



**INDUCTION PROGRAMME FOR DIRECT RECRUIT**  
**JWM(OP)**

**READING MATERIAL**

# **Administration**

**Volume-III**

**ORDNANCE FACTORIES INSTITUTES OF LEARNING**  
**DEHRADUN, AMBERNATH, MEDAK**

**Restricted to participants only.**

## INDEX

<b>Sl No</b>	<b>Topic</b>	<b>From</b>	<b>To</b>
<b>01</b>	<b>Maintenance Of Service Records</b>	<b>03</b>	<b>20</b>
<b>02</b>	<b>Departmental Promotion Committee</b>	<b>21</b>	<b>28</b>
<b>03</b>	<b>Reservations And Concessions In Appointments</b>	<b>29</b>	<b>47</b>
<b>04</b>	<b>Noting, Drafting &amp; Filing</b>	<b>48</b>	<b>59</b>
<b>05</b>	<b>Welfare Measures</b>	<b>60</b>	<b>69</b>
<b>06</b>	<b>Maintenance Of Motor Transport</b>	<b>70</b>	<b>71</b>
<b>07</b>	<b>Role Of Junior Works Manager</b>	<b>72</b>	<b>77</b>
<b>08</b>	<b>Industrial Safety</b>	<b>78</b>	<b>95</b>
<b>09</b>	<b>T.A., D.A and LTC Rules</b>	<b>96</b>	<b>100</b>
<b>10</b>	<b>Seniority and Promotion</b>	<b>101</b>	<b>114</b>

## **MAINTENANCE OF SERVICE RECORDS**

### **Service Book**

A Service Book is an official document where in every step in the Govt. Servant's official life must be recorded under the provisions of Article 816 CSR and is maintained by Head of Office.

This is not applicable in respect of those recruited for purely temporary or officiating vacancies not likely to last for more than one year and are not eligible for permanent appointment.

It is the duty of every officer to see that his service book is properly maintained.

### **Maintenance Of Service Book**

Maintenance of service book is necessary for all employees except those appointed against temporary vacancies of not more than a year .the service book will be opened from the date of first appointment in the prescribed form.

Proper maintenance of service book is necessary to eliminate possible delay in authorization/payment of pension .orders of competent authority will be obtained in case of break in service etc. invariably at the same time as occasion arises and noted in the service book. In the case of **EQL**, it should be specified whether it is with medical certificate or for prosecution of higher studies, etc. Service book should be kept in the custody of head of office concerned. On transfer of the official to another office, the service book will also be transferred. Service book will remain in the custody of head of office even after retirement, resignation etc. of the official and not to be returned to him. However, a copy of the service book can be given on payment of **Rs.5/-** towards copying charges. Every step in the official's career should be recorded and each entry attested by head of office who will ensure that the entries are correct and also there is no erasure, overwriting, etc. head of office may authorize a junior officer to attest service book entries on his behalf.

### **Special entries:-**

Period of every suspension and other interruption of service should be entered with full details of its duration, reference to order etc.

In case of reduction to a lower post, reason for reduction should be briefly recorded.

In case of technical resignation, it should be clearly indicated that the benefit(s) under **rule 26 (2) of CCS (pension)** rules are admissible.

**GPF** account number to be entered on the right-hand top of **page 1** by means of a rubber stamp as soon as the official is admitted to GPF. Home town declaration submitted under **LTC** scheme should be kept in service book.

Nomination under **CGEGIS** will be pasted in the service book duly attested by competent authority. Entries of subscription for every year will be made in the book.

**Service book to be shown to the official every year :-**

Service book is required to be shown to the official every year and his signature obtained. The official will ensure that his services have been duly verified and certified as such, before affixing his signature. Head of office will furnish a certificate every year to the next higher authority that this requirement has been compiled with in respect of previous financial year in all cases.

**Annual verification of services:-**

Verification of services will be completed annually and certificate of verification recorded in the service book after ensuring correctness of the entries. After verification, certificate to be recorded and attested in the following form:

**“Certified that the services up to...verified with pay bills and other records.”**

**Verification and communication of qualifying services:-**

Verification of services of the govt. servant should be completed on completion of 25 years of services or 5 years before the date of retirement and a certificate in the prescribe form issued to him. Qualifying service indicated in this certificate will be treated as final up to that date and it will not be reopened except when necessitated due to change of rules etc. before submitting pension papers to the pension sanctioning authority, verification will be completed for the remaining period of service up to retirement.

