.1703-NGE.III/228-65 dated 25-8-66-P.230-3-15/63-68). GOI, MHA. OM.No.8/1/68/ESTS.(C) communicated to C&AG Endt. No.2235-NGE.III/2-68 dated 4-11-1968)

4.55. Applications received in this office after or just before the last date prescribed by the Union Public Service Commission, are

liable to be rejected in view of the above instructions of the Union Public Service Commission.

4.56. (a) If the application of the official has been forwarded to U.P.S.C. he should be released in the event of his Selection by the Commission. While this should be the general rule, where subsequent to forwarding of the application but before selection of the candidate by the commission any exceptional circumstances arise in which it may not be possible to release the official in the event of his selection the fact should be communicated immediately to the commission as well as to the official concerned. It should be particularly noted that cases of this type be very rare and the decision not to release the official should be taken only where the circumstances are really very exceptional.

(C&AG's Lr.No.2189-NGE.III/74-65 dated 11-9-1965-P.182-3-15 Vol.III)

(b) Probationer, permanent, Scientific and technical and non-Scientific and non-technical Government employees may be given four opportunities in a year to apply in response to UPSC advertisements or notices of Government departments/Public Sector undertakings Autonomous bodies except where withholding of any such application is considered by the competent authority concerned as justified in the public interest the application of Government Servants forwarded in response to UPSC advertisements for a competitive examination/Limited Departmental Examination should not be counted against the prescribed limit of four opportunities.

(Govt. of India Ministry of Home Affairs Dept. of P & AR OM No.8/20/77-Estt(c) dated 16-10-1971)

For the purpose of forwarding applications it has now been decided that applications of Government employees in response to aforesaid advertisements/notices should be forwarded without any distinction between UPSC and advertisements for selection through a competitive examination/limited departmental examination and for other UPSC selections. In other words where Government servants apply for posts in response to UPSC

advertisements it shall not be counted against the four opportunities referred to in para 1 above.

(Govt. of India, Ministry of Home Affairs Department of P & AD OM No.42015/3/77- EH(C) dated 25-2-1978)

***Applications with Specialised Qualifications***

4.57. It has been decided by the Comptroller and Auditor General that when an employee of the Indian Audit and Accounts Department has some specialised qualification such as Diploma in Librarianship, etc., his application for such a post under other Departments of the Central Government may be forwarded.

(C&AG Lr.No.3023-NGE.III/101-57 (Pt.III) dated 23rd August,1957 - File 3-15-57-59)

***No objection certificate***

4.58. (a) No objection certificate can be issued to seek higher posts under Government/Public Sector Undertakings/Autonomous Bodies through Employment Exchanges for which the employee is eligible on grounds of age, educational qualifications etc., only in the following cases:

(i) Persons belonging to Scheduled Caste/Tribe who while employed in certain posts, possess academic or Technical Qualifications for higher posts.

(ii) Educationally qualified Group 'D' employees for Group 'C' posts.

(iii) Persons reverted or transferred to lower posts due to reduction in establishment, provided such reversion or transfer resulted in reduction of individuals pay by more than 30%.

(b) Temporary employees may be allowed to register their names with Employment Exchange subject to the following conditions:

(i) The employment exchange and the employee should inform the head of office in which he is working the fact of registration with the Employment Exchange simultaneously when the registration is undertaken.

(ii) If the head of office has any objection he should communicate it forthwith to the employee as well as Employment Exchange concerned.

(c) The grant of no objection certificate to permanent and temporary Government Servants are subject to the following conditions:

(i) The employee has to register only for a post higher than the one he is holding under Government.

(ii) On being selected for appointment by the Government Department/Public Sector Undertaking/Autonomous body for higher post, he may be treated as on foreign service/deputation for a period of one year. On the expiry of this period he should either revert to the parent department or resign his post under Government.

(iii) Once an employee has reverted to the parent department after spending a year outside he should not be allowed a no objection certificate to register his name once again for a period of atleast two years.

(Lr.No.14/169 Ests (D) dated 29th July 1970 of Min. of Home Affairs)

4.59. A Government servant on whom the Penalty specified in clauses (ii) and (iv) of Rule 11 of C.C.S (C.C.A) Rules, 1965 have been imposed should not be allowed to register his name with the Employment Exchange for higher posts during the period the penalty is in force.

(G.O.I., MHA OM No.14/6/65-Ests (D) dated 22-2-1965 communicated in C&AG's Endt. No.343-NGE.II/125-65 dated 22-3-1965) P.172/3-15. Vol.III)

4.60. Accountant General has been empowered to deal with cases of permanent absorption of SOs/Auditors including Senior Auditors and other lower staff etc., in Public Sector Undertakings and Autonomous bodies. The powers can be exercised subject to (1) the conditions precedent to absorption as prescribed by G.O.I. in orders issued from time to time being satisfied in each case, and (ii) the absorption being on such terms and conditions as prescribed by G.O.I. from time to time.

The guidelines prescribed by C&AG's Office and the format of the sanction to be issued for grant of pro-rata retirement benefits etc., are given in Annexure-VIII.

(C&AG's letter No.3229-NGE I/81-79 dt.30-10-1979.

C&AG's Lr.No.4104-NGE III/31-70 III, dt.1-1-1980.

C&AG's Lr.No.5397-N-2/61-81-1 dt.26-9-1982.

C&AG's Lr.No.5561-NGE II/61-81-I dt.23-10-1982)

4.61. The terms and conditions of appointment of Central Government servants to the Central Public Enterprises on immediate absorption are laid down in Annexure-IX and these orders are effective from 6-3-1985.

(Government of India O.M.No.28016/85-Estt.(C), Dt.31-1-1986 issued by Department of Personnel and Training)

***Permanent transfer to Government servants to Autonomous bodies - Grant of retirement benefits***

4.62. The terms and conditions of Central Government servants permanently absorbed in the Central Autonomous Bodies are laid down in Annexure-X.

(O.M.No.26(18)-EV(B)75 dt.8-4-1976 of Ministry of Finance (Deptt. of Expenditure)

4.63. (a) The additional and revised terms and conditions of permanent absorption of Central Government employees in the Central Autonomous Bodies are regulated by the instructions contained in Annexure-XI. These are effective from 31-3-1987.

***Parity in the matter of Pro-rata retirement benefits to the Government Servant permanently absorbed in the Central Public Sector Undertakings and Central Autonomous bodies.***

4.63. (b) There were certain disparities in the terms and conditions of absorption of Central Government employees in the Central Public Sector Undertakings and Central Autonomous bodies. The Government decided that the terms and conditions of absorption of Central Government employees in Central Autonomous bodies will be as applicable to those permanently

absorbed in the Public Sector undertakings. In both the case the instructions laid down in the Annexure-IX will apply w.e.f. 31-3-1987.

(G.O.I. Ministry of Personnel, Personnel Grievances and pensions Department of Pension and Pensioners Welfare OM No.4(12)/85 P&PW, dated 31-3-1987)

***Permanent absorption***

4.64. (i) Headquarters office have partially modified the existing terms & conditions of absorption of permanent government servants in Public Sector Undertaking/Autonomous Bodies/ Statutory Bodies/ Joint Sector Undertakings under the Control of Central Govt. or State Government.

(a) The existing facility of receiving capitalised value equivalent to 100% commutation of pension on absorption shall stand withdrawn.

(b) The existing facility to draw pro-rata monthly pension from the date of absorption (with option to commute  $\frac{1}{3}$ rd pension wherever admissible) shall continue to exist.

The above decision shall take effect from the date of issue of O.O. i.e., 31-3-1995. The other provisions of the Office Memorandum Dt.31.1.1986, 31-3-1987, 16-10-1989, 22-4-1992, 5-7-1989 shall remain operative.

(ii) Permanent Govt. Servants who have rendered not less than 10 years qualifying service under Central Govt. prior to their absorption and who have opted to receive prorata pensionary benefits for the service rendered under Central Govt. are entitled to exercise one of the following 2 options.

(1) To draw pro-rata monthly pension and death-cum-retirement gratuity as admissible under the relevant rules.

(2) Pro-rata gratuity and a lumpsum amount in lieu of pension.

(Form of standard terms and conditions of permanent absorption of Central Govt. to Central Public Sector undertakings and Autonomous Bodies is enclosed)  
(O.M.No.4/42/91 - P2 PW(D) dt.31.3.1995)

(iii) Appointment of Govt. Servants in the Central Autonomous Bodies shall be on immediate absorption basis only as in the case of Central Public Sector under taking. If any autonomous body wishes to seek exemption from the general rule of immediate absorption in respect of posts or specified posts or category posts as the case may be, the proposal should be made by the autonomous body to the Administrative Ministry/Department concerned. In the Administrative Ministry, the proposals may be scrutinised in accordance with the guidelines already laid down in the Office Order, dt.19-4-1988. Only such proposals which have the approval of the Secretary of the Administrative Ministry concerned may be referred to the Department of Pension & Public Works indicating the justification for granting such exemption.

(Paras 1 and 2 of O.M.No.4/42/87 P&PW Dt.19.4.1988)

(iv) It has been decided by the Govt. that the Govt. Servant will be required to give his technical resignation before his relief from Govt. The Govt. Servant may there after be relieved by the respective Ministry/Department/Office to take up appointment in the PSU/Autonomous body. The relieving order should contain the period within which the officer should join the P.S.U. Normally this period should not be more than 15 days. This period between the date of relief and the date of joining PSU/Autonomous Body can be regulated by grant of leave due and admissible and if no leave is due by grant of EOL. The case for grant of retirement benefits leave should be processed only after ascertaining from the PSU/Autonomous body as to whether the official has actually joined them. Thereafter the necessary notification orders accepting the resignation of the officer from Govt. Service from the actual date of his joining the PSU/Central Autonomous body should be issued.

(O.M.No.4/15/88 P&PW (D) dt.13-11-1991)

**ANNEXURE - I**

**(Vide Para 4.13)**

**Terms and conditions of mutual transfer accepting Officials to this office.**

- I.
  1. He will be given the lower of the two lengths of service as seniority.
  2. His seniority, confirmation, promotion etc., when they arise will be regulated only with the reference to the position assigned as at (i) above.
  3. As the transfer is not in public interest he will not be entitled to any T.A., Joining Time, or joining time pay for his transfer.
  4. His lien would be retained in Parent Office, till he is confirmed in this office (A.G., A.P. (Audit)).
  5. He should not seek retransfer to the parent office or transfer to any other office;
  6. He is liable for transfer to any of the outside Audit units under the control of Accountant General, Andhra Pradesh (Audit).
- II. Terms and conditions of unilateral transfer accepting officials to this office.
  1. He will rank below the last officiating Auditor in the office of the Accountant General, Andhra Pradesh (Audit), Hyderabad. Authority C.A.G Lr.No.2170-N.G.E.III.19-65 (part-II), dated 19-10-1967. P.144. File E.B.I/8-21/74-75.
  2. His seniority, confirmation, promotion etc., when they arise will be regulated only with reference to the position assigned as at (i) above.
  3. As the transfer is not in public interest, he will not be entitled to any T.A., Joining Time or Joining Time pay for his transfer.



4. His lien would be retained in the parent office, till he is confirmed in the office of the Accountant General, Andhra Pradesh (Audit).
5. He is liable for transfer to any of the outside Audit Units under the control of the A.G., A.P. (Audit).
6. Should not seek retransfer to the parent office or transfer to any other office.

**ANNEXURE - II (a)****(Para 4.17(b))**

Office of the Prl.Accountant General (Audit)I,  
Andhra Pradesh, Hyderabad - 500 463.

Dated: 198 .

**ANNEXURE TO**

Office Memorandum No.F1 (6)E.IV(a)/62, dt.7.12.1962.

**Sub:** Standard terms of deputation for Officers deputed from  
Central to the State Governments.

\* \* \* \*

1. Period of Deputation \_\_\_\_\_ year from \_\_\_\_\_  
(date)
2. **PAY:** If the transfer is in the public interest as defined in the  
Ministry of Finance O.M.No.10(24)E.III/68, dated:4-5-1961.

During the period of deputation S/Sri \_\_\_\_\_  
will have the option either to get his/their pay fixed in the deputation  
post under the operation of the normal rules or to draw pay of the post  
held by him-them in his/their parent department from time to time plus  
5% or 10% thereof as deputation (duty) allowance subject to a  
maximum of Rs.250/- or Rs.500/- when the transfer is within the same  
station or to another station respectively in terms of Ministry of Finance  
O.M.No.10(24)E.III/68, dated 4-5-1961, as modified from time to  
time and such other general or special orders issued by the Ministry of  
Finance under para (iii) of that office Memorandum and read with  
Government of India, Ministry of Personnel Public Grievances &  
Pensions (Department of Personnel and Training OM No.6/30/56 Estt.  
Pay-II) dt.9-12-1986.

3. **Dearness Allowance :** S/Sri \_\_\_\_\_  
\_\_\_\_\_, will be entitled to dearness  
allowance under the rules of the parent Government or under the rules  
of the borrowing Government according as he/they

retains/retain his/their scale/scales of pay under the parent Government or he/they draws/draw pay in the scale attached to the post under the borrowing Government.

4. **Local Allowance like Compensatory (City) allowance & H.R.A:** To be regulated under the rules of the borrowing Government.

“In the case of deputation of a Central Government servant to a State Government the State Government concerned, may, however, if they so desire, apply the Central Government rules to such a deputationist”. (Authority: O.M.No.F1(6)E.IV(A)/63-E.III(B) dated 16-7-1964.

5. **Joining Time Pay and Transfer T.A:** He/They will be entitled to T.A. and joining time both on joining the post on deputation and on reversion therefrom to the parent Government under the rules of the Government to which he/they is/are deputed. The expenditure on this account will be borne by the borrowing Government.

6. **T.A. for journey on duty during the period of deputation:** To be regulated under the rules of the Government to which he/they proceeds/proceed on deputation.

7. **Leave and Pension:** During the period of deputation on temporary transfer, he/they will continue to be governed by leave and pension rules of the parent employer applicable to him/them before such transfer.

The allocation of leave salary and pensionary charges will be regulated under the rules of allocation contained in Appendix-3 of Account Code-Vol.I

NOTE:- (As per Ministry's O.M.No.F.1(6)E.IV(A)/62-E.III, dated 25-5-1963)

The rules in Appendix-3 of the Account Code, Vol.I referred to above have not yet been accepted by the Government of Jammu and Kashmir. Pending their acceptance of the standard terms in this regard, the liability for leave salary and pension should be discharged by the borrowing Government by the

payment of contribution at the rates applicable in the case of foreign service.

7. **a) Provident Fund benefits:** During the period of deputation, he/they will continue to subscribe to the Provident Fund of his/their parent Government to which he/they may be subscribing when he/they is/are placed on deputation in accordance with the rules of such Fund. In the case of deputation of a Government Servant, who is governed by the Contributory Provident Fund Rules, Government contribution is payable by the Government to whom he/they is/are deputed for the period of his deputation. (O.M.No.F.1(6) E.IV(A)/62.E.III, dated 7-4-1964)

7. **b) Extraordinary Pension/Gratuity:** This will be regulated in accordance with the Ministry of Finance (Department of Expenditure) O.M.No.F.19(23) E.V.(A)/64, dated 2-8-1965.

**Authority:** O.M.NO.F.1(6)-E.IV(A)/62-E.III, dated 24-12-65/5-2-1966 of the Govt. of India, Ministry of Finance (Deptt. of Expenditure)

8. **Leave Travel Concession:** He/they will continue to be entitled to leave travel concession under the Ministry of Home Affairs O.M.No.43/1/55-Ests(II) Pt.II dated 11-10-1956, as amended from time to time and the cost thereof will be borne by the borrowing Government.

“In the case of deputation of a State Government Servant to the Central Government, he will be entitled to the leave travel concession on the scale and conditions contained in para (2)(d) of Ministry of Home Affairs O.M.No.43/5/57 dated the 4th September, 1957”.

8. **a) Advance in lieu of leave salary:** He/they is/are entitled to an advance of the one month's leave salary (net amount making all usual deductions) when proceeding on leave for not less than a month/30 days as per Govt. of India Ministry of Finance O.M. No.F.7(75)-E.IV(A)/60, dated 3-8-1960 and the orders issued by Government of India from time to time.

9. **Medical Concessions:** He/they will be entitled to these concessions under the rules of the borrowing Government.

In the case of deputation of a Central Government servant to a State Government the State Government concerned may, however, if they so desire, apply the Central Government Rules to such a deputationist, if that place is not covered by C.G.H.S. officials who are CGHS beneficiaries before proceeding on deputation should continue to remain as CGHS beneficiaries while on deputation (They will apply in places where CGHS is in operation vide D.G.H.S Letter No.12011/3/760CGHS-III, Pt.dated 14-2-1977).

10. **Residential Accommodation:** He/they will be entitled to residential accommodation according to the rules of the Government to which he/they is/are deputed.

No free house or free car will be allowed, nor any conveyance be provided at Government expense, unless such benefits are normally attached as a condition of service to the post to which he/they is/are deputed.

11. The deputation will commence on the date on which he/ they hands/hand over charge of his/their post under the Government of India and end on the date of which he/they assumes/assume charge of a post under that Government.

12. During the period of deputation, he/they will be entitled to the reimbursement of tuition fees for his/their children as sanctioned in Govt. of India Ministry of Finance (Department of Expenditure) O.M.No.17(a)-E.II (B)/64, dated 3-6-1964.

13. **Children's Educational Allowance:** During the period of deputation, S/Sri \_\_\_\_\_ will be eligible to claim in the Children's Educational Allowance from the State Government as laid down in para (1)(a) of this Ministry's O.M.No.8(11)-E.II(B)/63 dated 12-8-1964 subject to the fulfilment of the conditions prescribed in O.M.No.F.10(1)-EST(Spl)/60 dated 30-1-1962 and amended/clarified from time to time.

14. **Reimbursement of Tuition Fees:** He will be entitled to reimbursement of tuition fees in respect of his children subject to the fulfilment of the terms and conditions laid down in this Ministry's O.M.No.F.17(1)-E.II(B)/64, dated 3-6-1964, as amended/clarified from time to time and the liability in this regard will devolve on the borrowing Government.

NOTE: The Government servant cannot claim both the concessions in respect of the same child.

(Authority: Govt of India, Min. of Finance (Deptt. of Expdt. O.M. No.F.1(6)-E.IV(A)/62, dated 13-5-1965)

15. "The officer must not be transferred from one post to another different in rank from the one to which the officer is initially sent or entrusted with additional charge or promoted to any ex-cadre post without the prior concurrence of this office".

(Authority: Comptroller and Auditor General's Lr.No.2869-GE.II/63-70, dated NIL)

16. Recovery on account of "Central Government Employees Group Insurance Scheme 1980 should be made as per Ministry of Finance, Department of Expenditure OM.No.F.15(3)/78-WIP, dt.31-10-1980. The recovery should be credited to the Head of Account 8011 Insurance and Pension Fund - CGEGIS - Savings Fund.

17. A statement of the pay and allowances (drawn monthly) may be furnished by the Borrowing department to the Office of the A.O.(Bills Sn.) A.G. (Au-I/Au-II/A&E), A.P., Hyderabad for review. The statement may be sent quarterly i.e., on 1st of March, June September and December.

18. Liability on account of leave salary contributions by Central Government to State Government or vice versa has been dispensed with. The liability for leave salary will be borne in full by the Department from which the Government servant proceeds on leave, whether it be his parent department or a borrowing

Department with whom he is on deputation in terms of G.O.I., Ministry of Finance, Department of Expenditure, Controller General of Accounts, New Delhi Lr. No.14(5)/86/TA/1029 dt.9-10-1986.

**AUDIT OFFICER/CO.ORD. CELL**

Copy to:-

**ANNEXURE - II(b)**  
**(Para 4.17(b))**

Office of the Prl.Accountant General (Audit)I,  
Andhra Pradesh, Hyderabad - 500 463.

No.Co.Ord. Cell/Deptn/8-

Dated: 199 .

To  
The \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Deputation of Sri \_\_\_\_\_  
a \_\_\_\_\_ of \_\_\_\_\_  
on foreign service to the \_\_\_\_\_  
\_\_\_\_\_ - Reg.

\* \* \*

Sir,

I am directed to convey the sanction of the Comptroller and Auditor General of India/Accountant General to the deputation on foreign service of Sri \_\_\_\_\_ a \_\_\_\_\_ of \_\_\_\_\_, to the \_\_\_\_\_ for an initial of \_\_\_\_\_ years \_\_\_\_\_ months with effect from \_\_\_\_\_, on the following terms and conditions:

1. **i) PAY :**The Officer on transfer to foreign service may elect to draw either (a) the pay in the scale of the post under the foreign employer as may be fixed under the normal rules or (b) his basis pay in the Parent department, plus 5%/10% thereof as deputation (duty) allowance subject to a maximum of Rs.250/- - Rs.500/- when the transfer is within the same station to another station in terms of Government of India, Ministry of Finance (Department of



Expenditure) O.M.No.10(24) E.III/60, dated 4-5-1961 and read with Government of India, Ministry of Personnel Public Grievances and Pensions (Department of Personnel & Training) O.M.No.6/30/56-Estt. Pay II dated 9.12.1986 as amended from time to time.

**ii) (a)** The pay and deputation (duty) allowance will be further restricted so that the basic pay plus deputation (duty) allowance shall not exceed the maximum of the scale of the post under the foreign employer in case the scales under foreign employer are revised.

**(b)** In case where the scales of pay under foreign employer have not undergone a change, the following provisions will apply.

**(i)** In the case of deputation to identical/equivalent posts in State Government or Public Sector Undertakings, Corporations (as Compared with the pre-revised scales) the pay plus deputation (duty) allowance should be restricted to the maximum of the scale of the parent post. If the Officer is entitled to NBR benefits while on deputation, the restriction, stated above would apply only with reference to the corresponding revised scale of the post which he held in his parent department at the time of joining the deputation post.

**(ii)** In case the initial deputation is to a higher post, the deputation allowance should be so restricted that pay plus deputation (duty) allowance do not exceed the maximum of the parent post or maximum of the deputation post plus dearness allowance, dearness pay and interim relief, if any, whichever is higher.

**Allowance:** The dearness allowance will be admissible under the rules of the foreign employer or under the rules of the Central Government according as the Officer elects to draw pay under (a) or (b) of 1 (i) *ibid*; plus usual local allowances (CCA, HRA etc., as admissible under the rules of Foreign employer. But the foreign employer may at his discretion allow these allowances (CCA,HRA etc.,) under the rules of the Central Government.

**Contribution:** Contribution on account of leave salary and pension will be paid by the foreign employer at the monthly rates indicated below to the PAO, Office of the Accountant General (A&E), Andhra Pradesh, Hyderabad - 500 463 within fifteen days from the end of financial year or at the end of foreign service if the deputation on foreign service expires before the end of financial year failing which penal interest will be leviable. The contributions should be remitted, by means of crossed cheques/at a Government Treasury/Bank.

**Leave Salary Contributions:**

@Rs. p.m.

**Pension Contributions:**

@Rs. p.m.

4. The above rates may be treated as provisional pending confirmation by the Audit Officer and will be subject to adjustment retrospectively.

i) **T.A. & D.A** : As admissible under the rules of the foreign employer.

ii) **Medical Attendance and Treatment:**

Not inferior to that admissible to an Officer of his status under the Central Government Rules. Officials, who are CGHS beneficiaries before proceeding on deputation, should continue to remain as CGHS beneficiaries while on deputation/Foreign Service in case the organisation is covered by the CGHS. However, availment of medical facilities under the C.G.H. Scheme is optional as long as the organisation concerned is not included as a whole in C.G.H. Scheme (D.G.H.S. Lr.No.12011/3/76-CGHS.III.Pt-dt.14-2-1977 and Govt. of India, Ministry of Health Lr.No.F.4(I)-30/61 - H (II), dated 15-11-1962)

(iii) **Leave:** He will remain subject to the leave rules applicable to the service of which he is a member.

- (iv) Pay during joining time, both on transfer to foreign service and reversion therefrom, to be regulated under the rules of the Central Government and paid by the foreign employer; period of joining time being regulated under the same rules.
- (v) To foreign employer will be liable to pay leave salary in respect of any disability incurred in and through foreign service eventhough such disability manifests itself after the termination of foreign service.
- (vi) **T.A.:** Both on transfer to foreign service and on reversion therefrom, to be regulated under the Rules of the foreign employer and paid by the foreign employer.
- (vii) If residential accommodation is provided by the foreign employer, rent will be charged under the rules of the foreign employer.
- (viii) The foreign service will commence from the date of the Officer makes over charges and end on the date he takes over charges of his post under the Central Government.
- (ix) The whole expenditure in respect of any compensatory allowance for period of leave in or at the end of foreign service shall be borne by the foreign employer.
- (x) If the Officer occupies accommodation provided by the Government the foreign employer will charge from the Officer rent under TR.45A limited to 10% of his emoluments and then pay rent to the Central Government according to Government of India rules and orders issued from time to time.
- (xi) The Officer will be entitled to leave travel concession from the foreign employer on the scale he is entitled to under the Central Government rules and to cost of such concession will be borne by the Foreign employer OR

“The Officer will be entitled to LTC from the foreign employer on the scale he is entitled to under the Central Government Rules or as admissible to the corresponding employees of the P.S.Us vide Govt. of India Cabinet Secretariat (Department of Personnel) Memo. No.43/2/70-Estt (A), dated 7-7-1971 read with O.M.No.42/5/74-Estt.(A), dated 16-1-1975.

- (xii) The Officer will be entitled to an advance in lieu of leave salary as admissible under the rules of the Central Government.
- (xiii) The Officer will be entitled to Railway pass concession admissible to him in accordance with the rules of the Central Government.
- (xiv) The Officer will be entitled to the bonus, if paid by the foreign employer, subject to the fulfilment of the conditions laid down in Government of India, Ministry of Finance, (Department of Expenditure) O.M.No.F.1X (4) E.III-B/65 dated 6-9-1967, read with their O.M.No.F.1(4).E.III B/65, dated 22-5-1968.

(xv) ***Children Educational Allowance:***

During the period of deputation S/Sri \_\_\_\_\_ will be eligible to claim the children’s educational allowance as laid down in para (1) (a) of the Ministry’s O.M.No.8(11)-E.II (B)/63, dated 12-8-1964 subject to the fulfilment of the conditions prescribed in O.M.No.F.10(1) -Est (Spl) 60, dated 30-1-1962, as amended/ clarified from time to time.

(xvi) ***Reimbursement of Tuition fees:***

He will be entitled to reimbursement of tuition fees in respect of his children subject to the fulfilment of the

terms and conditions laid down in this Ministry O.M.No.F.10(1)E.II(B)/64, dated 3-6-1964 as amended/clarified from time to time.

NOTE: The Government Servant cannot claim both the concessions in respect of the same child.

Authority: Govt. of India, Miny. of Finance (Dept. of Expenditure) O.M.No.F.1(6) E.IV (A)/62 dated 17-5-1965.

(xvii) The Officer must not be transferred from one post to another different in rank from the one to which the officer is initially sent or entrusted with additional charge or promoted to any ex-cadre post without the prior concurrence of this Office.