**Date of birth :-**

Every new entrant to govt. service should declare his date of birth by the Christian era at the time of initial appointment with documentary evidence viz. matriculation certificate, municipal birth certificate.

In the absence of such proof, he declares approximate age or year or month or year of birth; assumed date of birth will be arrived at as under:

(a) If the approximate age only is declared, the number of years representing the declared age to be deducted and the assumed date arrived at.

(b) If the year of birth only is declared assumed date would be 1st July of that year.

(c) If the month and year are declared assumed date will be 16th of that month of the year.

Once the date of birth is entered, it cannot be altered, without prior order of head of department, except in the case of a clerical error.

Subsequent alteration of date of birth:-

An alteration of date of birth can be made, with the sanction of a ministry/department, if-

(a) An employee makes a request in this regard within five years of his entry into govt. service;

(b) It is clearly established that a genuine bona fide mistake had occurred.

(c) The date of birth so altered would not make him ineligible to appear in any school/university or **UPSC** examination in which he had appeared, for entry into govt. service on the date on which he first appeared at such examination or on the date of entry into govt. service.

**Belated claims for alteration of date of birth to be rejected:-**

Govt. policy regarding rejection of belated claim for alteration in date of birth is reinforced by the apex court judgment in two cases. It will not be appropriate to consider any request for alteration in date of birth if the conditions stipulated above are not strictly fulfilled.

**Certificates to be Recorded in the Service Book**

The following entries should be made at the time of initial appointment and attested by Head of Office or any other officer authorised on his behalf. Additions / alterations will also be similarly attested :

- Medical Fitness
- Verification of Character & antecedents
- Declaration of marital status
- Oath of allegiance / affirmation
- Declaration of home town.
- Verification of Caste
- Verification of Date of Birth
- Verification of educational / Professional / Technical Qualifications at the time of entry into service
- At a later date the following should be recorded :
  - Nomination of GPFund.
  - Details of family members
  - Nomination for death / retirement gratuity.
  - Entry to CGEGIS.
  - Entries During The Service Period

Occurrence of events involving a change in past, office, scale of pay, nature of appointment i.e. appointment, promotion, reversion, deputation, transfer, increment, leave, suspension, other forms of interruption in service, events like stoppage of increment, facts of availing LTC including the members of his family, training, awards, etc.,

**Forms to be pasted in Service Book**

**CGEGIS**, Option form for pay fixation, revised pay fixation proposals with respect to Central Pay fixation.

**Personal File (Volume II of Service Book)**

Documents pertaining to relaxation of age, educational qualification, PVR, Medical examination, attested copies of certificates of age, qualification, marital status, Oath of allegiance to constitution, declaration of home town, nomination of GPF / Death / retirement gratuity, family details, Options in service matters, change in name / date of birth, condonation of break in service, collateral evidence in respect of past service must be kept in safe custody of Head of Office.

**SERVICE BOOKS**

The rules governing the maintenance of service books in respect of Government servants are contained in FR & SR's and GFR's. Some important provisions of rules which should be kept in view while maintaining service books are mentioned in the ensuing paragraphs.

A service book should be maintained by the Head of Office for every Government servant (Gazetted and Non-Gazetted) holding a substantive post on a permanent establishment or officiating in a post or holding a temporary post likely to last for more than one year.

A service book shall be maintained for a Government servant from the date of his first appointment to Government service. It must be kept in the custody of the Head of the Office in which he is serving and transferred with him from office to office.

The Head of Office can delegate, to a subordinate gazetted officer under him, powers to attest entries in the service books of all gazetted officers (except his own) for the maintenance of which he is responsible. The Head of office should however scrutinize at least ten percent of these documents every year and initial the same in token of having done so.

If a Government servant is transferred to Foreign Service, the Head of his office or Department must send his service book to the pay and Account Officer who will return it after noting in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service etc. On the Government servants re-transfer to Government service his service book must again be sent to the Pay & Accounts Officer who will then note in it the fact of recovery of leave and pension contribution No. entry relating to the time spent on foreign service should be attested by any authority other than the PAO.