(Authority: Comptroller and Auditor General's Lr.No.2869-GE.II/63-70, dated NIL)

(xviii) Recovery on account of "Central Government Employees Group Insurance Scheme, 1980" should be made as per Ministry of Finance, Department of Expenditure O.M.No.F15 (3)/78-WIP dt.31-10-1980. The recovery should be credited to the head of Account 8011 Insurance and Pension Fund-C.G.E.G.I.S. Savings Fund.

(xix) A statement of the pay and allowances (drawn monthly) may be furnished by the borrowing department to the A.O. (Bills Section), A.G. (Au-I)/Au-II/A&E, A.P., Hyderabad for review. The statement may be sent quarterly i.e., on 1st of March, June, September, and December.

Formal acceptance of the \_\_\_\_\_  
\_\_\_\_\_ to the  
above terms of deputation of Sri \_\_\_\_\_  
\_\_\_\_\_ may please be  
communicated at an early date.

Yours faithfully,

**AUDIT OFFICER  
(CO-ORDINATION CELL)**

**ANNEXURE - II (C)**  
**(Vide para 4.17 (c))**

**Central Government Employees Deputed to Sikkim - Terms of Deputation**

(i) Grade pay as admissible from time to time in the parent service.

(ii) **Dearness Allowance:** D.A will be as admissible under the Central Government rules.

(iii) **Special Compensatory Allowance:** The Special Compensatory Allowances are as follows:

<b>Pay Range</b>	<b>Rate of monthly allowance in Rs</b>
Below Rs 3000/- pm	Rs 300/-
Rs 3000/- to 4499/- pm	Rs 500/-
Rs 4500/- to 5999/- pm	Rs 700/-
Rs 6000/- to 8999/- pm	Rs 1000/-
Rs 9000/- and above	Rs 1300/-

and

*the Special Duty Allowances* are as follows:

Special (Duty) allowance at the rate of 12% of their basic pay as prescribed in this Ministries O.M. No.20014/16/86-E.IV/E.II(B) dated 01-12-88 but without any ceiling on its quantum.

*(Government of India, Ministry of Finance, Department of Expenditure (Implementation Cell) OM No.3/1/98/E 11 (B) dated 20-7-98.*

(iv) **Residential Accommodation:** Rent free simply furnished residential accommodation of the appropriate scale, if available; or H.R.A., in lieu thereof at the following rates:

Pay below Rs.75/-	..	Rs.7.50
Pay between Rs.75-99	..	Rs.10.00
Pay between Rs.100 but below Rs.200/-	..	Rs.15.00
Pay Rs.200/- and above	..	7 <sup>1</sup> / <sub>2</sub> % of basic pay

(v) Other terms relating to leave travel concession, children education allowance, reimbursement of tuition fees etc., will be the same as applicable to Central Govt. employees deputed to other State Governments.

2. These orders will take effect from 1st January, 1976 and the existing deputationists will also be brought on the revised terms with effect from that date.

NOTE: It has been decided by the Government of India that the normal period of deputation of Central Govt. employees to the Govt. of Sikkim would hence forth be subject to a maximum of three years extendable by another year in the public interest. On completion of four years of deputation, Central Govt. employees would cease to draw the composite compensatory allowance sanctioned in G.O.I. Ministry of H.A. Lr.No.12011/7/75 SKM January, 1976.

3. The orders contained in the preceding paragraph take effect from 25-3-1980. However, in respect of Central Govt. employees who have already completed four years or more of deputation with Govt. of Sikkim the composite compensatory allowance will continue to be admissible during the extended period subject to the condition that the extension will not go beyond one year from 25-3-1980.

Authority: Government of India, Min. of Home Affairs, Lr.No.12012/5/79-SKM/NE.IV, dt.25-3-1980 recd. through C&AG Lr.No.565-A/ F.58-80/1-80(50), dt.3-7-1980.



**ANNEXURE - II**  
**(Vide para 4.17(d))**

***Deputation (duty) allowance***

2. The term 'deputation' (duty) allowance should be deemed to be 'Special pay' as defined in the Fundamental Rules.

***Principles of Admissibility***

3.1. For purposes of drawing deputation (duty) allowance, the term 'deputation' will cover only appointments made by transfer on a temporary basis to other departments and State Governments provided the transfer is outside the normal field of deployment and is in the public interest.

3.2. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls of service or post from which the employee is transferred.

3.3. The temporary transfer of employees on foreign service to bodies (whether incorporated or not) wholly or substantially owned or controlled by the Government and also to organisation e.g., Municipalities, Universities etc., shall also be treated as 'deputation' for the purpose of fixing deputation (duty) allowance.

3.4. Appointments of serving Govt. servants made either by promotion or by direct recruitment in competition with open market candidates, whether on a permanent or temporary basis, will not be regarded as 'deputation'.

3.5. Permanent appointment made by transfer will also not be treated as 'deputation'.

***Rates of drawal***

4.1. Deputation (duty) allowance is admissible at 5% of basic pay subject to a ceiling of Rs.500/- for transfer within the same station and at 10% of the basic pay subject to a ceiling of Rs.1000/- in other cases, and further restricted as under:

i. Pay + Deputation (Duty) Allowance shall not exceed the maximum of the scale of pay of ex-cadre post; and

ii. Pay + Deputation (Duty) Allowance shall at no time exceed Rs 22,400/- p.m.

The President is also pleased to decide that the restriction under FR 35 mentioned in paragraph 2 of this Department OM No.6/30/86-Estt. (Pay II) dated the 9th Dec., 1986 will now be as under:-

a. For employees in receipt of 15% of the basic pay subject to a basic pay upto Rs 8000/- p.m. maximum of Rs 1000/- p.m.

b. For employees in receipt of 12.5% of the basic pay subject to basic pay above Rs 8000/- p.m. a maximum of Rs 1000/-.

*.(Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, Office Memorandum No.2/8/97-Estt. (Pay II) dated 11th March, 1998.)*

4.2. Special rate of deputation (duty) allowance may be admissible under separate orders in any particular area, on account of conditions of living there being particularly arduous or unattractive such special rate being more favourable than that under sub-para 4.1 above, employees deputed to the area will be given the benefit of the Special rate.

4.3. The deputation (duty) allowance as admissible vide para 4.1 above shall further be so restricted that the basis pay of the employee in his parent department from time to time *plus* the deputation (duty) allowance does not exceed the maximum of scale of pay of the post held on deputation or, where the post on deputation has a fixed pay, that fixed pay.

4.4. In order that no employee receives an abnormal pay increase by virtue of being posted on deputation the authority ordering the deputation will ensure that the minimum pay in the scale of minimum pay of the post to which such deputation is made is not substantially in excess of his basic pay plus deputation (duty) allowance that is Rs 22,400/- p.m. admissible . The appointing authorities are expected to

apply the provisions of Fundamental Rules 35 and specially restrict the pay of deputationists to a suitable figure as aforesaid.

for purpose of uniformity, it has been decided that the pay allowed under FR 35 should not exceed the basic pay of the Deputationist by more than the amounts shown below:

- |     |  |  |
|-----|--|--|
| (a) | for employees in respect of basic pay above Rs.750/-               | 25% of basic pay or Rs.225/- which ever is more. |
| (b) | for employees in receipt of basic pay above Rs.300/- upto Rs.750/- | 30% of basic pay or Rs.100/- which ever is more. |
| (c) | For employees in receipt of basic pay of and below Rs.300/-        | 33 <sup>1</sup> / <sub>2</sub> % of basic pay.   |

***Promotion of persons drawing Deputation (duty) Allowance***

5.1. When a person already on deputation is to be promoted to another post by the borrowing authority, the borrowing authority should obtain the concurrence of the lending authority prior to the promotion so that the latter might decide as to how the pay in the higher post is to be regulated in accordance with F.R.35.

5.2. The employee on deputation may be give the benefit of the next below rule subject to the application of the provisions of sub-paras 4.3 and 4.4 above in regard to the regulation of the deputation (duty) allowance.

6. For the purpose of those orders, the term 'Pay' is defined as under:

***Defination of the Term 'Pay'***

i) ***Basic Pay:*** The Basic Pay for this purpose shall mean the pay drawn in the scale of pay of the substantive appointments held or the pay in the scale of pay the officiating appointment in an employee's parent cadre, provided that the officiating appointments so held was not in a tenure post and it is certified by the appointing authority that but for the deputation the employee would have continued to hold the officiating appointment indefinitely.

ii) ***Special Pay:*** The 'Special Pay' drawn in a particular appointment shall be deemed as part of 'basic pay' only in the following circumstances:

a) The appointment to which the special pay is attached is not a tenure appointment; and

b) (i) the special pay has been shown in the Schedule to the Central Civil Services (Revised Pay) Rules, 1960 or CCS (RP) Rules, 1973 as the Pay drawn is in the pre-revised or revised scales of pay; or

(ii) the special pay has been specifically sanctioned for the post in addition to a scale of pay, in lieu of a separate scale of pay for the post.

**7. *Admissibility of any other pay and allowances while on deputation***

(i) Any project allowance admissible in a project area may be drawn in addition to deputation (duty) allowance.

(ii) Any other special pay drawn by an employee in the parent department should not be allowed in addition to the deputation (duty) allowance provided however, that Government may by general or special order, suitably restrict the deputation (duty) allowance where, under special circumstances, the special pay drawn by an officer in a non-tenure post in his parent cadre is allowed to be drawn, in addition to basic pay, in his deputation to post. This will, require the specific concurrence of the Ministry of Finance.

(iii) The personal pay, if any, drawn by an employee in his parent department will continue to be admissible until it is absorbed in other increases in pay, e.g., increments or increase of pay by promotion or for any other reason.

***Exercise of option***

8.1. An employee on deputation may elect to draw either the pay in the scale of pay of the new post as may be fixed under the normal rules or his basic pay in the parent department plus personal pay, if any (vide para 7 above) ***plus*** deputation (duty) allowance.

8.2. The option once exercise shall be final except when (i) such an employee receives ***proforma*** promotion in his parent department under the next below rule or is reverted to a lower grade in the parent department or is appointed to another grade in the new department, and (ii) when the scale of the deputation post or that of the post held by a deputationist in his parent cadre is revised with retrospective effect or from a prospective date.

***Period of drawing Deputation (duty) Allowance***

9.1. The period of deputation shall be subject a maximum of 3 years in all cases except for those posts where a longer period of tenure is prescribed.

9.2. Administrative Ministries may grant extension beyond this limit upto one year, after obtaining orders of their Secretary, in cases where such extension is considered necessary in public interest. Extension beyond this period would be with the specific approval of the Ministry of Finance. No deputation allowance will be allowed for such extension, if agreed to by the Ministry of Finance.

9.3. The period of deputation to Public Sector undertakings will be regulated in accordance with the orders issued by the Bureau of Public Enterprises of this Ministry. The period is fixed as three years. Extension in this period can be granted with the approval of the A.C.C.

9.4. If a person (with permission from the competent authority) proceeds on deputation from one Corp/Deptt. to another without reverting to his parent department, the transfer to second Corp./Deptt. would be fresh tenure of deputation for the purposes of reckoning the period as provided in 9.1 above. Provided that if the second ex-cadre post is at the same station as the first excadre post or at the station from where the officer came on deputation to the first Ex-cadre post, the rate of deputation allowance would be restricted to 10%.

9.5. If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, the deputation of the employee should be restricted to a period of six months from the date on which his pay thus exceeds such maximum after which he should be reverted to his parent Department.

9.6. An employee whose basic pay, while on deputation, is fixed under 'next below Rule' should be reverted to his parent department when his basic pay exceeds the maximum of the scale of the new post.

***Sanctioning of Deputation (Duty) Allowance***

10.1. The administrative Ministries will be competent to sanction the deputation (duty) allowance of their employees and those in offices under them and in accordance with these terms and conditions. Such sanctions may be issued either by the Ministry transferring the employee or by the Ministry borrowing the services of the employees, as may be appropriate in the circumstances of each case.

10.2. No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the new post or the fixed pay of the new post, as the case may be, shall be deputed to such a post.

***Relaxation of conditions***

11. Any relaxation of these terms and conditions will require the prior concurrence of the Ministry of Finance.

***Application***

12. Those orders will apply to all Central Government servants and employees of State Governments deputed to hold posts in the Central Government except in the following cases viz.,

- (A) Members of the All India Services and those deputed to posts whose terms are regulated under specific statutory rules or orders.
- (B) Persons appointed on deputation to posts in the Central Secretariat such as Under Secretary, Deputy Secretary, Joint Secretary, Additional Secretary for whom separate orders, as modified from time to time will continue to apply.

(C) Deputation to posts outside India, and

(D) Appointments of a specific category of employees to a specified class of posts where special orders already exist.

Authority: G.O.I., Min. of Finance. OM No.11/III(B)/75, dt.7-11-1975 communicated in CAG's Lr.No.1396-Audit, 165, dt.1-12-1975 (P.164, file 3-12/Vol.VI)



**ANNEXURE - III**  
**(Para 4.21(a) & (b))**

***Checklist***

1. Name of the Officer.
2. Name of the parent office  
Designation of the post held in parent office & Pay scale of that post.
3. Present basic pay in the parent cadre post.
4. Designation & Pay scale of the post held on deputation and the present basic pay in the ex-cadre post.
5. Has the Officers been given NBR proforma promotion ?  
If so, pay scale of the post to which promoted.
6. Normal period of deputation prescribed in Recruitment Rules for the ex-cadre post.
7. Date of appointment on deputation.
8. Is the officer drawing grade pay + d(d)a ?  
If so, has the d(d)a been stopped during the 5th year/2nd year in excess of the period prescribed in the Recruitment Rules.
9. Whether the extension for Ist year/2nd year in excess of period prescribed in the RRs of the post has been given with the approval of the Secretary and Minister in charge of the Administrative Ministry/ Department respectively.
10. Does the proposed extension also requires the approval of UPSC/ACC ?
11. What is the specific public interest involved in the proposed extension ?
12. Whether the concurrence of lending organisation/ individual concerned has been obtained for the proposed extension.
13. Efforts made to select a suitable replacement for the Officer ?

1. According to Recruitment Rules can the post be filled up by promotion ? If so, are there any eligible Officers available from the feeder cadre (if there is one) and if so, why are they not been considered for promotion instead of seeking further extension for existing incumbent ?
2. Any other relevant information considered necessary.

**Signature & Designation of  
Administrative Authority**

**ANNEXURE - IV**  
**(Vide para 4.21(d))**

**Chart showing the Authority competent to sanction initial transfer/ extension of deputation and Foreign service**

Designation of the official to be deputed	Initial transfer	Extension upto 4 years	Extension for 4th year (Beyond 4 years)	Reference to Authority letter
<b>(1) Deputations</b>				
<b>(A) To State Government</b>				
A.Os	Pr.A.G	Pr.I.A.G	Pr.I.A.G	D.O.No.94-NGE-III/ Dy CAG 1464-93 dt.25-8-1993
A.A.Os/S.Os	Pr.A.G	Pr.I.A.G	Pr.I.A.G	- do -
Sr.Auditors/ Auditors etc.,	Pr.A.G	Pr.I.A.G	Pr.I.A.G	- do -
<b>(B) To Central Govt. Ministries/Depts.</b>				
A.Os	C.A.G	Pr.I.A.G	Admini- strative Min.**	D.O.Lr.No.51/GE.II/34 9-61 dt.7-1-1963 from the C.A.G's Office
A.A.Os/S.Os	C.A.G	Pr.I.A.G	- do -	CAGs Lr.No.1519- NGE.III/200-60, dt.14- 6-1960
Sr.Auditors/ Auditors etc.,	A.G.	Pr.I.A.G	- do -	D.O.Lr.No.2094/NGE.I II/172-65, dt.28-8-1965 from CAGs office.

\*\* CAGs Lr.No.987-GEI/103-72, dt.15-2-1972

Designation of the official to be deputed	Initial transfer	Extension upto 4 years	Extension for 4th year (Beyond 4 years)	Reference to Authority letter
<b>(2) On Foreign Service</b>				
<b>(A) To Autonomous, Bodies Corporation under State Government</b>				
A.Os	Pr.A.G	Prl.A.G	Dy.C.A.G £	D.O.Lr.No.18340GE.II/161-67 Pt.II, dt.29-6-68 from CAGs office
A.A.Os/S.Os	Pr.A.G	Prl.A.G	Dy.C.A.G	CAGs Lr.No.1519-NGE.III/ 200-60, dt.14-6-1960
Sr.Auditors/ Auditors etc.,	Pr.A.G	Prl.A.G	Dy.C.A.G	D.O.No.2094-NGE's III/ 172/65, dt.28-8-1965 from CAGs office.
£ CAG. Lr.No.987-GEI/103-E72, dt.15-2-1972.				
<b>(B) To Autonomous Bodies, Corporations etc., under Central Government</b>				
A.Os	C.A.G	Prl.A.G	C.A.G ££	D.O.Lr.No.671-GE.II/170-68, dt.18th March 1969 from CAGs Office.
A.A.Os/S.Os	C.A.G	Prl.A.G	C.A.G ££	CAGs Lr.No.1519-NGE.III/200-60 dt.14-6-1960 and No.3320-NGE.III/ 200-60, dt.4-11-1961.
Sr.Auditors/ Auditors etc.,	Prl.A.G	Prl.A.G	C.A.G ££	D.O.Lr.No.2094.NGE.II I/172-65, dt.28th August, 1965 from CAGs Office.
££ CAGs Lr.No.987-GEI/103-72, dt.15-2-1972. 5260-GEI/103-72, dt.28-8-1974.				

**ANNEXURE - V****(Vide para 4.28)****Statement showing the position of Deputation/Foreign Service of Accounts/Audit Officers, Asstt. Audit Officers and Section Officers (To Officers posts) as on January/July 1, 19.....****(Separately for Accounts/Audit Officers, Asstt. Audit Officers and Section Officers)**

Sl. No.	Name	Date of birth	Date of promotion as AO/ AAO/ SO	Name of the organisation to which on deputation	Post held on deputation	Scale of the post
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Period of deputation		Whether approval of this office has been obtained for extension of term of deputation of the officer beyond 3/4 years. If not, the reason therefor		Steps taken for repatriation of the officer if he is on deputation without proper sanction/ extension	Remarks	
From	Approved upto					
(8)	(9)	(10)		(11)	(12)	

- (A) ON FOREIGN SERVICE ABROAD
- (B) ON DEPUTATION WITHIN IA & AD
- (C) ON DEPUTATION/FOREIGN SERVICE OUTSIDE IA & AD, BUT WITHIN THE COUNTRY

**ANNEXURE - VI****(Para 4.39)****List of Chief Executives of Public Enterprises  
(As on 1-12-1977)**

- |     |  |   |
|-----|--|---|
| 1.  | Air India,<br>Air India Building, Ltd.,<br>20th Floor, Nariman point,<br>Bombay - I.                                     | 1, Chartered Bank Bldg.<br>Calcutta - I.  |
| 2.  | Air India Charters Ltd,<br>Air India Building,<br>Nirman Point,<br>Bombay-I.   | 11. Burn Standard Co. Ltd.<br>10-c, Hyngerford street,<br>Calcutta - 17.                          |
| 3.  | Artificial Limbs Mfg. Co. Ltd.,<br>G.T. Road,<br>Kanpur - 208 016.   | 12. Bharat Earth Movers Ltd.<br>P.B.No.7, Unit Building,<br>J.C. Road,<br>Bangalore - 2.          |
| 4.  | Biecco Lawrie Ltd.,<br>6, Mayurbhunj Road,<br>Calcutta -23   | 13. Bharat Electronics Ltd.<br>29, Race Course Road,<br>Bangalore - 560 001.                      |
| 5.  | Balmer Lawrie & Co. Ltd.<br>21, Netaji Subhash Rd.,<br>Calcutta - I.   | 14. Bharat Gold Mines Ltd.<br>Gorgum, Karnataka.  |
| 6.  | Banana & Fruit Dev. Corpn. Ltd.<br>5/7 Sreeman, Srinivasa Tyenger<br>Rd.,<br>Venus Colony Alwarpet,<br>Madras - 600 018. | 15. Bharat Heavy Electrical Ltd,<br>Hindustan Times Bldg.<br>16th Floor, K.G. Marg,<br>New Delhi. |
| 7.  | Bharat Coking Coal Ltd.<br>P.O. Sijua, Dist. Dhanbad,<br>Bihar.  | 16. Bharat Heavy Plate & Vessels<br>Ltd.<br>P.O.Box No.100,<br>Visakhapatnam-12(AP)               |
| 8.  | Bharat Aluminium Co. Ltd.,<br>Pungi house,<br>Nehru place,<br>New Delhi - 110 024.                                       | 17. Bharat Ophthalmic Glass Ltd.<br>Durgapur (W.B.)   |
| 9.  | Bharat Dynamics Ltd.,<br>10-3-310, Masab Tank,<br>Hyderabad - 500 028.   | 18. Bharat Pumps & Compressors<br>Ltd.,<br>Naini, Allahabad.                                      |
| 10. | Bolani Ores Ltd.   | 19. Bharat Refractories Sector IV B,<br>Quarter No.56.<br>Bokaro Steel City - 827 001.<br>Bihar.  |

20. Bharat Petroleum Corpn. Ltd.,  
4 & 6 Currimbhoy Road (Bharat Bhavan)  
Ballard Estate, P.B.No.688,  
Bombay -400 038.
21. Bokaro Ispath Ltd.,  
Main Administrative Bldg.  
Bokaro Steel city,  
Bokaro, Distt. Hazaribagh,  
Bihar.
22. Bongaigaon Refinery &  
petro Chemicals Ltd.,  
1st Floor, Surya Kiran Bldg.,  
19, K.G. Marg,  
New Delhi
23. Braithwaite & Co. Ltd.,  
5 Hide Road,  
Calcutta.
24. Bridge & Roof Co. (I) Ltd.,  
Howrah.
25. Cashew Corpn. of (I) Ltd.  
P.B.No.1261,  
Kochin-1 (Kerala State).
26. Cement Corpn, of India Ltd.,  
Hearld House P.B.No.642,  
5A, B.S. Zaffar Marg,  
New Delhi.
27. Central Coal Fields Ltd.,  
Darbhanga House,  
Ranchi.
28. Central Cottage Industries,  
Corpn. of India Ltd.,  
Janpath 'A' Barracks,  
New Delhi.
29. Central Fisheries Corpn. Ltd.,  
62, Rose Mary Lane,  
P.B.No.86,  
GPO Howrah (West Bengal)
30. Central Inland Water Transport,  
Corpn. Ltd.  
P.B.No.2664,  
4, Fairlie place,  
Calcutta.
31. Central Electornics Lrd.  
N.P.L. Campus,  
Hill side Rd.,  
New Delhi - I.
32. Central Mine Planning &  
Design Institute Ltd.,  
Ranchi.
33. Central Warehousing Corpn.  
Ltd.,  
Deepali, 92, Nehru place,  
New Delhi - 110 024.
34. Coal India Ltd.  
10, Netaji Subhash Marg,  
Calcutta - 700 001.
35. Cochin Shipyard Ltd.,  
Cochin-15  
(Kerala State)
36. Cochin Refineries Ltd.,  
Ambalamugal P.O.  
(Ernakulam Dist)  
Post Bag No.1751,  
Cochin - 682 302.
37. Computer Maintenance  
Corporation,  
Air India Bldg.  
Nariman point,  
8th floor,  
Bombay 400 021.
38. Cotton Corpn. of India Ltd.,  
Air India Bldg.  
12th Floor,  
P.B.No.1350,  
Nirman Point,  
Bombay - I.





39. Delhi Small Industries,  
Dev. Corpn. Ltd.,  
New Delhi - 11- --1.
40. Delhi Transport Corpn.,  
I.P. Estate,  
New Delhi.
41. Dredging Corpn. of India,  
530, Fifth Floor,  
Transport Bhavan,  
1, Parliament street,  
New Delhi.
42. Eastern Coal fields Ltd.,  
Sanctoria,  
Asansol (W.B.)
43. Electronics Corpn. of (I) Ltd.,  
Industrial Development Area,  
Cherlapalli,  
Hyderabad.
44. Electronics Trade &  
Technology Development  
Corp, Ltd.,  
15/48 Malcha Marg.,  
Chankayapuri, New Delhi.
45. Engineers India Ltd.,  
PTI Building,  
Parliament street,  
New Delhi.
46. Engineering projects (I) Ltd.,  
Kailash Bldg.,  
K.G. Marg, New Delhi.
47. Export Credit & Guarantee  
Corp.,  
10th Floor, Express Tower,  
Nariman Point,  
P.B.No.373, Bombay - I.
48. Fertilizer & Chemicals  
Travancore Ltd.,  
Udyogmandal P.O.  
(Kerala State)
49. Fertilizer Corpn. of India Ltd.,  
Madhuban,  
55, Nehru place,  
New Delhi.
50. Film Finance Corpn. Ltd.,  
While House, 91,  
Walkeshwar Road,  
Bombay - 6.
51. Food Corpn. of India,  
Barakhamba Lane,  
New Delhi.
52. Garden Reach shipbuilders &  
Engineers Ltd.,  
43/46, Garden Reach Rd.,  
Calcutta - 24.
53. General Insurance Corpn.,  
Industrial Assurance Bldg.,  
Churchgate,  
Bombay - 20.
54. Goa Shipyard Ltd.,  
Vasco-da-gama,  
GOA.
55. Gresham & Craven of India Ltd.,  
23, Gobra Road,  
Calcutta - 14.
56. Handicrafts & Handloom Export  
Corporation of India Ltd.,  
11-A, Rouse Avenue Land,  
New Delhi.
57. Heavy Engineering Corpn.  
Ltd., Plant Plaza Road,  
P.O. Dhurwa,  
P.S. Hatia, Ranchi (Bihar)
58. Hindustan Aeronautics Ltd.,  
Indian Express Building,  
Vidhana Veedhi,  
Bangalore-I.

59. Hindustan Cables Ltd.,  
Ranrainpur Railway Station,  
Dist. Vardwar,  
West Bengal.
60. Hindustan Antibiotics Ltd.,  
Pimpri,  
POONA - 18.
61. Hindustan Copper Ltd.,  
"Industry House"  
10, Camac street,  
Calcutta.
62. Hindustan Housing Factory  
Ltd.,  
Jangpura,  
New Delhi.
63. Hindustan Insecticides Ltd.,  
Ground Floor, Wing I,  
Hans Bhavan,  
B.S. Zaffar Marg,  
New Delhi.
64. Hindustan Organic Chemicals  
Ltd.,  
P.O. Rasayni,  
Dist. Kolaba, Maharashtra.
65. Hindustan Latex Ltd.,  
Latex Bhavan,  
Mahila madiram Road,  
Poojappura,  
Trivandrum - 695 012.
66. HMT, (International) Ltd.,  
36, Cunnigham Road,  
Bangalore - 560 052.
67. Hindustan Machine Tools Ltd.,  
36, Cunningham Road,  
Bangalore - 560052.
68. Hindustan Paper Corp. Ltd.,  
Rubi Buildings,  
75-C Park Street,  
Calcutta.
69. Hindustan Petroleum Corpn.  
Ltd.,  
17, Jamshedji Tata Rd.,  
Bombay - 400 020.
70. Hindustan Photo films Mgd.,  
Co. Ltd.,  
Indu Nagar,  
Ootcamund (T.N.)
71. Hindustan Salts Ltd.,  
Badnor house, P.B.No.146,  
Jaipur,  
Rajasthan.
72. Hindustan Steel Limited,  
P.O.Hinoo,  
Ranchi-2 (Bihar)
73. Hindustan steel works Constn.  
Ltd.,  
No.1, Shakespeare sarani,  
Calcutta - 700 071.
74. Hindustan Tele printers Ltd.,  
G.S.T. Road, Guindy,  
Madras - 32.
75. Hindustan Zinc Ltd.,  
No.6 (Sahelion Ki Bari)  
New Fathepura scheme,  
Udaipur.
76. Housing & Urban Dev. Corp.  
Ltd.,  
Block No.12 A.  
Jamnagar Hutments,  
New Delhi.
77. Hindustan Shipyard Ltd.,  
Visakhapatnam.
78. Hydro Carbons India (P) Ltd.,  
Bank of Baroda Building,  
7th Floor,  
Parliament street,  
New Delhi - 100 001.

- 79.** Indian Tourism Dev. Corp. Ltd.,  
'Jeevan Vihar';  
3, Parliament street,  
New Delhi.
- 80.** Hotel Corpn. of India Ltd.,  
5th Floor, The Central Hotel,  
Bombay - 400 057.
- 81.** Indian Airlines,  
Indian Airlines House,  
New Delhi.
- 82.** Indian Diary Corporation,  
Yash Kamal Building,  
7th Floor, Lokmanya Tilak Road,  
Barada - 5.
- 83.** Indian Drugs & Pharmaceuticals  
Ltd.,  
N.12, NDSE Pt.I,  
New Delhi - 49.
- 84.** Indian Fire Bricks & Insulation  
Co. Ltd., P.O. Murar,  
Dist. Hazaribagh,  
Bihar.
- 85.** Indian Machinery Co. Ltd.,  
Dassanagar,  
Howrah - 711 105.
- 86.** Indian Motion picture Export  
Corporation,  
Shivnagar Estate,  
'D' Block,  
5th Floor,  
Dr. Annie Besant Road,  
Worli, Bombay - 18.
- 87.** Indian Oil Corporation,  
Indian Oil Bhavan,  
Janpath, New Delhi.
- 88.** Indian Petro-Chemicals  
Corporation,  
Dist. Baroda, Gujar.
- 89.** Indian Railway Constn. Co. Ltd.,  
New Delhi House,  
27, Barakhamba Road,  
New Delhi.
- 90.** Indian Rare Earths Ltd.,  
Pilcourt III,  
Maharishi Karve Road,  
Bombay - 400 020.
- 91.** Indian Road Constn. Corpn.  
Ltd.,  
Raja House,  
Nehru Place,  
New Delhi - 110 024.
- 92.** Indian Telephone Industries  
Ltd.,  
Doorvani Nagar,  
Bangalore - 16.
- 93.** Indo-Burma Petroleum Co. Ltd.,  
5, Graham Road,  
Ballard Estate,  
Bombay - 38.
- 94.** Instrumentation Ltd.,  
Kota, Jhalwar Road,  
Kota - 5.
- 95.** International Airports Authority  
of India Ltd.,  
32, Ferozshah Road,  
New Delhi.
- 96.** Jute Corporation of India Ltd.,  
1, Chakespear Sarani Road,  
Calcutta-16.
- 97.** Jessop & Co. Ltd.,  
63, Netaji Subhash Road,  
Calcutta - I.
- 98.** Kudremukh Iron Ore Co. Ltd.,  
25, Mahatma Gandhi Road,  
Bangalore.

- 99.** Life Insurance Corp.(I) Ltd.,  
Yogakshama,  
Jeevan Beema Marg,  
Post Box No.252,  
Bombay - 26.
- 100.** Lubrizol India Ltd.,  
Delsta, 9 A Huges Road,  
Bombay.
- 101.** Madras Fertilizers Ltd.,  
Manali,  
Madras - 600 068.
- 102.** Madras Refineries Ltd.,  
Manali,  
Madras - 600 068.
- 103.** Mandya National paper Mills  
Ltd.,  
Velagula - 571 606,  
Karnataka.
- 104.** Maganese Ore India Ltd.,  
3, Mount Road Extension,  
Nagpur.
- 105.** Mazagon Dock Ltd.,  
Dockyard Road, Mazagon,  
Bombay 10 DD.
- 106.** Metal scrap Trade Corp. Ltd.,  
225-E, Acharya Jagdish Bose  
Road, Calcutta - 700 020.
- 107.** Metallurgical Engineering,  
Consultants (I) Ltd.,  
Ranchi- 834 002.
- 108.** Mica Trading Corp. of (I) Ltd.,  
137, Pataliputra Colony,  
Patna - 800 013.
- 109.** Mineral Exploration Corp. Ltd.,  
Lakshmi Smitri,  
Behind G.P.O..  
Balam Road, Civil Lines,  
Nagpur.
- 110.** Minerals & Metals Trading,  
P.B.No.493,  
Express Building,  
10, Bahadur Shah Zaffar Marg,  
New Delhi.
- 111.** Mining & Allied Machinery  
Corp. Ltd.,  
P.O. Durgapur,  
Dist. Burdwan (W.B.)
- 112.** Mishra Dhatu Nigam Ltd.,  
Defence Metallurgical Research  
Laboratory,  
Hyderabad - 500 258 (A.P)
- 113.** Modern Bakeries (I) Ltd.,  
25-B, C-Block Pashchimi Marg,  
Local Shopping Centre,  
Vasant Vihar,  
New Delhi.
- 114.** The Mogul Line Ltd.,  
16, Bank Street, Fort,  
Bombay.
- 115.** Nagaland paper & Pulp Mills  
Ltd., P.O.Box. No.18,  
Jorhat,  
ASSAM.
- 116.** National Building Constn.  
Corp. Ltd.,44,95, Nehru Place,  
Vishal Bhavan,  
New Delhi.
- 117.** National Fertilizers Ltd.,  
27, Community Centre,  
East of Kailash,  
New Delhi - 24.
- 118.** National Hydro Electric power  
Corporation Ltd.,  
Manjusha, 57, Nehru Place,  
New Delhi - 110 024.

- 119.** National Industrial Development Corporation Ltd., P.N.458, Chanakypuri, New Delhi.
- 120.** National Instruments Ltd., 1/1 Raja S.C. Mullick Road, Calcutta.
- 121.** National Mineral Dev. Corporation Limited, A.P. Housing board Bldg. Behind Gruhkalpa Mukarmjai Road, Hyderabad.
- 122.** National Newprint & Paper Mills Ltd., Napanagar (M.P.)
- 123.** National projects constn. Corporation Ltd., Raja House, 30-31, Nehru Place, New Delhi - 110 024.
- 124.** National Research Dev. Corporation Ltd., Lajpat Nagar III, New Delhi - 110 024.
- 125.** National seeds Corpn. Ltd., Beej Bhavan, Pusa Complex, (CTO), New Delhi - 20.
- 126.** National small Inds. Corp. Ltd., Near Industrial Estate, Okhla, New Delhi 20.
- 127.** National Textile Corp. Ltd., Surya Kiran Bldg. 8th Floor, 19, K.G. Marg. New Delhi.
- 128.** National Textile Corporation (Andhra Pradesh, Karnataka, Kerala, Mahe) Ltd., Nanjappa Mansion, 29/2, 3rd Floor, L.H. Road, Shanti Nagar, Bangalore - 560 027.
- 129.** National Textile Corporation, (Delhi, Punjab & Rajasthan) Ltd., 10th Floor, Vidhana Building, 11, Tolstoy Marg, New Delhi - I.
- 130.** National Textile Corporation (Gujarat) Ltd., 1791, Ashram Road, Anmedabad - 9.
- 131.** National Textile Corporation (Madhya Pradesh) Ltd., 27, Yashwant Niwas Road, Indore - 450 002.
- 132.** National Textile Corporation (Maharashtra North) Ltd., NPC House (Indu House), 15, Narottam Morarji Marg, Bombay - 400 038.
- 133.** National Textile Corporation (South Maharashtra) Ltd., NPC House, (Indu house) 15, Norottam Morarji Marg, Bombay - 400 038.
- 134.** National Textile Corporation (Tamil Nadu & Pondicherry) Ltd., NTC House, 10/64, Somasundaram Mill Road, Coimbatore - 641 009.
- 135.** National Textile Corporation (Uttar Pradesh) ltd., "Sylverton" 14/82,

Civil Lines, Kanpur.

- 136.** National Textile Corporation  
(West Bengal, Bihar, Assam &  
Orissa) Ltd.,  
7, Jawahar Lal Nehru Road,  
Calcutta - 13.
- 137.** National Thermal Power Corp.  
Ltd.,  
311, Kailash Bldg.,  
26, K.G. Marg,  
New Delhi.
- 138.** Neyveli Lignite Corp. Ltd.,  
P.B.No.1, P.O. Neyvuli,  
Tamil Nadu,  
South Arcot Dist.
- 139.** Oil & Natural gas Commission,  
Tel Bhavan,  
Dehra Dun (U.P)
- 140.** Petrofiles Co. op Ltd.,  
P.O. Jawahar Nagar,  
Dist. Baroda,  
Gujrat.
- 141.** Praga Tools Ltd.,  
6-6-8/32, Kavadiguda Rd.  
P.B.No.1570,  
Secunderabad.
- 142.** Project & Equipment Corp. of  
India Limited.,  
Chandralok Bldg.  
Janpath,  
New Delhi.
- 143.** Pyrites, Phosphates & Chem  
Ltd.,  
Dehri-on-sone,  
Dist. Rohtas,  
Bihar.
- 144.** Rail India & Technical &  
Economic, Services Ltd.,  
New Delhi house,  
(1st floor) New Delhi - I.
- 145.** Rehabilitation Industries Corp.  
Ltd.,  
25, Free School Street,  
P.B.No.8103,  
Calcutta.
- 146.** Richardson & Gruddas (1972)  
Ltd.,  
P.B.No.4503,  
Bombay - 400 008.
- 147.** Rural Electrification Corp., Ltd.,  
5 NDSE Part II,  
New Delhi - 110 049.
- 148.** SAIL International Ltd.,  
4 Fairlee Place,  
Calcutta - 700 001.
- 149.** The Shipping Corp. of India Ltd.  
Shipping House, Madama Cama  
Rd.  
Bombay-400 001.
- 150.** Managing Director,  
Salem Steel Ltd.,  
Railway west colony,  
Salem -636 005 (T.N)
- 151.** Sambar Salts Ltd.,  
B House,  
Bhagwan Das Road,  
P.B.No.146,  
Jaipur.
- 152.** Scooters India Ltd.,  
P.O. Sarojini Nagar,  
Lucknow,  
Kanpur Road,  
Lucknow - 226 003.
- 153.** State Chemicals &  
Pharmaceuticals Corp. of India  
Ltd., 36, Janpath,  
New Delhi.

154. State Farms Corp. of India Ltd.,  
Beej Bhavan (CTO) Bldg.  
Pusa Institute Complex,  
New Delhi.
155. State Trading Corp.  
Chandralok Building,  
Janpath, New Delhi.
156. Steel Authority of India Ltd.,  
14th Floor,  
Hindustan Times House,  
Kasturba Gandhi Marg,  
New Delhi.
157. Steel containers Limited,  
21, Nethaji Subash Road,  
Calcutta - 1.
158. Tannery & Footwear Corp (I)  
Ltd., 13/400, Civil Lines,  
Hazari Banglow,  
Kanpur (UP).
159. Tea Trading Corp. of India Ltd.,  
225 E, Acharya Jagdish  
Chandera Bose Road,  
Calcutta - 700 028.
160. Triveni Structural Ltd.,  
Na-ini-  
Allahabad (U.P.)
161. Tungabhadra Steel Projects  
Ltd., P.O. Tunghabhadra Dam,  
Dist. Ballary, Karnataka.
162. Uranium Corp. of India Limited,  
P.O. Jaduguda Mines,  
Dist. Singbhum (Bihar).
163. Wagons India Private Ltd.,  
10th Floor,  
B Flat, Atma Ram House,  
A, Tolstoy Marg,  
New Delhi.
164. Consultancy services (I) Ltd.,  
5th Floor, Kailash, 26, Kasturba  
Gandhi Marg, New Delhi.
165. Western Coalfields Ltd.,  
Nagpur.
166. Bharat Leather Development  
Corporation Limited.,  
Lawrie's Hotel,  
Mahtama Gandhi Road,  
Agra - 282 001 (UP).
167. Aurthur Bultor & Col. Ltd.,  
Muzaffarpur - 842 001,  
Bihar.
168. Andaman & Nicobar Islands,  
Forests & Plantation Dev.  
Corporation Limited,  
Port Blair.
169. North Eastern Handicrafts,  
Handloom Dev. Corp. Ltd.  
Shillong.
170. Indian Iron & Steel Co., Ltd.,  
Tisco House,  
50, Chowringhee Road,  
Calcutta - 700 071.
171. IBP/BL, Group of Companies,  
Allahabad Bank Building,  
17, Parliament Street,  
New Delhi.
172. Trade Fair Authority of India,  
Pragati Maidan,  
Lal Bhadur Marg, Shastri Marg,  
New Delhi - 100 001.
173. Britannia Engineering Works,  
Wagon Division,  
Mokameh - 803 302,  
Dist. Patna, Bihar.



**ANNEXURE - VII****(Vide para 4.40 (b))****Standard terms and conditions for relief of Quasi-permanent/  
permanent officials selected through paper advertisement in  
Public Sector Undertakings**

The application of Sri \_\_\_\_\_ in the prescribed proforma a quasi-permanent/permanent of this office is forwarded on the conditions that if Sri \_\_\_\_\_ is selected for post he will be relieved from this office subject to the following terms and conditions in accordance with the Government of India orders issued in Ministry of Home Affairs O.M.No.70/62/62 Estt.(A), dt.22-1-1966, as amended from time to time.

- (1) The foreign service is not in public interest.
- (2) The Foreign service commences from the date of relief in this office and ends on the date he rejoins in this office.
- (3) He shall be allowed the right to revert back to the parent department within a period of 2 years from the date of relief and within that period he should either get himself absorbed permanently in the Organisation by resigning his post under Government of India or he should revert to the parent department.
- (4) The leave salary and pension contribution should be paid either by the undertaking/organisation or by that Government servant himself.
- (5) The pay allowed to him by the undertaking/organisation should not exceed the limits specified in Ministry of Fin. Office Memorandum No.10(24)-E.III/60, Dt.9th March, 1964 and such other orders restricting pay on Foreign service as may be issued by the Ministry of Finance from time to time.

- (6) If it is proposed to absorb the Government servant permanently in the public sector undertaking/ autonomous semi-Government Organisation before the expiry of the period of two years mentioned above it would be incumbent on the Foreign employer to consult the parent Office before issuing orders absorbing the Government servant permanently and the orders of permanent absorption should be issued by the foreign employer only after the resignation of the Government servant has been accepted by the Govt. and with effect from the date of such acceptance vide Ministry of Finance Office Memorandum No.4(3)E.IV/A/63, dated the 1st October 1963.
- (7) If the Government servant is not permanently absorbed within a period of two years from the date of his appointment in the public sector, undertaking/ autonomous, semi-Government organisation in the manner indicated at (3) above, he should immediately on the expiry of the said period of two years either resign from Government service; or revert to his parent office.

**Welfare Officer**

**Senior Deputy Accountant General(A)**

## ANNEXURE - VIII

(Vide para 4.60)

### Grant of Retirement benefits etc., on permanent absorption of SO, etc., in Public Sector Undertakings/ Autonomous Bodies

#### *I. Government Servants on deputation to Public Sector Undertakings and Permanently absorbed therein.*

(a) Date of effect: According to G.I.M.G.No.2(57)/68-BPE(OM) dated 26-2-1969 no Government servant should be allowed henceforth, during service in Government to be on deputation to various Public Sector enterprises for a total period of more than three years. As such if a Government servant on deputation to a Public Sector Undertaking is proposed to be permanently absorbed therein public interest, the date of permanent absorption should not be beyond the date on which he completes three years of deputation with the undertaking. It should also be noted that this maximum time limit would also include any period/ periods spent on deputation to this or any other Public Sector undertaking after 1-3-1969. Thus if a Government servant who on deputation to a Public Sector undertaking is proposed to be permanently absorbed therein, also remained on deputation after 1-3-1969 to another Public Sector undertaking, then the earlier period together with the present period should not exceed the maximum limit of three years.

(b) *Release of Pensionary benefits:* After a Government servant is permanently absorbed in a Public Sector Undertaking, his pensionary benefits are to be released immediately in accordance with G.I.M.IF. O.M.No.2 (57)/68-BPE (OM) dated 3-1-1970.

(c) *Carryforward of leave :* The benefits of carryforward of leave is to be regulated in terms of G.I.M.F.O.M.No.2(201)/69-BPE(OM) dated 4-12-1969.

(d) Family pension: The grant of family pension is to be regulated in terms of G.I.M.F.O.M.No.F.4(1)-EV(B)/73 dated 8-10-1975 read with O.M.No.F4(10)-EV(B)/77, dt.10-7-1978.

**II. Government servants on deputation to Central Autonomous Bodies:**

(a) Government servants on deputation to autonomous bodies and proposed to be absorbed therein public interest may be allowed to be permanently absorbed therein without the imposition of the maximum time limit of three years. In their case the pensionary benefits are disburseable either from the earliest date from which he could have retired voluntarily or from the date of absorption in the autonomous body, whichever is later vide G.I.M.F.O.M.No.F-44(8)/EV/71 dated 19-6-1972.

(b) *Carryforward of leave* : The benefit of carryforward of leave is to be regulated in terms of G.I.M.P. No.F-1(16)-E.III(B)/70 dt.20-2-1971.

(c) *Family Pension Scheme*: As per para-I (d) above.

(d) *Pay fixation*: The Pay of the Government servant is to be refixed as of a reemployed pensioner from the date he receives the pensionary benefits.

**III. Govt. servants appointed in various Public Sector Undertakings on their own volition by getting their application forwarded.**

(a) A Government servant appointed (on and after 21-4-1972) in a Public Sector Undertaking by getting his application forwarded may be allowed to retain his lien for a period of 2/3 years and he should either revert to this parent Department or get himself absorbed in the undertaking concerned within this period. This maximum time limit would also be subject to the conditions set out in para-I(a) above. If the Government servant opts not to retain lien and straightway resigns his permanent post to join the Public Sector Undertaking, his case should be dealt with under the instructions contained in this office circular Lr. No.927-NGE III/17-76-II dated 10-5-1978. The pensionary benefits are released immediately in terms of D.P. & A.R. O.M.No.7/1/72-Estt.(C) dated 21-4-1972.

(b) If a Government servant appointed on his own volition in a Public Sector undertaking on or after 8-11-1968 and permanently absorbed therein before 21-4-1972 his case may be dealt with under G.I.D.P & A.R.O.M. No.28016/4/76-Ests.(C) dated 25-3-1977 read with the instructions contained in this office letter dated 10-6-1978 referred to above. In such cases the pensionary benefits should be allowed only from 1-8-1976.

(c) It should be ensured that necessary contributions towards leave salary and pension are recovered till the date of permanent absorption.

(d) The benefit of carryforward to leave is to be regulated in accordance with G.I.D.P & A.R.O.M. dated 25-3-1977 referred to above.

(e) **Family Pension Scheme:** As per Para-I(d) above.

**IV. Government servants appointed in Central Autonomous Bodies on their own volition by getting their applications forwarded**

(a) A Government servant appointed (on or after 21-4-1972) in an autonomous body by getting his application forwarded may be allowed to retain lien for a period of 2/3 years and he should either revert to his parent Department or get himself absorbed therein within this period. During the period he is allowed to retain lien, it should be ensured that necessary leave salary and pension contributions are recovered. After his permanent absorption he is entitled to the prorata retirement benefits disburseable either from the earliest date from which he could have retired voluntarily or from the date of absorption in the autonomous body **whichever is later** in terms of G.I.M.F.O.M. Dated 19-6-1972 read with D.P. & A.R.O.M.No.28016/1/75 Ests.(c) dated 4-9-1975.

(b) **Family Pension Scheme:** As per para-I(d) above.

(c) **Carryforward of leave:** The Government servant is not entitled to the benefit of carryforward of leave.

(d) **Pay Fixation:** The pay of the Government Servant is to be refixed as of a re-employed pensioner from the date he receives the pensionary benefits.

2. The scheme of voluntary retirement contained in D.P. & A.R.O.M.No.25013/7/77-Estt.(A) dated 26-8-1977 will not apply to the cases of Government servants on deputation or appointed in their own volition to public sector under takings/autonomous bodies who propose to get themselves permanently absorbed therein.

3. The instructions contained in this circular are not applicable in respect of permanent absorptions in State Public Sector Undertakings/Autonomous Bodies.

## ANNEXURE - IX

(Vide para 4.61)

*Ministry of Finance (Bureau of Public Enterprises) O.M.No.5(25)/83 B.P.E.(PESB), dated 6-8-1985. The appointment of Government servants in the Central Public Enterprises will be on the following terms and conditions.*

- (1) ***Release of the Government servants for appointment in the enterprises:*** A Government servant who has been selected for a post in a Central Public Enterprises may be released only after obtaining and accepting his resignation from the Government service.
- (2) ***Extension of lien/quasi-permanent status:*** No lien/quasi-permanent status of the Government servant concerned will be retained in his parent cadre. All his connections with the Government will be severed on his release for appointment in an enterprise and he will not be allowed to revert to his parent cadre.
- (3) ***Pay fixation:*** A Government servant selected for a post in a central public enterprise will be free to negotiate his emoluments with the enterprise. On appointment to a post in a public sector enterprise on immediate absorption basis, a Government servant will be at par with other employees of the enterprise in all respects.
- (4) ***Pensionary benefits:*** (i) Resignation from Government service with a view to secure employments in a Central Public Enterprise with proper permission will not entail forfeiture of the service for the purpose of retirement/ terminal benefits. In such cases, the Government servant concerned shall be deemed to have retired from service from the date of such resignation and shall be eligible to receive all retirement/terminal benefits as admissible under the relevant rules applicable to him in his parent organisation.

(ii) The officer eligible for pension should exercise an option within 6 months of the date of his resignation for either of the following two alternatives:

(a) Pre-rata monthly pension and death-cum-retirement gratuity as admissible under the relevant rules.

(b) Pre-rata gratuity and a lumpsum amount in lieu of pension worked out with reference to the commutation tables applicable on the date of resignation.

NOTE: Where no option is exercised within the prescribed time limit, the officer will be governed by alternative (a) above. Option once exercised shall be treated as final.

(iii) Any further liberalisation of pension rules decided upon by Government after the date of resignation of a Central Govt. servant to join the public enterprise will not be extended to him.

(iv) A Government servant who opts for pro-rata monthly pension on his resignation from Government Service will not be entitled to relief on pension during his service in the public enterprise.

(5) **Leave:** A Government servant taking up an appointment in a Central Public Enterprise will be entitled to encashment of earned to his credit at the time of acceptance of his resignation from Govt. service, subject to a limit of 240 days. Half pay leave will stand forfeited.

(6) **Family Pension:** If there is no family pension scheme in a public enterprise, or if the officer does not become eligible to join family pension scheme in the enterprise, the family pension as admissible under the Central Govt. will be allowed to him.

2. For the purpose of these instruction immediate absorption means acceptance of resignation of an officer from Govt. service to enable him to take up an appointment in a Central Public Enterprise, for which he had applied with proper permission.



3. Since the terminal benefits mentioned above are admissible only to these officers who leave Govt. service to secure employments in the enterprise, with proper permission a case of grant of these benefits may be processed only after ascertaining from the enterprise concerned that the officer actually joined them.
4. The stipulation of 'immediate absorption' will apply to all appointment of Central Government servants in the Central public enterprises, irrespective of the level of appointment, the mode of recruitment, and whether an appointment is in public interest or otherwise, but subject to the exceptions made in the O.M. dated 6-3-1985 referred to above.
5. For the purpose of these orders, a Central public enterprise in an undertaking wholly or substantially owned by the Government of India, and which is accepted as such by the Bureau of Public Enterprises.
6. The terminal benefits etc., enumerated in para 1 above will be admissible to all Central Government servants, who secure appointments in Central Public Enterprises, with proper permission. A Government servant selected for appointment in an enterprise on the basis of an application submitted by him before joining the Govt. service will be deemed to have applied with proper permission for the purpose of these orders.
7. All existing instructions on the subject will stand amended/superseded to the extent indicated in the preceding paragraphs. Formal amendments in the statutory rules, where considered necessary will be carried out in due course.
8. All cases of grant of pensionary benefits etc., to Govt. servants who are appointed in the Central Public Sector enterprises on immediate absorption basis, shall be decided by the administrative Ministries/Cadre controlling authorities/Authorities competent to accept resignation of a

Government servant in accordance with provisions of this O.M. or which require relaxation of any provision should continue to be referred to the Bureau of Public Enterprises with necessary service particulars. Cases of doubtful nature also should continue to be referred to the Bureau of Public Enterprises.

9. The Ministry of Home Affairs, etc., may please bring these orders to the notice of all concerned including the Public enterprises under their administrative control.

10. So far as the officers serving in the Indian Audit and Accounts Department are concerned, these orders are being issued after consulting the Comptroller and Auditor General of India.

11. These orders take effect from 6-3-1985.

12. This issues with the concurrence of the Ministry of Fin. (Department of Expenditure) and the Department of Public Enterprise.

**ANNEXURE - X****(Para 4.62)****Office Memorandum****Permanent transfer of Government servants to autonomous bodies -- Grant of retirement benefits.***The salient features of the existing instructions are as follows:**Basis of calculation of retirement benefits:*

2. Such of the Government servants as were deputed or transferred to a body corporate owned or controlled by Government or whose services were lent to such a body, should, in the event of their permanent absorption in service under that body, w.e.f. a date prior to 16-6-1967 be paid an amount equal to what Government would have contributed had the officer been on contributory provident fund terms under Government, together with simple interest there on at 2% for the period of his pensionable service under Government. In such cases the interest (2%) on the total balance of contribution should be calculated for the entire period of pensionable service of the Government servant rendered prior to his permanent absorption in an autonomous body. The amount is to be credited to his G.P. Fund account with the autonomous body as an opening balance in the date of permanent absorption and Government's liability in respect of the officer's pensionable service under them would be treated as extinguished by this payment. This decision applies however, only where the permanent transfer from Government service to an autonomous body is in the public interest and the transfer is to a Government or to a quasi Government Corporation or an autonomous body and not to a private institution. In all other cases, Government will not accept any liability to pay any retirement benefits for the period of service rendered by the officer before his transfer. The concession is not to be claimed as a matter of right but is sanctioned at the discretion of Government in individual cases where it is merited, and each case has to be referred to the Department of personnel and the Ministry of Finance.

***Retirement benefits - transfer to new account:***

3. Credit to the Contributory Provident Fund account of the Government servant permanently absorbed in the service of a body corporate wholly or partially owned by Government, as indicated above, was to be given as an opening balance on the date of absorption in cases of those permanently absorbed upto 17-8-1964. In cases of those absorbed thereafter, the credit was only to be either after the Government servant had rendered five years service under that body (including any period of service rendered immediately before permanent absorption) or on the date on which he would have retired had he continued in Government service, whichever was earlier.

***Transfer of Provident Fund balances:***

3. A (i) According to Explanation III below rule 31 of the General Provident Fund Rules and corresponding Rule 33 of Contributory Fund Rules (India) 1962 which provides that when a subscriber is transferred, without any break to service under a body corporate owned or controlled by Government, the amount of subscription, together with interest thereon, shall not be paid to him but shall be transferred, with the consent of that body, to his new Provident Fund Account under that body.

It has been, however, decided that in cases where the corporate bodies do not have any Provident Fund Scheme or whose Provident Fund Rules do not provide for the Acceptance of balance from other Provident Funds, the amount in question should be finally paid to the person concerned at the time of his permanent transfer to such a body.

In cases, where the Provident Fund money is accepted by the corporate body subject to fulfilment of certain conditions viz., that the Government servant should complete the probationary period with them or that he should be confirmed in a post under them, the Provident Fund money of the persons concerned may be retained with Government till such time as it is transferred to the body concerned. In such cases the Provident Fund account of the individual concerned would cease to be

'alive' on the date of

permanent transfer of the persons concerned to such a body. In other words, no withdrawals for the Provident Fund will be permitted for any purpose including payment of Premium towards life insurance policies. Fresh subscription to the Fund, except recoveries in respect of outstanding advances, shall not be accepted. The Provident Fund money held by Government would continue to earn interest at the normal rate till the date of transfer of the amount to the corporate body.

(ii) In respect of the Government servants permanently absorbed in the Public Sector Undertakings, the position is as follows:

The amount of subscriptions, together with interest thereon standing in the Provident Fund account of a Government Officer opting for service under an enterprise may, if he so desire, be transferred to his new Provident Fund account under the enterprise provided the concerned enterprise also agrees to such a transfer. If, however, the subscriber does not desire the transfer or the concerned enterprise does not operate a Provident Fund, the amount aforesaid shall be refunded to the subscriber. Similarly in case of C.P.F., the amount of subscription and the Government contribution together with interest thereon, of a subscriber opting for service under a public enterprise may, if he so desires, be transferred to his new Provident Fund Account under the enterprise if the concerned enterprise also agrees to such transfer. If, however, the subscriber does not desire the transfer or the concerned enterprise does not operate a Provident Fund, the amount aforesaid shall be refunded to the subscriber.

4. The retirement benefits granted to a Government servant who is permanently absorbed in an autonomous body/public sector undertaking have been reviewed and the following revised terms were sanctioned in respect of those absorbed on or after 16-6-1967.

(i) A permanent Government servant on deputation in a public undertaking is eligible for pro-rata pension and D.C.R. Gratuity based on the length of his qualifying service under Government till the date of absorption. The pension will be

calculated on the basis of average emoluments for three years preceeding the date of absorption and the D.C.R. Gratuity on the basis of the emoluments immediately before absorption.

***Payment of service gratuity in lieu of pension:***

In cases where a Government servant at the time of absorption has less than 10 years service and is not entitled to pension, the question of proportionate pension will not arise; he will only be eligible to proportionate service gratuity in lieu of pension, and to D.C.R. Gratuity based on length of service.

(ii) The amounts of pension/gratuity and the D.C.R. Gratuity would be concurrently worked out and will be intimated to the Government servant concerned as well as to the undertaking as and when an officer is absorbed.

***Exercise of option:***

(iii) Every Government servant is to exercise an option, within six months of his absorption, for either of the alternatives indicated below:

- (a) Receiving the monthly pension and DCR Gratuity already workedout, under the unusual Government arrangements.
- (b) Receiving the gratuity and a lumpsum amount in lieu of pension worked out with reference to commutation tables obtaining on the date from which the pro-rata pension, gratuity etc., would be disbursable.

Where no option is exercised within the prescribed period, the officer will automatically be governed by alternative (b) above option once exercised shall be final. The option shall be exercised in writing and communicated by the Government servant concerned to the undertaking/autonomous body.

(iv) Cases of resignation from a public undertaking/ autonomous body will, for the purpose of these orders, be treated as resignation from Government service, entailing forfeiture of

earlier service under Government and loss of the pensionary benefits under these orders.

(v) For the period of service rendered in a public undertaking/autonomous body, the absorbed officers will be entitled to all the benefits admissible to other corresponding employees of the organisation.

(vi) The total gratuity admissible in respect of the services rendered under the Government and that under the public undertaking/autonomous body should not exceed the amount that would have been admissible had the Government servant continued in Government service and retired on the same pay which he drew on retirement from the public undertaking/ autonomous body.

***(vii) Non admissibility of Liberalisation of pension Rules after absorption.***

Any further liberalisation of pension rules decided upon by Government after the permanent absorption of the Government servant in a public undertaking/autonomous body would not be extended to him. However, the benefits of further liberalisation his pension shall also be allowed to a Government servant after his permanent absorption if, in any case, such liberalisation is sanctioned retrospectively w.e.f. a date prior to the date of such absorption.

***Commutation of pension:***

(viii) In cases where an officer has opted to receive pension as at (iii) (a) above but wishes to commute a portion of the pension, such commutation will be regulated in accordance with the Government rules in force at the time of commutation of his pension.

***Public Interest:***

The above decisions will apply only where the permanent transfer from Government service to a public undertaking/ autonomous body is in the public interest. In all other cases, Government will not accept liability to pay any retirement benefits



for the period of service rendered by the Government before his transfer.

Deputation on ones own volition: Pensionary benefits  
admissible in cases of  
absorption w.e.f.  
21-4-1972.

5. Permanent transfer of Government servants who apply in response to a Press advertisement etc., for posts in autonomous bodies/public sector undertakings whether incorporated or not, which are wholly or substantially owned by the Government of India is not treated as in the public interest and the Government has no liability to pay any retirement benefits or for carry forward of leave for the period of service rendered under the Government. However, on the position being reviewed further, it was decided that a permanent Government servant who has been appointed in an autonomous body financed wholly or substantially by Government on the basis of his own application shall, on his permanent absorption in such body w.e.f. 21-4-1972 or thereafter be entitled to the same retirement benefits in respect of his past service under the Government as are admissible to a permanent Government servant going on deputation to an autonomous body and getting absorbed therein, except carry forward of leave.

***Finance Ministry's prior approval:***

6. In all such cases of grant of pro-rata retirement benefits to Central Government employees, under the orders quoted in the preceedings paragraphs, the administrative Ministries are required to consult the Ministry of Finance before orders are issued in each individual case. However, in respect of the non-gazetted employees of the Indian Audit and Accounts Department, the C&AG will be the competent authority to confer retirement benefits.

A question had also been raised whether retrospective absorption is permissible in terms of the orders referred to above, such question would arise in cases where a person is initially sent to such a company/corporation on deputation and deputation

period is sought to be curtailed retrospectively. While a person is on deputation, leave/pension contributions are payable to Government by the company etc., or the person concerned. Retrospective absorptions may lead to claim for refund or non-payment of such contributions which cannot be withheld or refunded under the rules. In view of this it has been decided not to allow retrospective absorption of the employees on deputation to the companies/ corporations etc.

***Carry forward of leave:***

7. In respect of deputationists who opt for absorption in any statutory body or autonomous organisation owned or controlled by Government, such body or organisation should take care the liability in regard to leave on average pay/Earned leave that the optee has to his credit at the time of leaving Government service and in return Government shall pay to the statutory body/autonomous organisation a lump sum equal to leave salary for the leave on average pay/earned leave due to the Government servant on the date of his permanent absorption in such body/organisation. While issuing the final sanction for the absorption of the optee in the autonomous organisation, the administrative Ministry/Cadre authority concerned should also incorporate the provision with regard to payment of lump sum equal to leave salary by Government. This benefit will be available only in cases where the permanent transfer from Govt. service to a statutory body/ autonomous organisation is in public interest. These orders take effect from 20-2-1971 and cases already decided otherwise will not be reopened.

***Refixation of pay:***

The pay of the Government servant permanently absorbed in an autonomous body will be refixed as re-employed pensioner w.e.f. the date from which he becomes entitled to draw the pro-rata retirement benefits.

***Family pension:***

8. (i) The families of Government servants permanently absorbed in the autonomous bodies w.e.f. 16-61-67 will also be

eligible for family pension under Rules 54 and 55 of CCS (Pension) Rules, 1972.

(ii) The benefit of family pension will be admissible only to the families on those who were/are actually in receipt of pension from the Central Government after their absorption in autonomous body/public undertaking. This benefit will not be admissible to the families of those who got only the service gratuity i.e., who were/are absorbed before rendering 10 years qualifying service under the Government. Family pensions will, however, also be admissible to the families to those Government servants absorbed in the public sector undertakings/autonomous bodies who draw the lump sum amount in lieu of monthly pension on their absorption on the date of its becoming due and they do not draw any monthly pension on the date of death. Similarly family pension will also be payable to the families of those whose monthly pension or lumpsum amount has not become payable and is disbursable from the earliest date of voluntary retirement but the person dies before that date without receiving these benefits.

(iii) This benefit will also be admissible to the families of such Government servants as have been appointed in the autonomous bodies financed wholly or substantially by Government on the basis of their own applications and granted retirement benefits on their permanent absorption therein respect of the past service under the Government.

(iv) Grant of family pension will be subject to the usual contribution of two months emoluments of the Government servant at the time of permanent absorption in an autonomous body/ undertaking. Persons who have already drawn the pension and other benefits on absorption should deposit their two months contribution within six months from 8th October, 1975. "The amount is creditable to the head 066, contributions and recoveries towards pension and other retirement benefits - other receipts".

(v) Family pension will be admissible from only one source i.e., either from the Central Government or the public sector undertaking/ autonomous bodies in case such organisation has a

similar scheme for payment of family pension. The beneficiary may be given option to choose either of the two schemes.

(vi) It will be the responsibility of the pension sanctioning authority to process the claim for family pension, forwarding to the audit office for issue of an authority after satisfying itself that no such claim exists in the public sector undertaking/autonomous body or that the undertaking or autonomous body has not extended its family pension scheme to the person concerned.

(vii) The above orders will apply automatically to the cases in which necessary Government sanction has already been issued. Therefore, it is not necessary to issue formal amendments to the relevant sanction letters. Suitable provision will, however be incorporated in the relevant sanctions to be issued hereafter.

***Consultation with parent Department:***

9. In all cases where a Government servant is to be absorbed permanently by the foreign employer under his organisation it would be incumbent to consult the parent employer before issuing order absorbing the Government servant permanently in his service. The orders of permanent absorption should be issued only after the resignation of the Government servant has been accepted by the Government and w.e.f. the date of such acceptance.

***Formal resignation not necessary:***

10. With the coming into force of CCS (Pension) Rules, 1972 (which, inter-alia, contain a provision of deemed retirement in the case of a Government servants absorbed permanently in a public sector undertaking/autonomous body), it has not been decided that obtaining of formal resignation is not necessary if an individual is deemed to have retired from service by virtue of Rule 37 of CCS (Pension) Rules, 1972 i.e., consequent on the conditions required by this Rule, viz., permission should have been granted to the absorption in the service of the company of other body corporate, the absorption should be declared by the Government to be in the

public interest, there should be an actual orders of absorption and the Government servant should also consent to such absorption, being satisfied.

***Commutation and exemption from income-tax:***

11. In accordance with Rule 37 of CCS (Pension) Rules, 1972, a Government servant who has been permitted to be absorbed in a service or post in or under a corporation or company wholly or substantially owned or controlled by the Government in or under a body controlled or financed by the Government shall, if such absorption is declared by the Government to be in the public interest, be deemed to have retired from service the on date of such absorption. Each such Government servant is required under the relevant orders applicable to him to exercise an option within six months of his absorption for either of the alternatives indicated below:

(a) receiving the monthly pension and D.C.R.G. under the usual Government arrangements, or

(b) receiving the gratuity and a lump sum amount in lieu of pension worked out with reference to the commutation tables obtaining on the date from which the commuted value becomes payable.

Where no option is exercised within the prescribed period, the Government servant is automatically governed by alternative (b).

12. A person opting for alternative (a) is entitled to commutation of a portion of the pension admissible to him in accordance with the provisions of Civil Pension (Commutation) Rules.

13. It has been decided that where a Government servant elects the alternative (b) referred to above he should be granted;

(i) On an application made in this behalf, a lump sum amount not exceeding the commuted value of 1/3rd of his pension as may be admissible to him in accordance with the provisions of Civil Pension (Commutation) Rules;

(ii) a terminal benefit equal to twice the amount of lump sum referred to in (i) above subject to the condition that the Govt. servant surrenders his right of drawing 2/3rd of his pension.

The commuted value of 1/3rd of the pension mentioned at (i) above will be exempt from income-tax whereas the terminal benefit component mentioned at (ii) above will be chargeable to tax as the income of the year in which it is due. However, the recipient will be eligible for a relief in tax in respect of the said amount; such relief being calculated by spreading the amount equally over the three preceding years immediately preceding the year in which the payment is received and subjecting it to tax at the average of the average rates applicable to the total income of those years after adding thereto one-third of the amount. The relief in such cases is to be granted by the Central Board of Direct Taxes and an application for such relief under Section 89 (1) of the Income-Tax act should be made to the Board through the I.T.O. concerned.

14. In the cases of the Government Servants who opts for or are automatically governed by the alternative (b) in para 11 above, the payment of monthly pension will commence from the due date pending their medical examination in accordance with the provision of the Civil Pensions (Commutation) Rules. The Commutation shall become absolute and the title to receive the commuted value shall accrue on the date on which the Medical Board (Authority) signs the medical certificate. If the Medical Board (Authority) directs that the age of the employee for the purpose of commutation shall be assumed to be greater than his actual age, the person concerned will have the opportunity to change his option for receiving a lumpsum in lieu of monthly pension to receiving the monthly pension by written notice despatched within two weeks from the date on which he receives intimation of the finding of the Medical Board (Authority). If the applicant does not change his option within the period of two weeks prescribed above, he shall be assumed to have accepted the findings of the Medical Board (Authority).

***Date of payment of pro-rata retirement benefits:***

15. A Government Servant who is permitted to be absorbed in the public interest in a public sector undertaking or autonomous body is deemed to have retired from Government service from the date of his absorption in public sector undertaking or autonomous body and his retirement benefits are determined with reference to the length of qualifying service rendered under Government till the date of his absorption. In the case of absorption in an autonomous body from 16-6-1967 onwards or a public sector undertaking prior to 8-11-1968, retirement benefits become payable either from the earliest date from which Government servant could have retired voluntarily under the rules applicable to him or from the date of absorption in the undertaking/corporation whichever is later.

***Procedure for drawal of pro-rata retirement benefits:***

16. Clarifications have been sought as to the procedure which should be followed for sanctioning and authorising the payment of retirement benefits to those absorbed in public sector undertakings and autonomous bodies. Since the Government servants are deemed to have retired a from Government service on the date of absorption, the procedure laid down in Chapter (VIII) of CSS (Pension) Rules, 1972 which applies to Government servants who retire in normal course should mutatis mutandis apply in the case of Government servants who are absorbed in the public interest in a public sector undertakings or in an autonomous body. The disbursement of the retirement benefits should be authorised from the date indicated in Government's letter allowing the Government servant to be absorbed in public sector undertaking or autonomous body.

17. In respect of employee who held non-gazetted posts before absorption, Forms 6 and 7 of CCS (Pension) Rules 1972, should be filled in by the Head of Office and forwarded to the Audit Officer for determining final amount of pension and death-cum-retirement gratuity. Where the retirement benefits are payable from the date of absorption, the Head of Office should obtain the particulars required under paras 2 to 4 of Form 5 and forward the same to the

Audit Officer along with the pension papers. The Audit Officer after applying the necessary audit check, will inform the absorbed employee, autonomous body/public sector undertaking and the Head of Office of the amount of pension and DCR Gratuity and the date from which they are payable to him. Where the retirement benefits become payable from a date subsequent to the date of absorption, the particulars required under para 2 to 4 of Forms 5 should be furnished to the Audit Officer by the absorbed employee through his employer six months before the date on which the payment of the retirement benefits is to commence to enable him to issue PPO/GPO.

18. In respect of employees who held gazetted posts before absorption action to fill in Form 7 should be initiated by the Audit Officer. The Audit Officer after determining the amount of pension, and DCR Gratuity will inform the absorbed employee, autonomous body/public sector undertaking and Head of Office/Deptt. of the amount of retirement benefits and the date from which they are payable to him. Where the retirement benefits are payable from the date of absorption, the Audit Officer will also obtain the particulars required under para 2 to 4 of Form 5 through the employer of the absorbed employee before authorising payment of retiring benefits. In other cases the particulars required under paras 2 to 4 of Form 5 should be furnished to the Audit Officer by the absorbed employee through his employer six months before the date on which the payment of the retirement benefit is to commence. As soon as Government orders regarding absorption of a Government servant are issued the Head of Office will forward Form 7 duly completed to the Audit Officer and such other information as the Audit Officer may required.

19. The procedure laid down in Chapter VIII of the CCS (Pension) Rules, 1972 may be adopted keeping in view the position stated in these orders. The provisions contained in Chapter VIII for authorising payment of provisional pension for a period of six months and 3/4 of the D.C.R.G. by the Head of Office need not be observed in the case of an employee who before his absorption had held a non-gazetted post. Payment of the



retirement benefits will be received by the employees concerned, from the treasury of his own choice.

***Benefit of service rendered under Government in respect of Scientific Employees***

20. On the basis of the recommendations of the Second Pay Commission (i) for counting towards pension of service rendered by Scientific employees of semi-Government Institutions, financed from cess or Government grants, on their appointment to a pensionable service under the Govt. of India and (ii) The rate of Pension contribution payable by Universities when they borrow service of Government Servants who are Scientists and Technologists, it was decided as follows:

(i) A Scientific employee of a semi-Government institution which is financed wholly or mainly from cess or Central Government grants who was on a Contributory Provident Fund basis in such an institution may, on permanent appointment without any interruption to a pensionable service or post under the Government of India count his previous service in that institution during which he subscribed to that Fund as service qualifying for pension provided that the contribution together with interest thereon paid by the institution is made over to the Government. The service during which he did not subscribe to the Contributory Provident Fund will not be so reckoned unless the previous employer agrees to bear proportionate charges on account of pensionary benefits for the service so rendered. If, however, the officer was not on a Contributory Provident Fund basis in such an institution, his previous service will be reckoned as qualifying for pension if the previous employer agrees to bear proportionate charges on account of pensionary benefits.

(ii) If the services of a Government servant who is a scientist or a technologist are lent to a University, the rate of pension contribution, which the University will pay, be restricted to the rate at which it contributes to the Provident Fund of its employees.

These orders take effect from 28-3-1960 and past cases of transfer will be regulated in accordance with the orders already in force. The concession sanctioned in para 1(i) is admissible to all officers who were in service of the Government of India on 28-3-1960 provided that:

(a) The officers who had already drawn the Contributory Provident Fund benefits in respect of their service, under the semi-Government institutions refund them either in lump sum or in monthly instalments not exceeding twelve in number, the institutions share of contribution together with interest thereon from the date of withdrawal to the date of final payment. The title to count service for pension will not accrue until to amount refundable and interest thereon have been refunded in full.

(b) If no such benefit had been received, the previous employer agrees to bear the proportionate pensionary liability.

21. With a view to increasing mobility of scientific talent all round, the benefit of the concessions contained in para 20 should also be made available to scientific employees of Govt. going over to Central autonomous organisations like C.S.I.R. etc., without break. These orders will also apply to Central Universities.

22. The pensionary liability in such cases will be allocated on the basis of length of service in case the autonomous organisation where the officer takes up service has pensionary benefits for its employees. The Government of India would discharge their liability by payment of capitalised value of their share of pension together with the share of Gratuity, if any, to the autonomous organisation on retirement of the officer from the service of such an organisation. Similar procedure should apply in the event of death of an officer while in service of the autonomous organisation. In other cases Government's liability will be discharged by way of payment of pro-rata retirement benefits for the part of service rendered under the Government before absorption according to the instructions contained in the preceding paragraphs.

23. It was clarified in this Ministry's O.M.12(4)-E.V./60 dt.the 5th June, 1969 that in the case of Scientific employees of Government going over to the Central autonomous organisation like C.S.I.R. etc., without break on or after 16-6-1967, the pensionary liability will be discharged by way of payment of pro-rata retirement benefits for the part of service rendered under the Government. As a result of the issue of this clarification, Scientific employees belonging to Government departments who get absorbed in an autonomous body which has the pensionary benefits to its employees, have been deprived of the pensionary benefits, i.e., benefit of pension of combined service of counting the service rendered under the Government as well as the autonomous organisation. The position has been reviewed as a result of representations from scientific employees and it has been decided that such employees belonging to Government departments on their absorption in autonomous bodies which have pensionary schemes will, on retirement from service of the autonomous body concerned become eligible for pensionary benefits based on the combined service rendered under Government and the service rendered under the autonomous body. Death benefits, if admissible under the rules of the autonomous body, will also be payable in such an absorbed employee. The pensionary liability including liability arising out of grant of death benefits will continue to be allocated as aforesaid. Thus the provisions of this Ministry's clarificatory orders, dated the 5th June, 1969 will cease to apply to a scientific employee who is absorbed in an autonomous body which has a pensionary scheme.

24. The provisions of the orders contained in para 23 shall not apply to a scientific employee absorbed in an autonomous body who, before 12th September, 1974 had quit the service of the autonomous body or who while in the service of the autonomous body has started receiving or has become eligible to receive the pro-rata pension, etc. However, a scientific employee who was absorbed in an autonomous body before 12th September, 1974 but had not become eligible to receive the pro-rata pension etc., will

get retirement benefits in terms of these orders, i.e., benefit of pension on the basis of combined service.

***State Government employees absorbed in  
Central Autonomous Bodies***

25. Normally when a State Government servant is absorbed in a Central autonomous body the liability for the benefits accruing for the past service rendered by him under a State Government fall on that Government and should be discharged by them. However, in case a State Government refused to bear the liability, the question whether it should be taken over by the autonomous body will arise only if the absorption is considered inescapable. In such cases the autonomous body should, in their proposal relating to the initial appointment or absorption of the State Government employee, bring out specifically and clearly the extra expenditure involved in absorbing the employee so that this factor is given due weight by Government before it is decided to absorb him.

In so far as the persons working in the Indian Audit and Accounts Department are concerned, these orders have been issued after consultation with the Comptroller and Auditor General of India.

**ANNEXURE - XI**  
**(Vide para 4.63 (a))**

The terms and conditions of permanent absorption of Central Government employees in the Central Autonomous Bodies are regulated by the instructions contained in the Ministry of Finance (Department of Expenditure) O.M.No.26(18)-EV/(B)75 dated the 8th April, 1976 as amended from time to time. The terms and conditions of those Government servants who are absorbed in the Central Public Sector Undertakings are regulated by the instructions issued vide Department of Personnel and Training O.M. No.28016/5/85-Estt.(c) dated the 31st January, 1986. Since there were certain disparities in the terms and conditions of absorption in the two organisations, the question of bringing about parity has been under the consideration of Government. The President is now pleased to decided as follows:

- (i) The terms and conditions of absorption of Central Govt. employees in the Central Autonomous Bodies will be, as applicable to those permanently absorbed in the Public Sector Undertakings. In both the cases the instructions laid down in the Department of Personnel and Training OM No.28016/5/85-Estt.(C) dated the 31st January, 1986, referred to above, will apply;
- (ii) Those absorbed in the autonomous bodies having pension scheme shall have an option to receive pro-rata benefits or continue to have the benefit of combined service under the Government and in the autonomous body subject to the conditions laid down in the Department of Personnel and A.R.s O.M.No.28/10/84-PU, Dt. the 29th August, 1984 and 12th September, 1985. Such option should be exercised within six months from the date of permanent absorption. In case no option is exercised within stipulated period, he will be eligible for pension based on combined service.

- (iii) Encashment of earned leave shall be admissible upto the maximum limit of 240 days. Half pay leave will stand forfeited.
- (iv) In respect of officers who are already on deputation to autonomous bodies, the existing terms and conditions of their deputation will operate and no extension of deputation beyond the periods specified in their deputation orders should be allowed. In case a Government employee does not return to his parent Department during or after the sanctioned deputation period, he will be deemed to have been permanently absorbed in the autonomous body on the date of expiry of deputation period.

2. All existing instructions on the subject will stand amended/suspended to the extent indicated in the preceding paragraphs. Formal amendments in the statutory rules, where considered necessary, will be, carried out in due course.

3. All cases of grant of pensionary benefits etc., to Government servants who are appointed in the Central Autonomous Bodies on immediate absorption basis shall be decided by the Administrative/ Ministries/ cadre Controlling Authorities/Authorities competent to accept resignation of a Government Servant in accordance with provisions of this O.M. If any question arises regarding the interpretation of these instructions on requiring relaxation or if there is any doubt, the question should be referred to the Department of Pension and Pensioners welfare.

4. These orders will, however, not be applicable in the cases of those Government servants whose Departments have been converted to a Central Autonomous Body or a Central Public Sector Undertaking. Their cases are covered by different set or orders on the subject.

5. For the purpose of these orders, a Central Autonomous Body is generally a non-profit making organisation which is financed wholly or substantially from cash or Central Government

Grants. "Substantially" means that more than 50% of the expenditure of the autonomous body is met through Cess or Central Government grants. An autonomous body may be a society registered under the Societies Registration Act, 1860 or a statutory body or a Central University having its own governing council whose memorandum of association/bye-laws etc., contain provision for complying with Government directives for carrying out its business in achieving the objectives for which the organisation is established.

6. The Ministry of Home Affairs etc., may please bring these orders to the notice of all concerned including the autonomous bodies under their administrative control.

7. These orders will take effect from the date of issue.

8. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, these orders issue with the concurrence of the Comptroller and Auditor General of India.

## **CHAPTER - V**

### **DEPARTMENTAL EXAMINATIONS SECTION OFFICERS GRADE EXAMINATIONS**

#### **ELIGIBILITY**

5.1. The promotion to the Section Officers Cadre is made from the panel of Section Officers Grade Exam Passed Auditors/Sr. Auditors.

5.2. The rules regarding the eligibility of Auditors/Clerks to appear for the Section Officers Grade Examinations and the syllabus thereof are contained in para 9.2 (Chapter IX) of the Comptroller and Auditor General's Manual of standing Orders (Admn.). The details of the papers pertaining to the examination both for Civil Branch (Audit) and Commercial Audit Branch are furnished in the Annexure.

5.3. Only persons who have put in a minimum of three years of service in one or more of the following capacities shall be eligible to sit for the examination.

(i) As a Clerk/Auditor in an Audit Office. Clerks recruited after 1.10.1967 will not be eligible to appear for the examination unless they have passed the type test.

(ii) As a stenographer/Steno typist in an Audit Office.

NOTE:- In the case of persons who are transferred from another Audit Office at their own request the service rendered by them in the previous Audit Office will count towards the minimum period of three years.

The date of determining the length of total service put in by the candidate qualifying for the examination is with November of each year. There is no upper age limit prescribed for allowing candidates to appear for Part-I of Section Officers Grade Examination.

(Circular No.11 of 1986 received in C&AG's Letter No.489-Exam/20-1986 dated 16-6-1986)

NOTE:- The Heads of offices may recommend to C&AG's office for consideration suitable and deserving cases for condonation of deficiency not exceeding 2 months in the minimum qualifying service



of 3 years required for eligibility to appear in the Section Officers Grade Examination. Cases requiring condonation of deficiency, qualifying service exceeding 2 months should not be forwarded to CAG's office.

(AG's Confidential Lr.No.227-Exam/28-72-I, dt.8-5-1972)

5.4. In the case of transfer of a person from one Audit Office to another at One's own request or when he is appointed against vacancies advertised by them, the service rendered in the previous office should also be taken into account in arriving at the total service of three years for eligibility to appear for the Section Officers Grade Examination irrespective of seniority fixed.

(C.A.G's Lr.No.589-Exam/102-64, dt.5th December, 1964 --P.96/ C 3-11/Vol.III/ 62-65)

5.5. Persons who are sent on deputation or on foreign service, in the interest of Public Service will, however be permitted to appear for the S.O.G. Examination subject to usual conditions of eligibility.

(C.A.G's Lr.No.205-Exam/30-65, dt.29th/30th July, 1963-P.41/3-11/62-66)

5.6. Quasi-permanent and permanent Auditors who took up appointment in other Departments/Public Sector Undertakings etc., retaining lien in this office in terms of Govt. of India, M.H.A. O.M. No.60/37/Ests.(A), dt.14-7-1967 and No.70/62/62-Ests.(A), dt.22-1-1966 cannot be permitted to sit for S.O.G. Examination before they revert to the Department.

(C.A.G's Telex Message No.315, dt.11-11-- 1972). P.41 A. File 3-11 Vol.III)

5.7. As the Clerks who have not qualified in Typewriting of 30 WPM are not eligible for promotion even to the Auditors cadre, it would not be . appropriate to allow them to appear for the S.O.G. Examination passing which will render them eligible for appointment to a still higher grade.

(C.A.G's 14 Lr.No.1193-N.G.E.II/59-71, dt.19-5-1972) P.12 File 3-IIn. Vol. VI)

**PRELIMINARY TEST**

5.8. Candidates who want to appear for the Section Officers Grade Examination Part-I for the first time are selected based on their performance in the preliminary test which is held in the following papers:-

Paper-I : On General English and Constitution of India divided into two sections.

Paper-II : On Service Regulations and Financial Rules and Principles of Govt. Accounts.

Both the papers will be of 3 Hours duration each and will be set and valued locally.

(C&AG's Circular Letter 179-Exam/8.85 dt.11-3-1985 C&AG's letter dated 1-6-1985)

NOTE: 1.Candidates appearing for Section Officers Grade Examination (Commercial Audit) should give an undertaking in the following form.

“ I am willing to serve in the organisation of the Director of Commercial Audit as and when I pass the SOGE (Commercial Audit) Examination and accept the conditions prescribed in circular Memo No.EB1/8.63-61-62/199/dt.27-4-1961.

NOTE: 2. Candidates who after qualifying themselves in the preliminary test do not appear in the Section Officers Grade Examination immediately following thereafter should again qualify themselves in the Preliminary test before admission to SOG Exam.

(CAG's Lr.No.254-Exam/70-67 dt.14-7-1967) P.148 File 3-11 Vol.IV)

5.9. Hall Tickets issued for the candidate appearing in the Preliminary Test will provide for the specimen signature of the candidate to be attested by the Branch Officer and the signature of the candidate has to be obtained while writing the exam and compared with specimen and report of comparison put upto the Presiding Officer.

(Sr.DAG's orders dated 5-4-1975 (P.46/c File No.8-86/75-76/Vol.1)

5.10. Honorarium may be paid at the following rates for the setting and valuation of papers for the Section Officers Grade Preliminary Examination.

(a)	For setting the Question Papers	
	(i) less than 3 hours duration	Rs.130/-
	(ii) 3 hours duration	Rs.160/-
(b)	For valuation of answer sheets	
	2 hours or less	Rs.2.20
	2 1/2 hours	Rs.2.80
	3 hours duration	Rs.3.30

In the cases where the amount of honorarium worked out falls below Rs.10/- a minimum amount of Rs.10/- (Rupees ten only) shall be payable. (C&AG's letter No.263-NI/48-84, dated 13.2.1989, P-248 C of 3-11 Vol.11)

5.11. T.A should not be allowed to the officials coming to Headquarters to take the Preliminary test which does not form part of the Main Exam, but only serves as a method of screening the prospective candidates for appearing in the SOG Examination.

(C.A.G's Lr.No.1230-NGEI/73-71, dt.20-5-71) P.74 File 3-11 VolIV)

***Number of chances for SOG Examination***

5.12. The normal number of chances for Part-I of SOG Examination will be six. Indefinite number of chances will however be allowed to those candidates who have secured at least 30% marks in aggregate in any two of the last six chances actually availed of by them. There is no limit to the number of chances for Part-II of the Examination (Para 9.2.10 of C&AG's MSO (Admn) Vol.I).

5.13. No relaxation of the above orders will be permitted under any circumstances and no request for relaxation should be sent to Headquarters in future.

(Lr..976-Exam 55-79 dt.26-9-1980 P.56/3-11 Vol.9 Circular No.11 of 1986 received in C.A.G's Lr. No.489 Exam/20-1-86 dt.16-6-1986)

***List of candidates for Section Officers Grade Examination***

5.14. The SOG Examination is held once a year in the month of November.

(C&AG's Lr.No.262-Exam./44-56, dated 13-6-1956)

5.15. The list of intending candidates for the SOG Examination to be held in November, should be sent to reach the office of the Comptroller and Auditor General by 15th August. For this purpose, the notice calling for application should be issued by the middle of March to enable arrangements for training, preliminary tests, and selection by 1st August.

***Statement of Candidates - Instructions***

5.16. The Statement of candidates permitted to appear for the examination to be held in November should be sent so as to reach the Office of the Comptroller and Auditor General by the 15th August every year. The following instructions should be observed.

(i) List of candidates, if any, who will sit for the examination in another office should be sent to the CAG along with the statement of candidates and a copy of such list should also be sent at the same time to the A.G. concerned to enable him to make the necessary arrangements in time.

(ii) A summary of the number of candidates appearing in each part and branch of the examination should be furnished with the letter forwarding the statement.

(iii) In the case of a candidate appearing for the first time in Part-II of the examination, the year and the month of the examination in which he passed Part-I or Part-II of any other branch of the examination and the Index No. then allotted to him should be shown in Col.7 of the Statement (Form 8 of MSO Admn).

(iv) When no candidate is appearing in any branch of the examination in any office, a ‘Nil’ statement should be submitted by the due date.

(C.A.G’s Lr.No.3761-N.G.E.I/172-53-Pt.II. dt.10-11-1953, 1577-N.G.E.I/191-55, dt.17-8-1955 and 100-Exam/20-57, dt.26-4-1957)

(v) Particulars noted in the statement should be correct specially in regard to the number of examinations in which a candidate already appeared and to the exemption marks obtained by the candidates. To ensure correctness, the particulars in the statement should be got checked by a A.A.O/S.O and Audit Officer other than those who are responsible for its preparation.

### ***Answer Books***

5.17. After sending the statement showing the number of intending candidates for the SOG Examination, the number of answer books required for the current examination should be intimated to Comptroller and Auditor General taking stock of the blank answer books, if any on hand after the last examination. This requirement should be worked out according to the standards prescribed by the CAG from time to time.

(C.A.G’s Lr.No.1425-N.G.E. I/35-54, dated 3-7-1954)

### ***Withdrawal***

5.18. Grant of permission to a candidate to appear in a particular examination and inclusion of his name in the list of candidates for that examination to be sent to the CAG counts as one attempt whether the candidate actually sits for the examination or not unless he is specially allowed to withdraw his name from that examination by the Prl.A.G. Withdrawal of candidature from SOG Examination should be applied for by the candidates as early as possible, in any case before the commencement of the examination.

(C.A.G’s Lr.No.276-NGE.I/42-54, dt.15-2-1954 read with para 9.2.10.1 of M.S.O. (Admn.))

***Leave to study for S.O.G. Examination***

5.19. There is a tendency on the part of candidate for the SOG Examination to force the hands of the Head of the office by producing a medical certificate when they require leave to study for the SOG Examination. It should be noted that if a candidate applies for medical leave before the SOG Examination it is presumed that he would not be fit enough to sit for the examination and his name would be removed from the list of candidates.

(C.A.G's Lr.No.977-N.G.E./120-38, dt.5-7-1938)

5.20. Such of those candidates who want to avail of leave for the purpose of preparing for the examination may be granted leave subject to administrative convenience and with due regard to the general principles enunciated in S.R. 232. While it may not be possible to grant leave to all those who want it at a particular time, the leave sanctioning authority could, for this purpose draw out phased programme so as to accommodate as many candidates as possible.

(C.A.G's Lr.No.936-N.G.E.I/89-68, dated 19-4-1968) P.234 File 3-11 Vol. IV)

***Training classes for candidates for S.O.G. Examinations***

5.21. The training classes for SOG candidates should be held from April to September each year. The dates can be changed at the discretion of the Accountant General.

(CAG's Lr.No.1177 - NGEI/152-57, dated 10-7-1951)

5.22. Honorarium may be granted to the lecturers for delivering lectures to the candidates for S.O.G. Exam at the following rates.

- (a) Rs.100/- per lecture of 75 minutes duration irrespective of the number of trainees.
- (b) The rate of honorarium is raised from Rs 60/- to 150/- per lecture of 75 minutes duration specially for the guest faculty from outside IA & AD for imparting in-house training in field offices.

*(CAG's Circular No.39/NGE/96 No.929-NGE (ENTT)-40-96 dated 18-12-96)*

(c) Total honorarium to one lecturer for lectures given in office of AG/PD should not exceed Rs.2500/- p.a. except when prior approval of P.D (Staff) in Hqrs. is taken (in which case the honorarium should not exceed Rs.5000/- p.a.)

(C&AG D.O.No.302/NGE/Estt./48-84, dt.16-3-1994 and Circular No.NGE-22/96 No.442-NGE/Estt)/No.96, dated 10-6-1996)

NOTE: For grant of Honorarium, other conditions prescribed in C&AG's D.O. letter dated 16-3-1994 may be referred to.

5.23. Indian Audit and Accounts Service Officers should not be selected for delivering lectures to the candidates for SOG Exam.

(CAG's Lr.No.1952-NGE.I/1958-A, dt.11-9-1954)

5.24. Normally the necessity to select a temporary Asst. Accountant General, who is promoted temporarily in accordance with the scheme detailed in CAGs Lr. No.868-A Ar.A.(P)/64 dt.22-8-1964, for delivering lectures to SOG Exam. candidates should not arise. In cases where Audit Officers and A.A.Os/S.Os are not available, a temporary Asst. Accountant General can be considered and CAGs office approached with the justification for the honorarium proposed to be given.

(CAG's Lr.No.225-NGE.II/83-66, dated 10-10-1966)

### ***Training in P.W. Divisions***

5.25. The spell of training in P.W. Divisions will be two weeks. The training will however be monitored and supervised by an Audit Officer or a senior Assistant Audit Officer/ Section Officer from the AGs training establishment who will accompany the trainees to the PW Divisions, explain to them the accounting records and regulations related to initial accounts of cash stores works account etc., in the Divisional Offices.

The candidates appearing for the first time for Part-II will be attached to WAD Sections as indicated below.

For a total period of further 4 weeks training in WAD Sections will be given by attaching the candidates to work in



Central WAD Sections, for about a week each in (a) Project or Irrigation Division and (b) Buildings and Road Divisions and (c) two weeks in WM and Accounting sections. If there is scope in any office for training on costing methods or costing procedures in any Departmental Commercial Undertaking or State Corporation the candidates may be attached to these enterprises. The total overall practical training in PW Divisions, WAD Sections and Commercial Audit will thus cover six weeks.

(Lr.No.499 O&M./5-82 dt.27-5-1982 from C&Ar.General) (P.64 of File No.Admn.4/Exam/3-11 Vol.10)

NOTE:- The A.G. is competent to condone, where necessary, deficiency in the period of training of candidates for the SOG Exam upto 10 days. The crucial date for the completion of the period of training should be taken as 15th November each year irrespective of the actual date of commencement of examination.

(Para 9.2.9 of M.S.O.(Admn.) Vol.1)

***Non-Government Publications Allowed in the examination***

5.26. (A) The following non-Government publications have been permitted by the CAG to be used by the candidates in the S.O.G examination subject to the condition that the candidates will have to make their own arrangements to obtain their copies and that the use thereof will be at their own risk regarding the accuracy, completeness or upto-dateness.

(i)(a) Swamy's Compilation of (SSRs) Liberalised Pension Rules OR (i) Chowdry's Compilation of C.S.Rs (but not both);

(ii)(a) The Central Civil Service (leave) rules, 1972.

(b) The Central Civil Services (Pension) Rules, 1972, containing the only above rules and forms (as are contained in the Govt. of India Publications on the same subjects) Published by the Madras Postal Accounts Association, in 1972.

(CAG's Office Lrs. No.203-Exam/79-59, dt.17-9-1960, No.58-Exam/10-60, dt.1-5-1961 and No.419-Exam/76-61 dt.15-11-1962) & CAGs Lr.No.682 Exam./194-72 Vol.I, dt.29-8-1973 P.92/3-11/Vol.VI)

(B) The Schedule of the prevailing rates of Income-tax and memorandum regarding the method of calculation thereof issued by the Ministry of Finance, Dept. of Revenue from time to time will also be allowed for solution of the practical papers on Accounts and Audit etc.

***S.O.G. (Commercial) Examination***

5.27. Candidates who intend taking the Commercial SOG Examination should, in addition to satisfying the general conditions laid down for taking the SOG Examination, be graduates in commerce or hold any one of the following Commercial Diplomas.

(i) Intermediate Examination of the Institute of Chartered Accountants of India, England and Wales, Scotland or Ireland.

(ii) Intermediate Examination of the Institute of Cost and Works Accountants, Calcutta or London.

(iii) Intermediate Examination of the Society of Incorporated Accounts of England.

(iv) Government Diploma in Company Secretary ship awarded by the Company Law Board, Government of India.

(v) Company Secretary ship Diploma Examination of the Corporation of Secretaries, London.

(CAGs Lr.No.469-Exam/53-66 of 30th September, 1966)

(a) All candidates who fulfil the conditions of 3 years service provided in Para 9.2.6 of C&AGs MSO (A) Vol.I are permitted to take SOG (Commercial) Examination subject to certain conditions.

(C&AG's Lr.396-Exam/5-78 dt.3-7-1978 P.260 of File 3-11/Vol.8)

***Training for SOG (Commercial Branch) Examination***

5.28. In the case of candidate appearing in Part-I of SOs Grade (Commercial Audit Branch) the Examination practical training in Public Works Accounts may be reduced from two months to six weeks and may be imparted to the candidates appearing for the

first time in Part-I Examination by attaching them in a Public Works Division for two weeks, WAD Section for three weeks and in Commercial Organisation for 1 week.

(Lr.No.1022-O&M/131-84/, dt.27-12-1983 from C&AG P.104c of File 3-11/ Vol.10)

***Certificate regarding training***

5.29. In order to satisfy that the candidates finally admitted to the examination (whether for Ordinary Branch or Commercial Branch) had actually completed the prescribed training by the due dates a consolidated certificate to the effect that “all the candidates who were allowed to appear in the examination had completed the period of training wherever prescribed” is to be furnished to CAG immediately after the close of the examination. Separate certificates are to be given for SOG and Revenue Audit examinations. The certificates may be modified if any candidate did not complete the training and the position of the case (or cases) may be explained. Cases of condonation of shortfall in the training allowed by the Accountant General or the head of an office under his own powers should be clearly and separately mentioned.

(CAG's Lr.No.721-Exam/154-74 dated 1-10-1974 dt.1-10-1974) P.192 File 3-11 Vol.VI)

***T.A. for journeys in connection with SOG Exam/Training***

5.30. T.A. may be granted for the to and fro journey to appear in the SOG exam. under S.R.132 in respect of any two attempts at each part of the examination.

(C.A.G's Lr.No.617-N.G.E.I/73-71, dt.11-3-1971) P.66 File 3-11 Vol.V)

5.31. The rate of daily allowance for the candidates who undergo training is regulated in terms of Govt. of India, Ministry of Finance (Dept. of Expenditure) O.M.No.F.7(7)-Estt.IV/B/63 dt.3rd June 1965) (circulated under CAG's Lr.No.841-Audit/139-63 dt.3rd June 1965) as modified from time to time. The compensatory (City allowance and house rent allowance is also admissible to them under the Ministry of Finance Addendum No.E.2(100)-E.II (B.O)/66 dt.11th April 1967 (circulated under CAGs Lr.No.437-Audit/194-66 dt.15th April 1967)



5.32. As far as possible, such training should be arranged in the local divisions so as to avoid the payment of Travelling Allowance/Daily Allowance.

(C.A.G's Lr.No.2153-NGE.I/60-67, dt.4-10-1967-P.162/3-11/66-68)

5.33. Following are the points to be observed in granting T.A. to candidates proceeding on training and who have been granted leave in combination with the days of the SOG Examination.

(a) The two periods of leave availed of immediately preceding and succeeding that examination should be treated as one spell of leave is only a technical one.

(b) In the case of the onward journey performed during the period of leave preceding the examination or return journey performed after the regular leave taken immediately after the examination, the period of journey should not be treated as duty. It is only the period of examination that has to be treated as duty in such cases. As the journey(s) would have been made during the period of leave under S.R.134, no T.A. would be admissible for journey(s) performed for the onward and/or the return journey undertaken in connection with SOG Exam.

(c) In the case of person enjoying a period of C.L. immediately after the examination, the T.A. would be admissible for the return journey on resumption of duties at the end of it.

(C.A.G. Lr.No.863-NGE.I/29-55, dt.21-5-1956, Case I-III/54 Pt.II)

***Taking of one subject of Part-I with Part-II of SOG Examination***

5.34. Persons who have passed in 2 subjects of Part-I with exemption marks will be allowed to appear in the third subject along with Part-II of the SOG Examination. In cases where there are more than 3 subjects in Part-I of the examination as in the case of Commercial Audit Branch, persons securing exemption marks in all subjects except in one in Part-I of the examination will be

allowed to take the remaining one subject along with Part-II of the examination subject to other usual conditions regarding age limit, percentage of qualifying marks etc.

(C.A.G's Lr.No.430-Exam./69-68, dt.8-8-1968) P.274 File 3-11 Vol.IV)

***Permission to switch over from Civil S.O.G. to Commercial S.O.G and vice versa***

5.35. (a) The candidates in Civil Audit Offices who have opted for the Commercial SOG examination may be allowed to revise their option, if they so desire and exercise option for taking Ordinary Branch of SOG examination. Similarly, the candidates working in the Commercial Wing of Civil Accountant Generals office may also exercise a fresh option in lieu of the existing one. The option once exercised will, however, be final and the chances already taken in one Branch will be taken into account towards the available chances to write the SOG Examination in another branch. The restriction of securing 30% marks in any one of the last two chances actually appeared by the candidate in any branch is in respect of candidates who have exhausted six chances, the aggregate in either of the last two consecutive chances will apply in their cases also, such percentages being reckoned with reference to the examination whether Commercial or otherwise, last taken by them.

(b) Such of those candidates as have passed Part-I of the Commercial SOG Examination and who now desire to opt for the ordinary branch of the SOG are also allowed to do so subject to the conditions laid down in para 3 (ii) of CAG's Office Circular Lr.No.13-Exam/45-57 dt.17-2-1958.

(C.A.G's office Lr.No.254-Exam/32-68, dt.25-4-1968) P.200 File 3-11 Vol.IV)

(c) All cases of requests for switch over from one branch to another (except Commercial Branch) should be referred to CAG for approval

(C&AG Lr.No.36-Exam/5-78 III dt.18-1-1979 p.74/c File 3-11 Vol.8)

(d) Candidates who fail to pass Part-I of a branch of the SOG Examination and have exhausted all the permissible number of chances will not be allowed to appear as fresh candidates for any other branch of SOG Examination.

(Para 9.2.16 of M.S.O. (Admn.) Vol.I)

(e) The candidates who are to take SAS (Commercial) now called Section Officers Grade (Comml.) Examination are required to give their willingness to accept regional liability to transfer, regulations of seniority, promotion etc., before they are actually permitted to sit for the examination. The option once exercised is final and irrevocable. Switch over from Commercial Branch of SOG Examination to Civil Branch is permissible in rare cases and that too provided that such transfers are found necessary in public interest. Requests of candidates for switch over from Commercial Audit Branch of S.O. Grade Examination to Ordinary Branch may be referred to CAG only in such cases.

(C&AG's Examination Circular No.8 of 1982 Lr.No.822 Exam/42-82 dated 1-9-1982)

### ***Change of examination centre***

5.36. Requests for change of examination centre for SOG Examination candidates should not be made at a very late stage to CAGs office, except in very exceptional cases. The transfer of SOG candidates to the new stations should be postponed till the examinations are over to avoid the change of centres. If such transfers cannot be postponed due to unavoidable circumstances, CAGs office should be informed telegraphically or demi-officially.

(C.A.Gs Lr.No.2-Exam/4-62, dt.11th January 1962)

### ***Conduct of examination***

5.37. The examination is conducted in accordance with the rules prescribed in Chapter IX of the CAG's Manual of Standing Orders (Admn.) Vol.I and further instructions issued by the CAG from time to time.

5.38. After the conclusion of each examination, the number of blank answer books in stock should be reported to the CAG.

(C.A.Gs Lr.No.267-N.G.E.I/35-54, dt.11th February, 1954)

***Departmental Examination for Auditors***

5.39. The rules governing the Departmental Examination for Auditors are detailed in paras 9.4.1 to 9.4.8 of CAG's MSO (Admn.) Vol.I.

5.40. The examination is held in February and August every year and the date to be determined by the Prl. A.G concerned and this examination is decided by the Comptroller and Auditor General to be an obligatory exam for the purpose of SR 130 (a).

(Examination Circular No.5 of 1988-Lr.No.421-Exams/160-86 dt.17-5-1988) P.22/c of DEA General orders Vol.6)

5.41. (i) All temporary and officiating Auditors (direct recruits to the Auditors Cadre) who rendered at least one year of service continuous or otherwise on 1st February and 1st August are eligible to appear in the examination to be held in February and August respectively.

(ii) Graduate Gr.D Officials with 3 years continuous regular service and graduate clerks with 3 years continuous regular service are eligible to appear at the Departmental Examination for Auditors.

(Circular No.65/NGE/1988-Lr.No.768-N.2/47-88 dt.26-8-1988) P.44/C of DEA General orders Vol.6

(iii) The promotee Graduate clerks (from Gr.D) who rendered three years service as Group D before their promotion as a clerk but have not rendered 3 years service as a clerk may also be allowed to appear at the Departmental Examination for Auditors.

(Circular No.NGE/36/1990 - Lr.No.476-N.2/26-90 dt.8-8-1990 - P.138/C of DEA general orders Vol.6)



(iv) Unilateral transferee clerks will be eligible to appear at the Departmental Examination for Auditors only after completing three years of regular service in the new office. Their service in the previous office will not be taken into account for this purpose.

(Circular No.NGE/40/1990 - Lr.No.500-N.2/11-90 dt.23-7-1990)- P.166 of DEA General orders Vol.6

5.42. Condonation of deficiency upto a maximum limit of sixty days in computing qualifying service for appearing in the Departmental Examination for Auditors, to the directly recruited Auditors as well as Clerks promoted as Auditors on seniority basis. The condonation will also admissible to the Clerks/Gr.D staff who take the DEA.

Heads of Departments are authorised to condone the deficiency in qualifying service upto a limit of 60 days as on 1st day of the month in which the examination is held.

(Examination Section Circular No.14 of 1991 - Lr.527-Exam/20-34-IV dated 20-8-1991 - P.192/c of DEA General orders Vol.6)

5.43. A Sr.Auditor/Auditor who has already passed in Departmental examination before his transfer on unilateral/mutual basis to the other offices in I.A.&A.D should not be required to appear in the examination again and necessary exemption may be granted by the Accountant General.

(C.A.Gs Lr. No.1374-NGE.III/83-72, dt.27-6-1973) P.10 File 3-3 Vol.V)

5.44. Each candidate is allowed six chances in all to pass the departmental Examination. Each successive examination held after completion of one year's service as Auditor will count towards this number. If he fails to appear at any of these consecutive examinations under whatever circumstances it may be, he is to be considered to have lost one chance and that chance will count against the number of six chances admissible.

(Examination Circular No.4 of 1987 - Lr.No.167-Exam/160-86 dt.30-3-1987) P.2/c of DEA General orders Vol.6

5.45. Grant of two additional chances for appearing at the DEA can be considered on merit alone for those candidates who have exhausted all the six chances but could not avail of one or two chances due to genuine reasons like natural calamity, compelling family circumstances, illness of self and family and any other such circumstances considered by the Head of Department to be genuine. These chances may not be counted against the limit of six chances. It will be the responsibility of the Heads of Department to ensure the genuineness of grounds.

If a candidate fails to qualify in the DEA within the first three chances, the concerned Head of Department will arrange for training for such candidates.

(Examination Circular No.5 of 1992 - Lr.No.398-Exam/20-84 Vol.IV dated 29-7-1992)- P.194 of DEA General orders Vol.6

5.46. The syllabus, the number of subjects in which the exam is conducted the books allowed for each of the exams is furnished in the annexure to this chapter.

(Exam Circular No.6 of 1984 sent in Lr.No.280-Exam/20-84 dt.27-3-1984 from C&AG)

5.47. Candidates will be declared to have passed the examination if they obtain 40% of marks in each of the three papers. A candidate who does not pass the examination but obtains in any paper at least 50% of the marks will be exempted.

5.48. Soon after the results of each examination are declared, a statistical report, regarding the number of successful candidates should be sent to Comptroller and Auditor General in the form prescribed by him.

(C.A.Gs Lr.No.194/R.S/37-53, dated 30th November, 1953)

5.49. The nominated examiners of the

- (i) Departmental Examination for Auditors.
- (ii) Limited Departmental Competitive Examination for Matriculate Group-Ds.
- (iii) Incentive Examination for Senior Auditors.

(iv) Preliminary (Section Officers Grade) Examination. may be paid honorarium at the following rates.

**For Setting question papers**

- |                           |    |          |
|---------------------------|----|----------|
| (i) Less than three hours | -- | Rs.130/- |
| (ii) Three hours          | -- | Rs.160/- |

**For Valuation of answer papers**

- |                         |    |         |
|-------------------------|----|---------|
| (i) Two hours or less   | -- | Rs.2.20 |
| (ii) Two and half hours | -- | Rs.2.80 |
| (iii) Three hours       | -- | Rs.3.30 |

In cases where the amount of honorarium worked out falls below Rs.10/-, a minimum amount of Rs.10/- (Rupees Ten only) shall be payable. These orders take effect from 19-10-1988.

(Circular No.NGER/12/89 - No.263-N1/48-84 Dt.13-2-1989) P.124/c of DEA General orders Vol.6

5.50. Directly recruited Auditors, who have completed one year's continuous service on 1st February/1st August will be eligible to sit in the examination. Clerks promoted on seniority basis may take the examination immediately after their promotion. They may, however, not take the examination if it is held within 90 days of their promotion. They may instead take their first examination held immediately thereafter. They will have to pass the examination within six chances in six consecutive examinations held after they became eligible. Absence in any examination for whatever reasons will also be taken as chance availed. Failure to pass the departmental examination within stipulated time/number of chances will entail discharge from service in the case of direct recruit and reversion to clerk's grade in the case of promoted Auditor. The reverted clerks will have three more chances to clear this examination within two years of the reversion.

NOTE:- Grant of two additional chances for appearing at the Departmental Examination can be considered on merit along for those candidates who have exhausted all the six chances but could not avail of one or two chances due to genuine reasons like natural calamity, compelling family circumstances, illness of self and family and any other such circumstances considered by the Head of Department to be genuine. These chances may not be counted against the limit of six chances.



If a candidate fails to qualify in the Departmental Examination within the first three chances, the concerned Head of Department will arrange for training for such candidates.

***Destruction of answer books of the Departmental Examination***

5.51. The used answer books of the half yearly Departmental Examination may be preserved only for six months from the date of publication of the result of the examination after which they may be destroyed.

(C.A.G's Lr.No.1850-N.G.E.III/77-54, dt.27-7-1954)

***Miscellaneous***

5.52. When a particular day fixed for one or more papers of the Departmental Examinations, viz., SOG Examination Departmental Examination for Auditors and Departmental exam for I.A.&A.S Probationers, is suddenly declared as a holiday by the Government of India or by any State Government the Examination scheduled for that day should not be postponed but should be conducted according to schedule at all the centres.

(C.A.G's Lr.No.460-Exam./27-58, dt.2nd December, 1958-File 3-3)

“A candidate appearing for a Departmental Examination (both for obligatory and for preferment conducted by IA&AD) will be treated as on duty on the days of the examination even though the examination is held only in the forenoon or afternoon. A candidate for such examination need not attend office on these days except on the last day of the examination if the examination is only in the forenoon then he/she should attend office in the afternoon”.

(C&AGs Circular NGE/93/1982 Lr.No.2558-N.I/21-82 dt.24-8-1982)

***Revenue Audit Examination for Section Officers***

5.53. Revenue Audit Examination is held for Section Officers/ Asst. Audit Officers once a year immediately after S.O.G. Examination. It is optional for the Section Officers to appear in this examination. Para 9.3.1 of M.S.O. (Administration) Vol.I.

5.54. There is no need to impose any service condition for eligibility to appear for the Revenue Audit Exam for S.Os/A.A.Os.

(Lr.No.77-Exam/48-75/9-3-76 from C&AG P.21 243-60 Vol.IV)

5.55. The detailed instructions for training, number of chances that can be availed, syllabus for the examination, minimum number of marks for a pass etc., are contained in paras 9.3.1 to 9.3.7 of M.S.O. (Admn.) Vol.I.

5.56. Candidates who have opted for appearing in the Commercial Audit Branch of SOG Examination will be eligible for writing the Department Revenue Audit Examination applicable to Commercial Audit Wing.

(C.A.G's Lr.No.496/Exam./53-71 dt.9-8-1971 and 609/Exam./59-71, dated 12-2-1971 P.211 and 220 File 3-60 Vol.II)

#### ***Incentives for passing examination***

5.57. The Section Officers/A.A.Os who pass the Revenue Audit Examination will be given one advance increment. The advance increment is to be granted with effect from the date following the last date of Revenue Audit Examination.

(Para 9.3.4 of CAGs MSO(Admn.) Vol.I)

NOTE:- (1) Normal date of increment of Section Officers who pass the Revenue Audit Examination will remain unaffected in their respective scales by the grant of advance increment.

(C&AG Lr.No.1496-Rev. A/29-64 dated 25-8-1964) P.86 File 3-60 Vol.I)

NOTE:- (2) The powers to grant advance increment under FR 27 are vested with the Principal Accountant General vide C&AGs Lr.No.3229-NGE-1/81-79 dated 30-10-1979 and para 4-1-2 of M.I.R read with correction slip No.52, MSO (Admn.) Vol.II (Vide item 15(i) & (ii).

5.58. Advance increments admissible under the incentive scheme for passing Revenue Audit Examination can be granted to an official while a penalty imposed under CCS (CCA) Rules for the stoppage of increment is in operation, but the increment which normally accrued in the time scale should be withheld in terms of

the penalty order so that the pay remains depressed to the extent contemplated in the order of penalty.

(C.A.Gs Lr.No.3043-N.G.E.I/80-71, dt.15-12-1972). P.99 File 3-60 Vol.III)

5.59. Where the official reaches the maximum of the scale of pay by grant of advance increment for passing departmental examination the orders of penalty can be taken to have become inoperative as his pay would not remain depressed to the extent contained in the order of penalty.

(C.A.G's Lr.No.354-N.G.E.I/147-73-VI, dt.11-2-1975). P.209 File 3-60 Vol.III)

5.60. The days of examination in connection with the Revenue Audit Examination are treated as duty. The time spent on journey to and from the place of examination by the candidates who are required to appear at the Revenue Audit Examination at a place other than the place of his duty may also be treated as duty and the T.A. should be allowed to the extent admissible to persons appearing at the SOG Examination.

(C.A.G's Lr.No.696-N.G.E.I/8-63 dt.27-4-1964) P.78 File 3-60 Vol. I 3113-N.G.E. I/73-71, dt.27-11-1971) P.100 File 3-11 Vol.V)

5.61. The Scheme of Revenue Audit Examination has been extended to Section Officers of all Branches. Under this scheme the Section Officers would be given intensified training in audit of Receipts at the end of which a departmental examination will be held. Such of those Section Officers who pass the examination will be allowed one advance increment in the Section Officer's scale as in the case of Section Officers of Civil Officers.

The examination for these branches (other than Civil) will be in 2 papers as follows:

**Paper-I:** Dealing with Income Tax (This will be a common paper for all branches other than Civil).

**Paper-II:** Dealing mainly with Revenue Receipts of the Departments under audit of the concerned Branch.

(C.A.G's Lr.No.902-Exam./102-72, dt.31-10-1973) P.3 File 3-60 (Comml.)

5.62. The examination will consist of two papers each of 3 hours duration and carrying 150 marks each. Books will be allowed. The minimum pass marks will be 40% in each paper but candidates who obtain 60% or more marks in any paper will be exempted from appearing in that paper in any subsequent examination. The examination will ordinarily be held in the month of November every year along with the Revenue Audit Examination for Section Officers of Civil branch. Section Officers who desire to appear in the examination and undergo the prescribed period of training are eligible to appear in the examination. S.O.G.E passed clerks who have not been promoted will, however, not be allowed for the examination. Purely temporarily Section Officers officiating in leave vacancies will not be eligible for the pre-examination training and for appearing in Revenue Audit Examination.

(C.A.G's Lr.No.266-Exam./102-72, dt.3-6-74 and No.372-Exam/102-72 dt.10-7-1974)  
P.23 and 35 File 3-60 (Comml. S.O)

***Honorarium to Lecturers***

5.63. DELETED

5.64. The Officers and staff detailed for invigilation duties in respect of any Exam may be paid honorarium at the following rates:

Asst. Acct. General/Sr.A.O/A.O	-	Rs.80 per day
A.A.O/S.O	-	Rs.60 per day
Sr.Ar./Ar. Clerk	-	Rs.40 per day
Group 'D' Staff	-	Rs.30 per day

(For one session the amount will be half the above rates)



The above rates will be applicable in respect of Examinations held on Saturday/Sundays/Holidays also.

(C&AG's Lr.No.561-NGE(ENTT) 48-84(III) dated 1-8-1986 page No.132/C of 3-11/Vol.13)

No, honorarium will be admissible to the Presiding Officer as hitherto in force.

(C&AGs Lr.No.3675-NGE.I/66-67 dt.18-10-1980 page 64 of 3-11/Vol.II)

***Other Departmental Examinations***

5.65. The following are the other Departmental Examinations which are conducted and they have been dealt with in the "Promotions".

- (a) Limited Departmental Competitive Examination for Clerks for promotion as Stenographers.  
(Para 9.5 of M.S.O.(Admn.) Vol.I)
- (b) Limited Departmental Competitive Examination for Matriculate Group 'D' staff in IA&AD for promotion as Clerks.  
(Para 9.6 of M.S.O.(Admn.) Vol.I)
- (c) Incentive Examination for Sr.Auditors/ Sr.Accountants.  
(Para 9.8 of M.S.O.(Admn.) Vol.I)

**ANNEXURE**  
**(vide para 5.46)**

Scheme and Syllabus for the Section Officers Grade Examination Civil Branch (Audit)

<b>PART-I</b>		
<b>Paper</b>	<b>Duration</b>	<b>Maximum Marks</b>
1. Service Regulations theory	1 ½ hrs.	100
Practical	2 ½ hrs.	100
2. Financial Rules and Principles of Government Accounts	2 hrs.	100
3. Constitution of India	2 hrs.	100
	Total	400

<b>PART-II</b>		
<b>Paper</b>	<b>Duration</b>	<b>Maximum Marks</b>
1. Precis and Draft	2 ½ hrs.	100
2. Public Works Accounts Theory	1 ½ hrs.	100
Practical	3 hours	100
3. Advanced Book keeping with elementary costing.	3 hrs	100
4. Government Audit	2 ½ hrs.	100
	Total	500

The details of the scheme and syllabus and books allowed are available in the enclosures to C&AG Lr.No.470-Exam 18-84 (Examination Section Circular No.13 of 1984) dt.8-5-1984 circulated to all Heads of Offices (O.O.No.11 dt.18-5-1984 of Au-I/Admn.II/8-86/SOGE/84-85 of the Office of the AG-I (Audit) AP Hyderabad)

*Scheme and syllabus for the Section Officers Grade Examination (Commercial Audit Branch)*

**PART-I**

<b>Subject</b>	<b>Duration</b>	<b>Max. Marks</b>
1. Fundamental Rules, Pension Rules etc.	3 hrs.	100
2. Civil Accounts & Audit including Central Public Works Accounts	3 hrs.	100
3. Introduction to Government Accts. etc.	3 hrs	100
4. Business organisation and elements of book keeping	3 hrs	100
5. Constitution of India	2 hrs	100
	<b>Total</b>	<b>500</b>

**PART-II**

1. Precis and Draft	2 ½ hrs.	100
2. Mercantile Law and Company law.	3 hrs.	100
3. Advanced Book keeping.	3 hrs	100
4. Auditing	3 hrs	100
5. Cost Accounting and Factory orgn.	3 hrs	100
	<b>Total</b>	<b>500</b>

The details of the scheme and syllabus and books allowed are available in the enclosure to C&AG Lr.No.555-Exam/23-84 of Exam Circular No.18 of 1984 and O.O. No.36 dt.28-6-1084 of No.Admn.II/Exam/3-11/SOGE/Vol.10 of the AG.I (Audit AP)

***Scheme and syllabus for the Departmental Examination for Auditors (Civil Audit Offices)***

	<b>Subject</b>	<b>Duration</b>	<b>Max. Marks</b>
<b>I.</b>	Government Accounts and Service Regulations. (a) Group A: Accounts (b) Group B: Service Regulations	2 1/2 hrs.	40   60   100
<b>II.</b>	Government Audit-I	2 1/2 hrs.	100
<b>III.</b>	Government Audit-II	3 hrs.	100

NOTE: (1) Books are allowed to be consulted by the candidates in answering all the three papers.

NOTE: (2) Candidates will be declared to have passed if they obtain at least 40 per cent of marks in each of three papers. A candidate who does not pass the examination but obtains in any paper at least 50 per cent of the marks, will be exempted from appearing again in that paper at a further examination.

NOTE: (3) Exemption in Paper-II will be granted to those candidates who have already secured 50 per cent or more marks in paper-III of the Departmental Confirmatory Examination, which is replaced by the Departmental Examination for Auditors.

The syllabus and list of books allowed is available in Letter No.280-Exam./20-84 dated 27-3-1984 Circular No.6 of 1984.

## **CHAPTER - VI**

### **PROMOTIONS**

#### **General**

6.1. All proposals for promotion, whether substantive or officiating should be submitted to the appointing authority. Ordinarily, no proposal should be made for the promotion of a person whose pay has been attached by Court of law but the fact that indebtedness of such a person was beyond his control should be brought to the notice of the appointing authority if such a person is proposed to be promoted.

#### ***Promotion to Audit Officers Cadre***

6.2. Promotion to the grade of Audit Officer is ordinarily made from Assistant Audit Officer Cadre. This is governed by the orders in paragraph 4.1 of CAG's Manual of Standing Orders (Admn.) Vol.I (Third Edition) and orders regarding reservation for SC/ST.

6.3. During October of every year, a list of AAOs who complete 5 years of combined service as AAO/SO, as on the crucial date of eligibility has to be submitted, to the Sr.DAG(Admn.) alongwith service particulars, for convening the D.P.C. The crucial date of eligibility for promotion will be October 1st of the year to which the panel pertains. The empanelled persons will, however, be promoted after the actual completion of the requisite length of service only, subject to availability of vacancies. In the list (1) AAO/SOs belonging to SC/ST (2) AAO/SO against whom Disciplinary proceedings are pending (3) AAOs/SOs under suspension and (4) AAO/SO undergoing punishment like stoppage of increment, promotion, reduction of pay etc., should distinctly be marked.

(C&AG's letter No.80/NGE/(APP)/68-94 dated 14-1-1994)

6.4. Each promotion should be reported to the CAG together with the notification in English and Hindi (induplicate) for publishing in the Gazette of India.

(C&AG's Lr.No.1237-GE.II/83-87 dt.28-3-1989 readwith Lr.No.80/NGE(APP)/ 68-94 dt.14-1-1994)

***Promotion to Section Officers Cadre***

6.5. (A) Promotion of SOG Examination passed Auditors/ Clerks to SOs cadre is made from the inter-se seniority list prepared with reference to the principles given in para 5.6 to 5.8 of MSO (Admn.) Vol.I and observing the reservations for SC/ST.

6.5. (B) ***Recruitment (Assistant Audit Officers)***

(i) Recruitment to the grade of Asst. Audit Officer (Group-B Gazetted) in the Indian Audit & Accounts Department is made by promotion from the grade of Section Officers who have qualified in SOG examination and have three years of regular service in the grade as on the crucial date, on the basis of the seniority subject to fitness. The recruitment rules also provide for filling up the posts by transfer on deputation of Asst. Audit Officers or qualified Section Officers with three years of regular service in the grade in other Offices.

(ii) Section Officers are subject to such conditions as are laid down by Govt. of India/CAG from time to time before they are considered eligible or fit for promotion.

(iii) The procedure of selection, appointment etc., is regulated in accordance with orders issued by Govt. of India/CAG from time to time.

(iv) There will be reservation of vacancies for SC/ST in the grade of Asst. Audit Officers filled by promotion as per orders issued by Govt. of India/CAG from time to time.

(v) The crucial date of eligibility will be 1st October of the year to which the panel pertains. During October of every year, a list of Section Officers to be considered for promotion during the next panel year shall be prepared, on the basis of above said

requirements, alongwith their service particulars and the list is submitted to Sr.DAG (Admn.) for convening the Departmental Promotion Committee. Section Officers belonging to SC/ST, the names of such persons against whom disciplinary proceedings are pending or who are under suspension, and those who are undergoing punishments such as stoppage of increments, promotion, reduction of pay etc., should be distinctly marked.

(C&AG's Lr.No.1237-GE.II/83-87 dated 28-3-1989 read with Lr.No.80/NGE(APP.)/68-94 dated 14-1-1994)

6.6. Promotions to the grade of Personal Assistant in the scale of Rs.1400-40-1600-50-2300-EB-60-2600 shall be made from Stenographers in the scale of Rs.1200-2040 who have 3 years of regular service in that grade and possess a minimum speed of 100 W.P.M. in shorthand.

(C&AG's Lr.No.NGE/10/87; No.94-97-N.2/104-84 dated 30-4-1987 readwith Lr.No.64-NG(App.)/102-90 dated 14-1-1994)

6.7. (i) Panel material for promotion to the grade of Personal Assistant is to be prepared in the month of October every year, to be operative from the 1st January of next year empanelling the stenographers with requisite length of service and possessing the required technical qualification. Crucial date of eligibility in this case is the 1st October of the year to which the panel pertains.

(C&AG of India is competent Authority to relax the Provisions of recruitment rules)

(ii) In view of the fact that the Incentive Scheme has been adopted to attract and retain good Stenographers in the department, Stenographers should not normally be sent on deputation. Exceptional cases should be referred to the CAG for prior concurrence giving full justification.

(CAG's Lr.No.412 NGE.I/42-67, dt.4-3-1967 P.13 File 2-5/66-67 CAG's Lr.no.860 NGE.II/19-72 dt.17-4-1972 P.11.File 3-1/72-73 and 6 NGE.III 159-73 dated 2-1-1974)

#### ***Appointment to the post of Manager***

6.8. Personal Assistants (Rs.1400-2300) with a minimum service of 4 years in the grade and satisfying the other prescribed

conditions are eligible for appointment to the post of Manager Typing pool in the scale of (1640-2900) where however eligible Personal Assistants with 4 years service in that grade are not available Personal Assistants with a combined service of 10 years as Stenographer (1200-2040) including Selection Grade Stenographer and Personal Assistant (1400-2300) or Stenographer with 10 years of service in the ordinary grade (1200-2040) including service in the selection grade (1640-2900) if any may be considered for appointment as Manager Typing pool provided they possess the speed of 100 w.p.m in shorthand are considered fit for appointment.

(Circular letter No.63-NGE/85 No.1032-N 55-83, dt.11-9-1985 of the C&AG)

**6.9. (A) Senior Personal Assistant (Gr.B Gazetted)**

(i) The vacancies in the grade of Senior Personal Assistant (Group-B Gazetted) are filled by promotion on the basis of seniority subject to fitness, of Senior Personal Assistant (Group-C) with two years of regular service in the grade failing which by Senior Personal Assistant (Group-C) with seven years of combined regular service as Senior Personal Assistant and failing both by Manager (Typing pool), where available with 7 years combined service as Manager (Typing pool) and PA or PA with 7 years regular service in the grade. The rules also provide for filling up the vacancies by transfer on deputation from other Offices in Indian Audit & Accounts Department of Sr.PA (Group-B) or Sr.PA (Group-C) Manager (Typing pool)/PA with regular service as prescribed under the field of promotion.

(ii) Persons in the feeder cadre are subject to such conditions as are laid down by Govt. of India/CAG from time to time before they are considered eligible or fit for promotion.

(iii) The procedure of selection, appointment etc., is regulated in accordance with the orders issued by Govt. of India/CAG from time to time.



(iv) There will be reservation of vacancies for SC/ST in the grade of Senior Personal Assistant (Gr.B Gazetted) filled by promotion as per order issued by Govt. of India/CAG from time to time.

***Promotion of Auditors (1200-2040) to the cadre of Senior Auditors (1400-2600)***

(B) The minimum length of service in the grade of auditor for promotion to the cadre of Senior Auditor is three years of regular service in the grade and one should have passed the Departmental Examination for Auditors.

The crucial date of determine the eligibility criteria would be 1st October of the year to which the panel pertains.

(Circular No.NGE/67 of 1984 and Lr.No.718-N2/41-84 dt.23-7-84 from CAG and Lr.No.80/NGE (APP)/68-94 dt.14-1-1994)

***Promotion of Clerks to the Auditors cadre***

6.10. Promotion of Clerks to the Auditors cadre is regulated according to the provisions contained in Appendix-23 of CAG's MSO (A) Vol.III.

(a) According to the provisions, 40% of vacancies are to be filled by promotion of clerks with five years regular service in the grade on seniority basis, subject to rejection of unfit, failing which by direct recruitment.

(b) 10% of vacancies by promotion from the following officials, failing which by direct recruitment:-

(i) Graduate Group 'D' officials with three years continuous regular service in the grade on passing the Departmental Examination for Auditors.

(ii) Graduate Clerks with three years continuous regular service in the grade on passing the Departmental Examination for Auditors; and

(iii) Clerks on passing Part-I of the Section Officers Grade Examinations.

(The inter-se ranking of those who qualify in the examination will be in the order of their inter-se seniority those qualifying in any earlier examination ranking en-bloc higher than who qualify in a later examination; Group 'D' officials will rank below Clerks)

***Honorarium***

6.11. Honorarium may be paid to the Examiners at the rates already prescribed in CAG's Circular No. NGE/R/12-89, Lr.No. 263/N.I/48-84 dt.13-2-1989 vide para 5.49 in the Chapter of Examination of E.B. Manual.

***Departmental Examination for Stenographers***

6.12. The following conditions regulate the promotion of Clerk as Stenographers.

(i) 20% of the vacancies in the cadre of Stenographers (1200-2040) will be filled in from clerks who qualify in the limited Departmental Competitive Examination, failing which by recruitment.

(ii) The scheme and syllabus for the Limited Departmental Competitive examination for clerks to get promotion as Stenographers as detailed in the Comptroller and Auditor General Lr.No.NGE/17/84-No.186-190/N.2/40-84 dated 6-3-1984 are shown in Annexure to this Chapter.

***Limited Departmental Competitive Examination for Matriculate Group 'D' staff:***

6.12. (a) (i) 5% from among Group 'D' officials with 5 years regular service in the grade and who possess matriculation or equivalent qualification on seniority basis, subject to rejection of unfit, failing which by direct recruitment.

(ii) 10% from among matriculate Group 'D' officials qualifying in the limited departmental competitive examination

prescribed by the Comptroller and Auditor General of India, failing which by direct recruitment. Preference will be given to those who qualify in the prescribed type test.

Group 'D' staff who are matriculate and who have put in three years continuous service on the first day of the month in which the examination is held are eligible to take this examination.

There will be three written papers on

- I. English/Hindi
- II. Arithmetic & Tabulation
- III. General Knowledge & Tabulation.

(Examination Circular No.7 of 1987)

No.242-Exam/161-83-Vol.II dated 23-4-1987)

(b) The question papers for the limited Departmental Examination of Matriculate Group 'D's will be set by the respective offices and the dates of the examinations will also be determined by the respective Heads of Offices.

(Examination Circular No.19 of 1987, No.959-Exam/110-86 dated 26-8-1987)

(c) Typing test will not be held simultaneously with the written papers of the Limited Departmental Competitive Examination. It will be held once in a quarter by the Accountants General etc., as at present. The Matriculate Group 'D' staff may take the typing test at any time either before the examination or after the examination. They will become eligible for promotion as Clerks after passing written papers of the examination. However, a candidate who has not already passed the typing test as on the date of his promotion as Clerk will have to clear the same within two years from the date of promotion. Unless exempted by an order issued in this behalf by the C&AG a clerk who has not qualified in the type test will not be entitled to any increment, confirmation or promotion by seniority or through any departmental test.

(C&AG Lr.No.301-N.2/96-87 dated 1-4-1987)

(d) The restriction on number of chances is removed in C&AG's examination Circular No.15 of 1986 - Lr.No.833-Exam./161-83 dated 23-7-1986)

6.13. (a) The Prl.AG will be responsible for holding the competitive examination on the basis of which promotion could be made against 5 per cent reserved vacancies in the Clerk's Grade in each Office under their administrative control having separate cadres.

(b) The examination will normally be held by the Prl.A.G once a year in the month of September.

(c) The probable number of vacancies should be notified alongwith the notice announcing the competitive examination.

(d) The number of vacancies to be filled under the present scheme of selection by departmental competitive examination would be limited to 5% of the vacancies in the cadre of clerks accruing in a recruitment year commencing from 1st January and ending on 31st December. For determining the number of vacancies against the 5% limit, any fraction may be rounded off to the next higher figure.

(e) The qualified Group 'D' employees who are employed as Clerks under this scheme will, for the purpose of earning increment or for declaration of quasi-permanency or for confirmation in the Clerks grade, be governed by the same terms and conditions as applicable to promotees under the departmental promotion scheme for Group 'D' employees to Clerk's grade.

(CAGs Lr.No.F.2-OSD(P)/73 dated 18-12-1973) P.5 File 3-73/73-75)

6.14. (a) The minimum qualifying marks for declaring a person successful in this Limited Competitive Examination are 40% in each paper. No separate minimum for the different subjects including in each paper has been prescribed.

(b) Since the element of direct recruitment in Clerks Grade is more than 50% no reservation need be made in the case of competitive examination passed Matriculate Group 'D' in terms of

the provisions contained in Chapter-II Para I (iii) (b) of the Brochure Third Edition, 1972.

(c) Honorarium for setting the question papers and valuation of answer books for this competitive exam will be regulated as per the provisions contained in C&AG's Circular No.NGER/12/89 Lr.No.263 NI/48-84 dated 13-2-1989.

**I. For setting question paper**

- |     |                   |   |          |
|-----|-------------------|---|----------|
| i)  | Less than 3 hours | - | Rs.130/- |
| ii) | Three hours       | - | Rs.160/- |

**II. For Valuation of answer papers**

- |      |                      |   |         |
|------|----------------------|---|---------|
| i)   | Two hours or less    | - | Rs.2.20 |
| ii)  | Two and a half hours | - | Rs.2.80 |
| iii) | Three hours          | - | Rs.3.30 |

In case where the amount of honorarium worked out falls below Rs.10/- a minimum amount of Rs.10/- (Rupees ten only) shall be payable.

(d) In the case of Offices having less than 10 vacancies in the Clerks grade, at least one competitive examination passed Matriculate Group 'D' can be promoted.

6.15. If in a particular office, the required number of vacancies are not there to adjust a post reserved for the Matriculate Group 'D' passing the limited Competitive Examination in the 20 point roster, the last direct recruit vacancy should be utilised for promotion of this man. The idea behind this is that if in an office which is likely to have lesser number of posts to accommodate such a candidate, at least one vacancy should go to him that being the last vacancy meant for the direct recruit. It is not the intention that when there are sufficient number of vacancies and no recruitment is made, promotion against the 12th point in the roster should be given to the person passing limited competitive examination even if direct recruits are not in position.

(CAGs Lr.NoF2 OSP(P)/73 dt.31-8-1974 - P.33 File 3-73/73-75)

6.16. A question has been raised whether the last vacancy to be given to a competitive examination passed Matriculate Group 'D' should be with reference to the total number of vacancies arising in a year in Clerks grade or with reference to 20% of the vacancies actually filled by direct recruitment in a year. It is clarified that the last vacancy to be given to a competitive examination passed Matriculate Group 'D' should be with reference to the vacancies actually filled by direct recruitment in a year. For example if there are 15 vacancies in clerk's grade in an office in a year but it is decided to fill in only 9 vacancies and direct recruitment has already been made upto 8th point in the roster, then the 9th post should go to the competitive examination passed Matriculate Group 'D'.

(CAGs Lr.No.F.2/OSD(P)/73 dt.21-12-1974) P.75 File 3-73/73-75)

6.17. Group 'D' officials who have once qualified in the type test at the prescribed speed of 30 w.p.m are exempted from appearing in type test again according to the orders of CAG in his Lr.No.127-NHE III/177-NGE.II/66-Pt.II. dt.11-1-1968. The orders for grant of exemption as provided for in CAG's circular letter, dt.11-1-1968 may continue to be applied only in the case of candidates appearing in the departmental qualifying examination for promotion of Group 'D' with 12 years service. The candidates for Limited Departmental Competitive Examination for promotion of Clerks grade stand on a different footing. This examination is not a qualifying but a competitive one and if a person does not get chance of promotion during the course of a year, they have again to appear in the examination next year. Hence, the orders for grant of exemption as provided for in circular letter dt.11-1-1968 are not applicable in the cases of candidates for Limited Dept. competitive exam. The Matriculate Group-D appearing in this examination are to take it in full (including the type test).

(CAGs Lr.No.8-NGE.III/25-74 dt.2-1-1975) P.331 File 3-70/72-75)

***T.A. For Group-D staff for promotion tests***

6.18. Promotion tests for Group-D staff cannot be said to be obligatory ones. There is no objection to allowing T.A. as on tour

(without halting allowance) to such of the candidates as have to undertake journey to the headquarters under the powers of A.G. under S.R.132 provided T.A. to a candidate may not be paid more than twice for any examination.

(CAG's Lr.No.701-NGE.1/133-68 dt.21-4-1969) P.55 File 3-1/68-72)

***Promotion of Group-D staff to the cadre of Record Keeper  
(Group-C - Non-Gazetted)***

6.19. (a) Any Group 'D' employee with the minimum educational qualification of middle pass and 7 years of service as regular Group 'D' employee will be eligible for appointment as record keeper. The crucial date for determining the eligibility is 1st October of the panel year.

(b) The appointment will be on seniority-cum-fitness basis and the fitness will be decided by a DPC to be constituted by the Head of Department with the Sr.DAG/DAG (Admn.)/Joint Director/Dy.Director/Dy. Director (Admn.) and other Group 'A' officer and a Senior Audit Officer/Audit Officer. At least one member of DPC should belong to SC/ST.

(c) For the limited purpose of promotion as record keeper a combined seniority list based on the length of service of the eligible Group-D employees will be kept.

(d) In terms of Headquarters letter No.261-N.2/83-90, dated 27-6-1991 25% of the posts of record keeper will be in the functional Selection Grade Record Keepers (950-1400). As per the Recruitment Rules Circulated through Headquarters Circular No.744-No.2/19-88 dated 23-8-1988, the Record Keepers in the grade of Rs.825-1200 with the 3 years regular service in the grade are eligible for promotion to the Selection Grade Record Keepers. The crucial date for determining the eligibility is 1st October of the preceding year.

(e) There is no examination for appointment of record keeper or SG record keepers.

***Promotion of Group-D staff to Group-C cadre:***

6.20. (a) ***Staff Car Driver:-*** Appointment is made from the eligible Group 'D' employees in accordance with Staff Car Driver Recruitment Rules. For appointment as Staff Car Driver, the Official must be in possession of a valid driving licence for motor cars. Knowledge of motor mechanism (should be able to remove minor defects in the Vehicle). Experience of driving a motor car for atleast three years. Should be fully conversant with traffic regulations. Ability to read English and Hindi or Regional Language of the area in which the employing organisation is situated.

A pass in the 8th Standard from a recognised Board. Three years service as Home Guard/Civil Defence volunteer.

(b) ***Senior Gestetner Operator:-*** The post is filled up by promoting Junior Gestetner Operator with middle school pass qualification and three years, regular service in the grade, failing which, Junior Gestetner Operator with middle school pass qualification having five years combined regular service in the grade and as Daftry/Jamadar, and failing both, Daftry/Jamadar with middle school pass qualification and six years regular service in the grade with proficiency in handling of Gestetner Machine.

***Promotion within Group-D cadre***

6.21. The two Group 'D' scales of pay of RS.775-1025 and Rs.800-1150 were merged into a single elongated scale of Rs.775-12-871-14-955-15-1030-20-1150. (Ministry of Finance OM dated 7-4-1995) As a consequence, the following decisions have also been taken:-

- i) Henceforth no appointment shall be made either by promotion or through direct recruitment in the scales of pay of 775-1025 or Rs.800-1150 and all posts carrying these scales of pay shall be placed in the merged scale of Rs.775-1150.



- ii) As the feeder posts in the scale of pay of Rs.775-1025 and promotional posts in the scale of pay of Rs.800-1150 will henceforth carry the same scale of pay of Rs.775-1150 and no promotions can be made within the same scale of pay, the rules of recruitment for these posts may be suitably amended and, wherever necessary, the posts may be treated as merged.
- iii) All employees in the scale of pay of Rs.775-1025 may be placed in the merged scale of pay of Rs.775-12-871-14-855-15-1030-20-1150 irrespective whether they have been appointed on functional basis or in-situ basis. The pay in the merged scale be fixed in terms of FR 22(I) (a) (2) i.e., the pay in the merged scale may be fixed at the stage which is equal to the pay drawn in the scale of pay of Rs.775-1025 or if there is no such stage, the stage next above in the scale of Rs.775-1150.
- iv) The employees already appointed to the scale of Rs.800-1150 may be allowed to continue in that scale on personal basis.

***Policy to be followed in cases where persons refuse promotion to a higher grade.***

6.22. (A) A refusal of promotion by an officer should entail that no fresh offer of promotion would be issued to him for a period of one year.

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 on the officer and in case the officer still refuses to be promoted then even disciplinary action can be taken against him for refusing to obey his orders. These instructions take effect from 1-10-1981.

Government Servants refusing promotion for reasons acceptable to the appointing authority will on eventual promotion to higher grade, lose seniority vis-a-vis their erstwhile juniors

promoted to the higher grade earlier than they, irrespective of whether the posts in question are filled by selection or otherwise.

As regards the period of validity of fresh offer of promotion for one year from the date of refusal of initial promotion, it has been clarified that this period of one year may extend beyond one panel to another, if within that period a fresh panel is prepared.

(Govt. of India MOH Dept. of Per. & Admn. Reforms OM No.22034/3.81-EH(D), dt.1-10-1981 read with CAG Lr.No.1183-NGE.III/80-76 dt.19-4-1980 and GOI Circular OM No.1/3/69 Est., dt.22-11-1975)

***In 'Situ' promotion:***

Under the Scheme introduced from 1-4-1991.

1. Employees (including industrial workers but excluding re-employed pensioners) directly recruited to Group 'C' and 'D' posts at the minimum of the scale and not promoted even after one year of their reaching the maximum of the pay scale will be considered for in situ promotion, on seniority-cum-fitness basis, to the next higher scale available in the normal line/hierarchy up to Group 'C' level.

2. A promotee can also be considered for in situ promotion from the date his junior, a direct recruit, is eligible though he would have got the benefit of promotion once.

3. A person directly recruited to a post at the minimum of the scale and appointed/transferred to another post in the same scale of pay will be considered after one year of his reaching the maximum, provided all his seniors have been promoted.

4. Staff Car Drivers in the scale of Rs.950-1500 will be eligible for promotion to the scale of Rs.1200-1800. Group 'D' staff in the scale of Rs.750-940 with no promotional avenue will be considered for the next higher scale of Rs.775-1025.

5. Group 'D' employees promoted to the lower Group 'C' scale of Rs.825-1200 will retain the benefit of retirement at the age of 60 years.

6. A Group 'C' employee stagnating at the maximum for more than a year cannot be allowed in situ promotion to next higher grade which happens to be a Group 'B' scale.

7. In situ promotions have been provided for those who do not have promotional grade at all and also for those who have promotional grade, but do not have vacancies for promotion even after one year of stagnation at the maximum of the scale. Hence, when vacancies are available and the incumbents have refused to accept regular promotion, they cannot be considered for in situ promotion.

8. Mails, Farash, Chowkidar, etc., who declined to be appointed as peons can be considered for in situ promotion.

9. Benefit of pay fixation under FR 22 (I) (a) (1) is admissible though the promotion does not involve higher responsibilities. Stagnation increment, if any, drawn by the employee will be taken into account, as a special case for fixation on such promotion.

***Reservations for SC/ST in promotion***

6.23. (i) Promotions from Group-C to Group-B is made with reference to the orders of C.A.G issued from time to time.

(ii) There will be reservation at 15% for SCs and 7<sup>1</sup>/<sub>2</sub>% for STs in promotions made on the basis of seniority subject to fitness in appointments to Group-C and Group-D posts in grades or services in which the element of direct recruitment, if any, does not exceed 50%.

(iii) The above orders will necessitate reservation for SCs and STs in promotions made on the basis of seniority subject to fitness to the following categories in IA&AD.

***(a) Promotion to Section Officers Grade***

Reservation to the extent of 15% and 7<sup>1</sup>/<sub>2</sub>% for SC/ST Officers respectively shall be made in promotion to S.O.G. passed persons to S.O.G. grade.

***(b) Promotion of Group-D***

Reservation to the extent of 15% and 7<sup>1</sup>/<sub>2</sub>% for SCs and STs respectively shall also be required to be made for promotion from (i) Group-D to Daftrys grade (ii) Daftry to Junior Gestetner Operator and (iii) Group-D to Jamedars grade.

(iv) The following procedure may be followed to give effect to the decision mentioned in sub-para (ii) above.

(a) To determine the number of reserved vacancies in a year, on the lines of the post based roster prescribed as per the *Ministry of Personnel, P.G. and Pensions O.M.No.36012/2/96/Estt.(Res) dated 02-07-97 readwith CAG's Circular No.1082 NGE (App) 3-97 dated 10-9-97,a separate procedure is to be adopted..*

(b) Wherever according to the points in the roster there are any vacancies reserved for SCs/STs separate lists would be drawn up of the eligible SC or the ST officers as the case may be, arranged in order of their inter-seniority in the main list.

(c) The SCs and STs officers should be adjudged by the Departmental Promotion Committee separately in regard to their fitness.

(d) When the select lists of officers in the General category and those belonging to SCs and STs have been prepared by the Departmental Promotion Committee, these should be merged into a combined Select list in which the names of all the Selected Officers, General as well as those belonging to SCs and STs are arranged in the order of their inter-se-seniority in the original seniority list of the category or grade from which the promotion is being made. This combined selection should thereafter be followed for making promotions in vacancies as and when they arise during the year.

(e) The select list thus prepared would normally be operative for a period of one year, but the period may be extended by six months under the specific approval of the Comptroller and Auditor General of India to enable such of the officers included

therein, as could not be appointed to the higher posts during the normal period of one year to be appointed during the extended period.

(f) If the number of eligible candidates belonging to the SCs/STs found fit for promotion falls short of the number of vacancies reserved for either of them during the year, the extent of such shortfall should be reported to the CAG along with proposals, if any, for de-reservation of vacancies in respect of which the shortfall has occurred. If on a scrutiny of the data furnished in this regard, any de-reservation is agreed to, the vacancy so dereserved may be filled up by another candidate included in the combined select list subject to the instructions in respect of carry forward of such reserved vacancy for the subsequent three recruitment years and exchange of vacancies between SCs and STs in the last year to which the reserved vacancies are carried forward.

(CAG Lr.No.172-NGE.II/56-72-I, dt.25-1-1973) P.7 File 5-4/72-74)

6.24. Since appointment to selection grade also constitutes promotion, the appropriate orders relating to reservation/ concession for SC/ST in promotions made by "selection" or on the basis of seniority subject to fitness would apply to appointments to the selection grade in any cadre (to which the direct recruitment does not exceed 50%) according as such appointments are made on the basis of "Selection or seniority-cum-fitness".

(Govt. of India Cabinet Secretariat, Dept. of Personnel and Admn. Reforms O.M.No.8/11/73-Estt.(SCT) dt.12-9-1974 communicated in CAGs Endt. No.2444-NGE.II/56 74-IV dt.1-10-1974) P.132 File 4-1/71-75 Kw.)

6.25. Until now, the position of orders about reservation for SC/STs is that if during a recruitment year, only one vacancy arises in a cadre and that falls at a reserved point, that vacancy is automatically treated as unreserved. The orders now issued by the Govt. of India changes the position. Under these orders whereas a single vacancy falling at a reserved point in the initial recruitment year, will be treated as unreserved, the single vacancy in the

subsequent year will be treated as a reserved vacancy and can be filled in by a general category candidate only after getting the same dereserved by the Dept. of Personnel and Admn. Reforms.

(CAG's Lr.No.1254-NGE.II/65-75 dt.11-6-1975). P.149 File 4-1/71-75 KW)

**Treatment of single vacancy falling during a year:-**

If a single vacancy falls on a reserved point and is filled by a reserved category candidate according to his own merit or seniority it need not be treated as reserved and the reservation should not be carried forward.

But if that single vacancy falling at a reserved point for SC/ST is filled by a candidate of the other reserved community on the basis of his own merit or seniority that vacancy will be treated as unreserved and treated as if it is filled by a general category candidate and the vacancy shall also be carried forward and the reserved candidate if available should be promoted in that vacancy although it may happen to be the only vacancy in that recruitment/ promotion year.

(GOI Min. of Home Affairs OM No.3601/39-81 Est dt.30-11-1981 read with earlier OM No.1/9/74 Est. SCT dt.29-4-1975)

**6.26. Declining promotion on reservation basis:-** As the orders regarding reservations for SC/ST community issued by the Govt. of India do not provide for exclusion of any member of SC/ST community from consideration for promotion against vacancy reserved for them on the basis of declaration of such a candidate surrendering his claim against a reserved vacancy the SC/ST candidate concerned cannot be excluded from the consideration for promotion against a reserved vacancy on the basis of his declaration that he does not want promotion against reserved vacancy.

(CAGs Lr.No.2607-NGE-II/56-74-3 dt.26-10-1974, P.No.131 File 4-1/71-75/KW)

6.26. (A) In the event of refusal of promotion by an official no fresh offer of promotion is to be made for a period of 12 months from the date of refusal of first promotion. In this connection it is clarified that.

(i) No limit has been laid down in Department of Personnel and Admn. Reforms OM No.1/3/69-Estt.(D) dt.22-11-1975 as to the number of times that a person can refuse promotion. In view of this after expiry of 2 months and subject to the 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 12 month period can extend beyond one panel to another if within the 12 months period a fresh panel is prepared.

(C&AG Lr.No.1183-NGE.III/80-76, dt.19-4-1980)

***Promotion of Employees on whom penalty is imposed***

6.27. (a) According to the existing instructions, promotion of officers (a) under suspension (b) against whom disciplinary proceedings are pending (c) a decision has been taken by the competent disciplinary authority to initiate disciplinary proceedings against them or (d) against whom prosecution has been launched in a court of law or sanction for prosecution has been issued is considered by the DPC 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.

2. If, on the conclusion of the departmental/court proceedings, the officer concerned is completely exonerated, and in case he was under suspension, it is held that the suspension was wholly unjustified, the sealed cover is opened and the recommendations of the D.P.C. are acted upon. If the officer could have been promoted earlier, he is promoted to the post earlier filled in on officiating basis, the arrangements made earlier being terminated. On his promotion, the officer also gets the benefit 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.

3. It has been noticed that sometimes the cases in the courts of the departmental proceedings take unduly long time to come to a conclusion inspite of all efforts and the officers under go considerable hardship, even where it is not intended to deprive them of promotion for such a long time. In the circumstances, Government have had under consideration, in consultation with the Union Public Service Commission, the question how the hardship caused by the long pendency of disciplinary/court proceedings to the Government servants, in whose case sealed cover procedure has been followed could be mitigated. As a result, the following procedure is laid down for being adopted in the circumstances indicated in para 1 above:-

(i) (a) It may be ascertained whether there is any departmental disciplinary proceedings or any case in court of law pending against the individual under consideration, or

(b) There is a prima-facie case on the basis of which a decision has been taken to proceed against the official either departmentally or in a court of law.

ii) The fact may be brought to the notice of the Departmental promotion Committee who may then assess the suitability of the official (s) for promotion to the next grade/post and for the purpose of this assessment the D.P.C shall not take into consideration the fact of the pending case(s) against the official. In case an official is found "Unfit for promotion" on the basis of his record, without taking to consideration, the case(s) pending against him, the findings of the D.P.C. shall be recorded in the proceedings. In respect of any other kind of assessment, the grading awarded by the D.P.C may be kept in a sealed cover.

(iii) After the findings are kept in a sealed cover by the departmental Promotion Committee, subsequent D.P.Cs., if any, held after the first D.P.C. during the period the disciplinary/court proceedings may be pending, will also consider the officer's case



and record their findings which will again be kept in sealed cover in the above manner.

In the normal course, on the conclusion of the disciplinary/ court proceedings, the sealed cover or covers may be opened and in case the officer is completely exonerated i.e., no statutory penalty, including that of censure, is imposed, the earliest possible date of his promotion but for the pendency of the disciplinary/court proceedings against him may be determined with reference to the position(s) assigned to him in the findings of the sealed cover/ covers and with reference to the date of promotion of his next junior on the basis of such position. The officer concerned may then be promoted, if necessary by reverting the junior most officiating person, and he may be given notional promotion from the date as he would have been promoted, as determined in the manner indicated above. But no arrears of pay shall be payable to him for the period of notional promotion preceeding the date of actual promotion.

If any penalty is imposed on the officer as a result of the disciplinary proceedings or if he is found guilty in the court proceedings against him, the findings, in the sealed cover/covers shall not be acted upon. The Officer's case for promotion may be considered in the usual manner by the next D.P.C. which meets in the normal course after the conclusion of the disciplinary/court proceedings. The existing instructions provide that in a case where departmental disciplinary proceedings have been held under the relevant disciplinary rules, "Warning" should not be issued as a result of the proceedings. If it is found as result of proceedings that some blame attaches to the officer, then the penalty of censure at least should be imposed. This may be kept in view so that no occasion arises for any doubt on the point whether or not an officer has been completely exonerated in the disciplinary proceedings held against him.

(iv) However in some cases the disciplinary/court proceedings may not be concluded even after the expiry of two years from the date of the D.P.C. which first considered the officer for promotion and whose findings are kept in the sealed cover. In

such cases, provided the officer concerned is not under suspension, the appointing may review his case to consider:-

- (a) Whether the charges are grave enough to warrant continued denial of promotion and the promotion of the officer will be against public interest;
- (b) Whether there is no likelihood of the case coming to a conclusion in the near future; and
- (c) the delay in the finalisation of proceedings, whether departmental or in a court of law, is not directly or indirectly attributable to the official concerned.

In case the appointing authority comes to conclusion that it would not be against the public interest to allow ad-hoc promotion to the official, his case should be placed before the next DPC held in the normal course after the expiry of the two year period to decide whether the officer is suitable for promotion on ad-hoc basis. When the officer is considered for ad-hoc promotion as above, the DPC should make its assessment on the basis of the totality of the officers record of service and the fact that the disciplinary or court case is pending should not affect the assessment regarding the suitability for ad-hoc promotion. If the officer is recommended by the DPC, as a result of such consideration for ad-hoc promotion, his actual promotion will be subject to the decision of the Appointing Authority which should take into account the seriousness of the charges, the nature of the evidence available the stage at which the disciplinary/court proceedings has reached, the probable nature of the punishment that may be imposed on the officer if the charges against him are established, the likelihood of misuse of official position which the officer may occupy after his ad-hoc promotion and the record of service available upto date.

(v) (a) Where the departmental proceedings or court cases arisen out of investigations conducted by the central Bureau of Investigation, the appointing authority should also consult the Central Bureau of Investigation and take their view into account.

(b) Where the appointing authority is an authority other than the President, such authority should take the orders of the Secretary of the Ministry/Department, or the Head of Department, as the case may be, before taking a decision on making the adhoc promotion.

(c) Where the appointing authority is a Head of Department, it should take the orders of the Secretary in the Ministry/ Department.

(d) Where the Secretary in the Ministry/Department is the appointing authority, he should take the orders of the Minister-in-charge.

(e) Where the President is the appointing authority, the final decision will rest in with the Minister-in-charge of the Ministry/ Department concerned.

(vi) After a decision is taken to promote an officer on adhoc basis as indicated above, an order of promotion may be issued making it clear in the order itself that.

- (i) The promotion is being made on purely adhoc basis and the promotion will not confer any right for regular promotion, and
- (ii) the promotion shall be “until further orders”. It should also be indicated in the orders that the Government will reserve the right to cancel the adhoc promotion and revert the officer to the post from which he was promoted, at any time.

4. If the officer concerned is acquitted in the court proceedings on the merits of the case or exonerated in department disciplinary proceedings, the adhoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the adhoc promotion with all attendant benefits. In such cases, the sealed cover(s) may be opened and the official may be assigned his place in the seniority list as he would have got in accordance with the recommendation(s) of the D.P.C.

5. Where the acquittal in a court case is not on merits but purely on technical grounds, and the Government proposes either to take the matter to a higher court or to proceed against the officer departmentally, the appointing authority may review whether the adhoc promotion should be continued.

6. Where the acquittal by court is on technical grounds if the Government does not propose to go in appeal to a higher court or to take further departmental action, action should be taken in the same manner as if the officer had been acquitted by the court on merits.

7. If the officer concerned is not acquitted/exonerated in the court proceedings or the Departmental proceedings, the adhoc promotion already granted should be brought to an end by the issue of the "further orders" contemplated in the order of adhoc promotion (Please see para 3(vi) (above) and the officer concerned reverted to the post from which he was promoted on adhoc basis. After such reversion, the officer may be considered for further promotion in the usual course by the next DPC".

(Authority: G.O.I., M.H.A., Dept. of Personnel and Administrative Reforms, OM.No.22011/1/79-Estt.(A) dt.30-1-1982 communicated in C&AG's Lr.No.1576/N.2/5-82, dt.5-4-1982)

6.28. (a) Every person eligible for promotion and in the field of choice has to be considered for promotion. The fact of the imposition of the minor penalty of censure on a Government servant does not itself stand against the consideration of such person for promotion, as his fitness for the promotion has to be judged, in the case of promotion by seniority, on the basis of an overall assessment of his service record, and in the case of promotion by selection or merit, on the basis of his merit categorisation which is again based upon overall assessment of his service record. So far as the eligibility of a Government servant who has been awarded the penalty of censure, to appear at a departmental/promotional examination is concerned, the same principles, would apply, viz., that he cannot, merely because of the penalty of censure, be debarred from appearing at such an

examination. In case, however, the rules of such an examination lay down that only those eligible persons can be allowed to appear at the examination who are considered to be fit for the purpose, the fitness of an eligible candidate, who has been awarded the penalty of censure, to appear at the examination has to be considered on the basis of an overall assessment of his service record and not merely on the basis of the penalty of censure.

(b) Where the responsibility of an employee for any loss is indirect and where stoppage of increments and reduction to a lower stage of the pay scale has been effected or ordered, while it is not possible to lay down any hard and fast rules in this regard, and it is for the competent authority to take a decision in each case having regard to this facts and circumstances. Recovery from the pay of the Government servant of the whole or part of an pecuniary loss caused by him to Government by negligence, or breach of orders, or with-holding of increments of pay, are also minor penalties laid down in Rule 11 of the CCS (CCA) Rules. As in the case of promotion of a Government servant who has been awarded the penalty of censure the penalty of recovery from his pay of the loss caused by him to Government or of with-holding his increments does not stand in the way of his consideration for promotion though in the latter case promotion is not given effect to during the currency of the penalty. While, therefore the fact of the imposition of such a penalty does not by itself debar the Government servant concerned from being considered for promotion, it is also taken into account by the Departmental Promotion Committee, or the competent authority, as the case may be, in the overall assessment of this service record for judging his suitability or otherwise for promotion or his fitness for admission to a departmental promotional examination (Where fitness of the candidate is a condition precedent to such admission)

(O.M.No.21/5/70-Ests.(A) dt.15-5-1971 from the Govt. of India Cabinet Secretariat, Dept. of Personal, New Delhi communicated in CAG's Lr.No.1952-NGE.II/34-71-III(A) dt.31-8-1971)

(c) Seniority of officers promoted after expiry of the period of penalty.

1. It is clarified that in such cases their seniority in the promoted grades would be as per their position in the panel recommended by DPC, from which they are promoted irrespective of their date of promotion.

2. As an illustration, an officer is undergoing a penalty of withholding of increments which will expire in June 1990. The DPC for the promotion during 1989 considers him fit for promotion inspite of the penalty and places him at position No.2 in the panel for 1989. He can not be promoted during 1989 inspite of the recommendation of the DPC because of the currency of the penalty. On expiry of the life of this panel, his case among other officers in the field will be considered by the next DPC for the panel year 1990. The DPC may find him fit for promotion and assign him position No.1 in the panel for 1990. As the officer is undergoing penalty up to end of June 1990 he can be promoted only thereafter and in the mean time persons who are below him in the panel may get promoted. But on his promotion after expiry of the period of penalty his seniority will be according to the position in the panel for 1990 form which he stands promoted.

3. Past cases are not to be re-opened but pending cases may be regulated under these orders.

(C&AG Circular No.NGE.93/1988. No.900-N.2/40-86, dt.24-10-1988)

**ANNEXURE**  
**(vide para 6.12)**

**Limited Departmental Competitive Examination for appointment  
as Stenographers.**

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1. Any permanent or temporary regularly appointed clerk who has completed two years continuous service as Clerk in the IA&AD and who has passed the matriculation examination will be eligible to appear at this examination.
2. The crucial date to determine the eligibility will be the first day of the month in which the examination is held.
3. (i) The examination shall consist of two parts namely part-A written Test and Part-B shorthand Test. The subjects of the examination, time allowed, the maximum marks for each subject and the standard and syllabus will be as follows:-

**Part-A - Written Test**

<u>Subject</u>	<u>Time allowed</u>	<u>Maximum Marks</u>
Paper-I		
General English	1 hour	75 marks
Paper-II		
Essay	1 hour	50 marks
Paper-III		
General Knowledge	1 hour	75 marks

The minimum qualifying marks will be 40 per cent in each of the papers. The papers in General English and General knowledge will include objective-Multiple Choice Type.

The standard of the question papers will be approximately that of the matriculation examination of an Indian University.

NOTE: (i) Candidates can exercise option to answer the papers on Essay and General Knowledge of the written test and take the shorthand test in Hindi (Devangri) - partial option is not permissible.

(ii) Paper on General English must be answered by all candidates in English.



**I. General English:-** Questions will be designed to test the candidates knowledge of English Grammar, Vocabulary, spellings, synonyms and antonyms, prepositions, direct and indirect speech, power to understand and comprehend the English language and ability to discriminate between correct and incorrect usage etc.

**II. Essay:-** An essay to be written on an of the several specified subjects.

**III. General Knowledge:-** Paper on General knowledge will include questions on the Constitution of India, Indian History and culture, general economics & geography of India, current events, everyday science and such matters of every-day observation as may be expected of any educated person.

**Part-B - Shorthand test in English or in Hindi.**

200 marks

Those who qualify the written test will have to appear in the shorthand test. The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who take the test in English will be required to transcribe the matter in 65 minutes and the candidates who opt to take the test in Hindi will be required to transcribe the matter in 75 minutes.

Candidates will have to transcribe the shorthand notes on typewriters. They have to make their own arrangements for the typewriters.

3.2. Candidates who opt to take the shorthand test in Hindi will be required to learn English Stenography and viceversa after their appointment.

3.3. In shorthand test the minimum qualifying marks will be 55 per cent. For each mistake, marks at the rate of  $2\frac{1}{2}$  should be deducted. Candidates getting less than 55% marks i.e., those who commit more than 5% errors and omissions in the transcription will be deemed to have failed in the stenography test. Repetition of the same

spelling/mistake may be disregarded and may not be counted again towards the prescribed limit of 5%.

3.4. The candidates names will be arranged in a list in the order of merit as disclosed by the aggregate marks finally awarded to each candidate and their appointment will be made from this list. Persons qualified in an earlier examination will enbloc rank senior to those who have qualified in the subsequent examination.

3.5. The question papers will be set by respective Offices (Examination Circular No.20/1987).

Letter No.961-Exam-160-87 dated.26.8.1987.

4. The examination will be held once in a year in the month of August. It will not however be obligatory for the department to hold the exam if there are no existing or anticipated vacancies in the cadre.

(Examination Section Circular No.31 of 1984 Letter No.1259-Exam-21-84 dated - NIL-)

## CHAPTER - VII

### DECLARATION OF PROBATION, CONFIRMATION AND SENIORITY

#### *Temporary Employees & Declaration of Probation*

7.1. The terms and conditions of service of temporary Government servants are embodied in the C.C.S.(T.S.) Rules, 1965. Declaration of Probation should be issued in accordance with the provisions of Government of India, Ministry of Home Affairs, Dept. of Personnel & A.R. No.21011/1/80-Estt. (C) dt.19.5.1983.

7.2. Although reference to age and qualifications has been omitted in Rule 3 (ii) of the C.C.S.(T.S.) Rules, 1965, age and qualifications continue to be relevant for the purpose of declaration of Probation, since a person whose appointment itself was irregular on grounds of age and qualifications prescribed for the post to which he was appointed, cannot obviously be considered for declaration of Probation. Under the C.C.S.(T.S.) Rules, 1965 therefore, the appointing authority should check up that the Government servant satisfied the age and qualification requirements as prescribed in the Recruitment Rules before he was appointed to that post and that in case the appointment was made in relaxation of these requirements, the relaxations were made under proper authority.

Under Government of India O.M. cited, the declarations of Probation are to be issued by the Appointing Authority.

7.3. The procedural and administrative instructions issued with reference to these Rules are incorporated below.

7.4. (a) Register of temporary employees should be maintained in each cadre i.e., Auditors, Clerks and Group 'D' Servants. The registers should contain a table of contents and the register should be in the form in Annexure-I with space separately allotted to each grade or post.

(b) The register of temporary employees should be properly checked and authenticated by the appointing authority before any action to recommend a person for declaration of Probation is initiated.

7.5. (i) Preliminary action for the grant of declaration of Probation status should be initiated after an official completed 2 years of service and any doubts regarding the following points should be clarified before he completes 2 years of service.

(a) Verification of character and antecedents in accordance with the instructions issued by the Home Ministry.

(b) Medical Examinations.

(c) Verification of age and educational qualifications.

(d) Question of condonation of break in service, if any.

(e) Any other matter that may have a bearing on the officials claims for Declaration of Probation.

(ii) At the time of transfer of temporary Govt. Servant from one office to another it should be incumbent on the previous office.

(a) to forward to the office to which the Government servant is transferred complete service documents and confidential report of the transferred at the time of transfer.

(b) If any service document or confidential report is not immediately available to explain the precise position to the new office.

(c) In the event of the Confidential reports being incomplete, to state specifically in the forwarding letter the periods for which such reports were not on record; and

(d) where for any reason the previous confidential report is not available, to give a certificate whether anything adverse came to notice in regard to the work and conduct of the transferee. In cases in which such a certificate is not furnished or in cases especially of demobilised re-employed personnel, the officer

appointing the transferee should obtain such a certificate from the previous employer.

(iii) A complete check list enumerating all possible points on which action is to be initiated and completed in cases of Probation at the appropriate stages should be drawn up for the facility of the appointing authority.

(GOI MHA O.M.No.M78/129/57-TS, dt.14-5-1959 communicated in CAG's Endt. No.2404-NGE.III/1-59, dt.19-6.1959)

7.6. Declaration of Probation to a temporary Government servant should be w.e.f. the date following the date of completion of 2 years continuous service provided he is otherwise considered suitable.

7.7. It has been decided that the Comptroller and Auditor General in respect of persons serving in the Indian Audit & Accounts Department may, in future, condone such breaks for the purpose of completing 2 years service qualifying for declaration of Probation subject to the conditions indicated below:-

(i) Only such breaks should be condoned for the purpose of computing 2 years service for declaration of Probation as were caused by circumstances beyond individual control, example retrenchment, prolonged illness resulting in termination of services, etc.

(ii) In each individual case, the break or breaks should be condoned only for the purpose of declaration of Probation in a post/grade held after the last break, provided that-

(a) the period of break or breaks in each case is less than the period or periods of previous qualifying service in a post/grade equivalent to the post/grade held after the last break in which the individual is proposed to be declared Probation and

(b) no gratuity, pensionery or other terminal benefit (except terminal leave and pay and allowances in lieu of notice) has been drawn in respect of service before the last break.

(GOI, MHA Lr.No.78-79-56-TS, dt.17-5-1957 P.151, 3-2-Vol.III/63-69)

NOTE: The Government of India have decided that in respect of persons serving in attached and subordinate Offices, the power to condone breaks in service for Probation may, with effect from date of issue of this Memo be exercised by the Head of the Department concerned, subject to the conditions mentioned in the O.M. dt.17-5-1957)

(No.4/6/66 Estt.(C) dt.25-8-1966, GOI, MHA communicated in CAG's Lr.No.1771-NGE.III/7065, dt.5-9-1966, P.152/3-2/Vol.III/63-69)

7.8. Once a person is considered for declaration of Probation for the first time in accordance with the OM dt.19-5-1983 the next review of his case in the event of his being found suitable for probation should be taken up after the expiry of 2 years from the date on which he became eligible on the first occasion.

7.9. Every temporary employee should be considered for the grant of declaration of Probation on 3 successive occasions. If the employee is not considered fit for declaration of Probation on all these occasions, he can be continued in service till he is confirmed, if otherwise fit. At the same time power of terminating the services of a temporary employee under Rule 5 of C.C.S.(T.S.) Rules, 1965 is always available to the competent authority to exercise the power where it is justified.

(CAG Lr. No.2895-NGE.III/3-71, dt.16.11.1971)

7.10. When recommending cases of temporary employees for approval for the issue of the declaration of Probation the particulars of the persons should be furnished in the proforma given in Annexure-II.

7.11. Auditors should be considered eligible for declaration of Probation under the Central Services (Temporary Services) Rules, 1965, only after they qualify themselves for confirmation under the conditions prescribed in C&AG's Lr.no.351-NGE-II/104-48/Pt.II dt.11th February, 1950)

7.12. Clerks who do not possess the speed of 30 w.p.m in typing should not be declared Probation until they have acquired the necessary typing speed.

(O.M.15.3.63-Estt.(D) dt.11.1.1965 of Govt. of India, Ministry of Finance P.178 C. File 3-2 Vol.III/63-69)

7.13. Ordinarily, the record upto the date on which the Government servant becomes eligible for declaration of Probation should be taken into account for the grant of Probation status to him.

7.14. Probation in a post or grade who is either promoted or transferred or permitted to go to some other post or grade carries with him his Probation status in the original post or grade.

7.15. A temporary Government servant will be declared Probation in one grade normally in the post/grade to which he was initially appointed provided he is eligible in all respects and considered suitable. Further temporary employees who before they become eligible for declaration of Probation are transferred/reverted to posts lower than those to which they were initially appointed will be considered for the award of declaration of Probation in such lower posts, if otherwise eligible.

(Govt. of India, MHA O.M. No.54/75/51-TS, dt.21-12-1957 communicated in C&AG's Endt. No.377A/385/57, dt.3-3-1958)

7.16. A Probation employee on reversion/reduction to a lower post or grade on grounds of inefficiency or as disciplinary measure whether for a specific or for an unspecific period will with effect from the date of reversion/reduction, be declared Probation in the grade 1 post to which he is reverted/reduced. Should have later be re-appointed to the grade or post from which he was reverted/reduced he will not regain his Probation status in the higher grade 1 post but will continue to be Probation in the lower grade/post to which he was reverted/reduced.

(Govt. of India Ministry of Home Affairs O.M.No.F/7/92/58-T.S. dt.20-11-1958 communicated in CAG's Endt. No.2785-A/363-58,dt.27-12-1958, P.35 File 3-2, Vol.II EBV)

7.17. A report (including cases in respect of subordinate offices) should be sent to the Accountant General by 30th September each year indicating the number of persons due for declaration of Probation upto 31st August preceding and the number of persons actually declared Probation. The reason for not finalising the remaining cases are also to be indicated.



## CONFIRMATION

### General

7.18. (i) Confirmation will be made only once in the service of an official which will be in the entry grade.

(ii) Confirmation is delinked from availability of permanent vacancy in that grade in other words an officer who has successfully completed the Probation or passed Departmental examination necessary for Confirmation may be considered for Confirmation. In cases where Probation or passing of a Departmental examination for Confirmation is not prescribed, the official should have put in a minimum of 2 years service in the entry grade before he is considered for Confirmation by the D.P.C.

7.19. ***Confirmation in the grade to which initially recruited***

The case will be placed before D.P.C. (for confirmation).

A specific order of Confirmation will be issued when the case is cleared from all angles.

7.20. ***On Promotion:***

(i) If the recruitment rules do not prescribe any probation, an officer promoted on regular basis (after following the prescribed D.P.C. etc., procedure) will have all the benefits that a person confirmed in that grade would have.

(ii) Where probation is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If, the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time, he may revert him to the post or grade from which he was promoted, or extend the period of probation as the case may be.

Since there will be no confirmation on promotion, before an official is declared to have completed the probation

satisfactorily, a rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

#### 7.21. *Lien*

The concept of Lien as the title of a Govt. Servant to hold substantively a permanent post will undergo a change. Lien will now represent only the right/title of a Govt. servant to hold a regular post, whether permanent or temporary, either immediately or on the termination of a period or periods of absence. The benefits of having a lien in the grade will thus be enjoyed by all officers who are confirmed in the grade of entry or who have been promoted to a higher post declared as having completed the probation where it is prescribed, or those who have been promoted on regular basis to a higher post where no probation is prescribed under Rules, as the case may be.

The above right/title will, however, be subject to the condition that the junior most person in the grade will be liable to be reverted to the lower grade if at any time, the number of persons so entitled is more than the posts available in that grade. For example, if a person who is confirmed or whose probation in a higher post for which there is no probation on a regular basis, reverts from deputation or foreign service and if there is no vacancy in that grade to accommodate him the junior most person will be reverted. If, however, this officer himself is the junior most, he will be reverted to the next lower grade from which he was earlier promoted.

#### 7.22. *Pension*

Since all the persons who complete probation in the first appointment will be declared as permanent the present distinction between permanent and temporary employees for grant of pension and other pensionary benefits will cease to exist.

### 7.23. *Reservation for SC/ST*

As a result of introduction of confirmation only at the entry stage and the delinking of confirmation from the availability of permanent post, the need for reservation at the time of confirmation in posts and services filled by Direct Recruitment as per the existing instructions will cease to exist as everyone who is eligible for confirmation will be confirmed.

(CAG's Cir. No.NGE. Gr.Cir.No.N/56/1988 No.2536-NGE.III/43-88 dated 20-7-1988)

### 7.24. *Confirmation of employees transferred*

Probation or temporary employees who are transferred from one office to another on unilateral basis need not be considered for confirmation in the parent office even if they are due for confirmation from a date prior to the date of their transfer.

(CAG's Lr.No.1240-NGE.III/159-67, dt.18-6-1969 received with No.ESI/A9-75/68-69, dated 22-5-1968 of A.G., Mysore, P.312 File 3-15 Vol.III Welfare Section)/

### 7.25. *Erroneous confirmation of Govt. servants*

(i) The following procedure should be followed while cancelling orders relating to confirmation of Govt. servants which are found later to be erroneous.

(a) Confirmation can be cancelled if the order of confirmation was clearly contrary to the statutory rules, and there is no power or discretion to relax the Rules.

(b) If the order of confirmation was made in error, e.g., naming wrong persons mistake in identity.

(ii) Orders of confirmation in the above mentioned cases are void abinitio and the officer does not acquire any right to hold the post in which the order purported to confirm him. Provisions of Article 311 (2) of the Constitution are not, therefore, attracted and the procedure of "show cause notice" is not required to be followed before cancelling the order of confirmation.

(iii) If the order of confirmation was made in contravention of executive or administrative instructions, it cannot be set aside. Cancellation of confirmation in such cases would amount to reduction in rank without any fault on the part of the officer confirmed.

(O.M.No.12/2/67-Estt.(D) dt.21-3-1968 of the Govt. of India MHA received in CAG's Lr.No.1386-NGE.III/125-67 dated 24-7-1970)

7.26. The case of an officer deprived of his legitimate confirmation because of an order of confirmation issued erroneously in respect of his junior in contravention of executive or administrative instructions should be dealt with as under:-

(a) As the confirmation of such junior officer cannot be set aside, the administrative Ministries/Departments may create with retrospective effect, i.e., from the date the junior was erroneously confirmed, a permanent post, in consultation with their Associate Finance, in accordance with the orders contained in the Govt. of India Decision No.7 below Rule 9 of the Delegation of Financial Powers Rules, 1958. The senior officer referred to may, after creation of such a permanent post be confirmed against the post so created from the date of its creation, if he is otherwise considered fit for confirmation.

(b) If a junior officer is erroneously confirmed from a date earlier than the date of confirmation of his senior, a permanent post may be created in the manner indicated in the above para for the purpose of antidating the confirmation of senior officer.

(O.M.No.12/3/69-Estt.(D) dt.18-7-1970 issued by Government of India, Ministry of Home Affairs sent in CAG's Lr.No.1386-CP/NGE.III/125-67 dt.24-7-1970)

#### 7.27. ***Retrospective confirmation of Govt. Servants***

The question whether a Government servant, permanent or temporary, who retired from service or who died in service or who was granted refused leave under F.R.86 or leave preparatory to retirement or leave after invalidment under S.R. 233(a) could be confirmed retrospectively in a post or service in a permanent vacancy which occurred on a date falling before the date of his

actual retirement or death is to be decided as per the following guiding principles.

(a) Confirmation of an officer is an administrative matter and the administrative authorities are competent to make such confirmation within their powers provided the requirements of the rules regulating appointment and confirmation and the criteria mentioned below are satisfied.

(b) So long as a permanent vacancy is available before the actual retirement or death of an officer and the rules and orders about the procedure for confirmation are observed there is no objection to confirmation being made even if the fact about the existence of the vacancy becomes known after the officer's proceeding on leave preparatory to retirement or death. The main criterion in such a case should be whether the officer would have been confirmed in the post had he been on duty and the existence of the permanent vacancy had been known on the relevant date. In cases of posts to which appointment is by selection, the officer concerned must have already been so selected when previously officiated in those posts otherwise than a local or purely temporary arrangement. Accordingly both in the case of appointment, by selection as well as by seniority such retrospective confirmation may be made by the competent authority in a post, which the officer was holding (other than as a purely local or temporary arrangement) or would, but for his appointment to a higher or equivalent post, have held immediately before his retirement or death or proceeding on leave preparatory to retirement or (as the case may be) in a lower post from which appointments are normally made to a post so held.

NOTE: In the case of an officer on leave preparatory to retirement or on leave after invalidation, the date of actual retirement is the date of expiry of such leave.

(Govt. of India, M.H.A. O.M.No.32-1-1955-Estt. dt.25-6-1956 and, 27-11-1955 received with CAG's Nos.1028-A/204-15, dt.27-6-1956 and 267-A/204-55, dt.13-2-1957)

### 7.28. *Creation of Supernumerary posts*

When a permanent Government servant is transferred to a lower post under F.R.15(a) supernumerary post should be created in the lower service/grade/time scale if no vacancy is available in such lower service/grade/time scale, to provide a lien to the Government servant concerned on his new post. As long as it is necessary to provide a said Government servant with a lien on a supernumerary post in the lower service/grade/time scale, the higher post vacated by him should not be filled substantively or otherwise and appointments/promotions against the higher post may be made only after the Government servant is accommodated against the substantive vacancy available in the lower grade to which he is reduced/reverted.

(Govt. of India Memo No.F-9(3)-E, IV/A/60, dt.29-8-1960)

### 7.29. *Half yearly Progress report to C&AG*

A Half yearly report in the prescribed proforma indicating the position of confirmations as on 1st April and 1st October should be furnished to C&AG of India on 25th April and 25th October each year.

(C&AG Lr.No.1306-NGE.III/68-NGE.ii/78-II (c) P.G.1(A) dt.18.4.1980)

### *Seniority in Section Officers Grade*

7.30. (i) Each Civil Audit Office and each Railway Audit office has its own Section Officers cadre except where any such office is re-organised into two or more independent offices and so long as the cadre is not separated for the offices into which it has been re-organised.

(ii) The interse seniority of Section Officers (Commercial) is fixed on All India basis under separate orders issued by the Comptroller and Auditor General of India.

(iii) Similarly the seniority of Section Officers (Defence Audit branch) and Section Officers (Posts and Telecommunications Audit branch) is fixed separately.

7.31. Any employee who passes in an earlier Section Officers Grade Examination will have precedence in appointment as Section Officer over a person who passes in a later examination. As amongst persons who pass in the same examination, the one senior according to the provisions of para 7.36 will have prior claim in such appointment. The seniority of a person appointed to officiate as Section Officer shall ordinarily be based on the date of his first appointment after passing the Section Officers Grade Examination.

7.32. If a person eligible for appointment to the Section Officers service happens to be non-available on account of leave or otherwise, on the first occasion when his turn for appointment comes, and a person below him is appointed to fill in a vacancy, the later will not for that reason alone, become senior to the former in the cadre of Section Officers.

7.33. Instructions on "Sealed Cover Procedure" should be kept in view where relevant before promoting the Officials.

7.34. The seniority of the Officers found fit for promotion but promoted after the period of penalty imposed on them, would be as per their position in the panel recommended by the DPC from which they are promoted irrespective of their date of promotion. However, the monetary benefit in the higher post will be admissible only from the date of actual promotion.

7.35. The Seniority of the direct recruits to the post of Section Officers on passing Part-II of the Section Officers Grade Examination shall be regulated by the following principles:

(i) A directly recruited Section Officer shall rank immediately below the last Section Officers Examination passed member of the staff officiating in the Section Officers grade on the date on which he takes over charge as a regular Section Officer. If an officiating Section Officer reverts at any time to his previous post, the reversion not being on account of his proceeding on leave, he shall lose his seniority vis-a-vis all those recruited directly, who

are appointed as Section Officers upto the date on which he again begins to officiate continuously.

NOTE: The term last Section Officers Grade Examination passed member of staff refers to one who has passed in an earlier examination and not in the examination in which the direct recruit has come out successful.

(ii) As between direct recruits themselves.

(a) One who completely passes the Section Officers Grade Examination earlier shall rank to those who pass the examination at a later date, irrespective of the date of their recruitment or of the date of passing part-I of the Section Officers Grade Examination.

(b) Amongst the persons who pass in the same Section Officers Grade Examination, relative seniority shall be determined according to the year of recruitment i.e., those belonging to an earlier batch of recruitment shall be senior to those belonging to a subsequent batch.

(c) Where the direct recruits belonging to the same batch of recruitment pass the same Section Officers Grade Examination the Chartered Accountants as a class will rank senior most, interse seniority among them being fixed with reference to the date of passing the Chartered Accountants (Final) examination, the persons passing in an earlier examination ranking senior to the one passing in subsequent examination. The Cost and Works Accountants as a class will be ranked below the Chartered Accountants, the interse seniority among them being determined on the same lines as for Chartered Accountants. When the date of passing the Chartered Accountants (Final)/ICWA (Final) examination is the same, the relative seniority within the relevant class of persons will be determined according to the seniority in age. All other persons will rank as a class below the Chartered Accountants and Cost and Works Accountants, the interse seniority among them being fixed in accordance with the rank secured at the time of selection for appointment. If for the purposes of ranking, two or more of them have been bracketed, the older persons shall be the senior.



(iii) A direct recruit is appointed as a Section Officer on regular basis only on satisfactory completion of the period of probation prescribed in the Recruitment Rules even though he passes the examination before that period, his seniority is also effective on his actually taking over charge as a regular Section Officer.

(iv) Once the seniority of a directly recruited Section Officer is fixed in an office, he is, for further advancement governed by the same provisions as laid down for other Section Officers.

7.36. The following principles shall be adopted in appointment to the posts of Section Officers, the various classes of persons who pass in the same examination:

(a) In the case of directly recruited Auditors, the seniority by total length of service as Auditor alone irrespective of their seniority and irrespective of total number of chances they have taken in passing the Departmental Examination for Auditor will be the determining factor for their claim for appointment to the post of Section Officer. But in the case of Auditors recruited from the same panel the seniority assigned to them on the basis of their position in the panel would be the criteria for appointment to the above post subject to any loss of seniority which is envisaged if a candidate does not join within the prescribed time limit (No.1778-N.2/193-65 dated 24-8-1967). However, in case of transfer from one office to another at one's own request, the seniority in the gradation list will be the criterion.

(b) In the case of those Auditors who have been promoted from clerks cadre, service as clerks upto six years will be ignored and thereafter service in the clerks cadre will be counted as Auditors service for purpose of determining seniority.

(c) Service as Stenographer shall be equated to service as Auditor or clerks according as the person concerned is a graduate or under graduate. It will also include the service in the higher grades like Personal Assistant, Manager (Typing & Cyclostlying pool) etc. The date of declaration of the results of the degree

examination passed by a Stenographer, while in service, should be taken into account for purposes of fixation of his seniority vis-a-vis Auditor.

NOTE: 1. Service as Auditor and service as clerk, referred to above, means service as Auditor and clerk in the IA&AD and does not include service as such any where else. Service as Auditor also includes service in the higher grades such as Senior Auditor and Supervisor.

NOTE: 2. Penalties, like reduction in rank, do not have adverse cumulative effect for the purpose of reckoning seniority under this para.

***Departmental Examination for Auditors for Confirmation/  
Promotion***

7.37. Directly recruited Auditors and Clerks promoted as Auditors on seniority basis are required to pass a departmental examination for confirmation and promotion to the higher scale of Senior Auditors. This examination will be arranged to be held by Principal Accountants General/Principal Directors of Audit/ Accountants General once in six months i.e., February and August of each year.

7.38. Directly recruited Auditors, who have completed one year's continuous service as on 1st February/1st August will be eligible to sit in the examination. Clerks promoted on seniority basis may take the examination immediately after their promotion. They may, however, not take the examination if it is held within 90 days of their promotion. They may instead take their first examination held immediately thereafter. They will have to pass the examination within six chances in six consecutive examination held after they became eligible. Absence in any examination for whatever reasons will also be taken as chance availed. Failure to pass the departmental examination within stipulated time/number of chances will entail discharge from service in the case of direct recruit and reversion to clerks grade in the case of promoted Auditors. The reverted clerks will have three more chances to clear this examination within two years of the reversion and will be considered for promotion against the next available vacancy under the seniority quota and the reverted clerks who will be considered for re-promotion as auditor with five years of service from the date of reversion will be allowed all permissible chances to pass the Departmental Examination

for Auditors afresh in accordance with the CAG's Lr.No.961-N.III/97-63 dated 3-4-64.

*(CAG's Circular No.946 NGE/(APP) 53-98 dated 01-09-98)*

NOTE: Grant of two additional chances for appearing in the Departmental Examination can be considered on merit alone for those candidates who have exhausted all the six chances but could not avail of one or

two chances due to genuine reasons like natural calamity, compelling family circumstances, illness of self and family and any other such circumstances considered by the Head of Department to be genuine. These chances may not be counted against the limit of six chances.

If a candidate fails to qualify in the Departmental Exam within the first three chances, the concerned Head of Department will arrange for training for such candidates.

### ***Seniority in the case of SC/ST Officials***

7.39. The Orders regarding reservations for S.C./S.Ts in services envisage only preference for S.C. and S.T. in the matter of appointment or promotion against reserved posts. The seniority of S.C/S.T. candidates and general candidates appointed or promoted from the same panel should, therefore, be fixed ultimately according to their interse position in the said panel alone.

(CAG's Lr.No.888-NGE-III/88-67-III, dt.27-4-1968 and No.155-NGE-II/56-70-IV, dated 25-1-1973)

If on the basis of the seniority list prevailing on January 30,1997 a junior SC/ST Officer is promoted to a higher post/grade because of the rule of reservation and his senior General/OBC Officer is promoted subsequently to that higher post/grade , the said senior General/OBC Officer will regain his original seniority over his earlier promoted SC/ST Officer in the immediate higher post/grade.

*(Government of India, Ministry of Personnel, P.G. and Pensions, Department of Personnel and Training Office Memorandum No.20011/2/97-Estt(D) dated March 21,1997.*

7.40. Since according to general principles of seniority, all permanent officers of each grade are to be ranked senior to persons who are officiating in that grade, it was clarified in OM No.9/45/60-Estt.(D) dated 20-4-1961 that after confirmation the S.C./S.T. officers shall rank senior to temporary/officiating officers of the grade and amongst the permanent Officers of that grade, their seniority will follow the order of their confirmation.

(Govt. of India, MHA OM No.10/28/68-Estt.(S.C.T) dt.12-9-1968 P.156 of Brochure on Reservations for SC/ST in services 1972 editions.)

7.41. The promotion to record keepers grade will be on seniority-cum-fitness based on the provisions of para 12.3 of the Brochure on Reservation for SC/ST in services (1982 edition) will be applicable. Accordingly the seniority gained in confirmation will naturally count to the SC/ST employees irrespective of seniority in the national lists prepared for the limited purpose of promotion (based on length of service) as record keeper. Therefore as already stated in C&AG's circular dated 16-12-1983 the combined seniority list of eligible Group-D employees will be based on length of service and not gradation list seniority.

(Circular No.NGE-8/84 sent in Lr.No.102-N.2102-N2/74-83 dated 10-2-1984 of the C&AG)



stated in C&AG's circular dated 16-12-1983 the combined seniority list of eligible Group-D employees will be based on length of service and not gradation list seniority.

(Circular No.NGE-8/84 sent in Lr.No.102-N.2102-N2/74-83 dated 10-2-1984 of the C&AG)





**ANNEXURE - II****(vide para 7.10)****CHECK LIST FOR CONSIDERATION OF CASES FOR  
DECLARATION OF PROBATION**

1. Name and present designation:
2. Date of Birth and Educational Qualifications (highest Qualifications)
3. Date of entry in the continuous Government service and the grade/post in which he appointed.
4. Appointment made through the Staff Selection Commission or regularised by the Commission.
5. In case of affirmative answer to 4, quote S.S.C. reference.
6. (a) Character and antecedents verified or not.  
(b) Medical fitness.
7. Eligibility:-  
(a) Whether initial appointment made in accordance with Recruitment Rules/prescribed conditions.  
(b) Length of service.
8. In case of relaxation under any of the heads under 7, please quote the authority.
9. In case of any break in service, please state is the break has been condoned and authority thereof.
10. Is this the first occasion of Declaration of Probation ? If not, please state reasons thereof.
11. Character Roll.  
Is it complete and up-to-date ?
12. Grade/Post, pay scale and classification of the post in which the officer is proposed to be declared up.
13. Whether considered eligible and suitable for declaration of Probation in all respects.

(G.O.I. M.H.A., O.M. 4/3/66-Ests.(C) dt.27.8.1966 communicated in C.A.G. Lr.No.1807-N.G.E.III/70-65, dt.7-9-1966)