A leave account shall be maintained for each Government Servant (Gazetted or Non-Gazetted) by Head of Office. Entries regarding leave in the leave account and the service book should be made distinctly and attested.

Every step in a Government Servant's official life should be recorded in his service book, and each entry must be attested by the Head of Office or if, he himself is the Head of Office, by

his immediate superior. The Head of Office must see that all entries are duly made and attested and that the service book contains no erasure or overwriting, all corrections being neatly made and properly attested.

The entries regarding increments, fixation of pay should be based on the increment certificates, Pay fixation statements. The declaration of Government servant electing a new scale of pay and the statement showing the fixation of his initial pay in the relevant scale in support of the entry in the service book should be pasted in the service book. The declaration of Home Town for purpose of Leave Travel Concession duly accepted by the competent authority should be pasted in the service book.

Every period of suspension from employment and every other interruption of service must be noted promptly with full details of its duration and properly attested. The Head of Office should show the service book to each Government Servant under his administrative control every year, and obtain his signature there in token of his having inspected the service book. A certificate to the effect that he has done so in respect of the preceding financial year should be submitted by him to his next superior by the end of every September.

The provision of **rules 79 and 80 of GFRs** should be observed with regard to the entry of the date of birth in the service book.

No alteration in the date of birth of a Government Servant should be made except with the sanction of the concerned Ministry department of the Central Government, under which the Government servant is serving, provided. A request in this regard is made within five years of his entry into Government Service.

It is clearly established that a genuine bonafide mistake had occurred and The date of birth so altered would not make him ineligible to appear in any school or University or UPSC

examination in which he had appeared, or for entry into Government service on the date on which he first appeared at such examination or on the date on which he entered Government service.

In the beginning of each year all the service books should be taken up for verification of service by the head of office in terms of **rule 81** of GFRs and a certificate in the following manner recorded therein over his signature :

***"Service verified upto (date) from the record from which the verification is made."***

If any portion of service cannot be verified from office records, the Head of Offices should distinctly state that for the excepted periods (Naming them) a statement in writing by the Government servants as well as a record of the evidence of his contemporaries, is attached to the service book.

In case of transfer of Government servant, the Head of Office under whom he was originally employed should record the verification of service in respect of the whole period during which the Government servant was employed under him before forwarding the service book to the office where his services are transferred.

A certified copy of service book may be supplied on payment of a copying fee Rs.5/- to a Government servant who asks for it on quitting Government service, by retirement, discharge or resignation.

A note should be kept in the service book regarding the receipt of nomination for DCR Gratuity and family pension and related notices from the Government servant and where they have been lodged for safe custody.

The orders of the competent authority regarding the counting or otherwise of periods of extra-ordinary leave, or periods preceding breaks in service as qualifying for pension should be obtained invariably at the same time as the occasion arises and not later. Such orders should be noted in the service book (Government of India Decision (7) below GFR 81).

**G.P.Fund No.** allotted to a Government servant (including any subsequent changes in the Account No.) should be entered on the right side top of page 1 of his service book by means of a rubber stamp.

## **SENIORITY AND PROMOTION**

### **1. Direct Recruitment :-**

**(i) General procedures** :-Relative seniority of direct recruits will be according to the order of merits in the select list drawn by UPSC/ SSC/ other selecting authorities .Persons appointed from an earlier select list rank senior en bloc to those appointed from subsequent list .

**(ii) Delay in joining duty**:-Persons selected are required to join duty within specified time (not exceeding one or two months). Offer letter will make it clear that offer will lapse, if they do not join within time .seniority will not be affected if persons join before the specified date ,(in exceptional cases , there is provision to extend time upto six months. In that case also seniority will not be affected.)

**(iii) On revival of the lapsed offer**:- A lapsed offer can be revived in the public interest in exceptional circumstances only and in consultation with **UPSC**. In such cases the person joining after the revival will be shown as junior to all person in the select list. If in the meantime another selection takes place and some or all the persons join, the person will be junior to all those of such subsequent list .

**2. Seniority delinked from confirmation** :- Seniority of regularity appointed persons will be in the order of selection .

### **3 Promotees** :-

**(i) general procedure:-** In the case of promotion by both “selection “ and “non selection “ methods , names of unsuitable candidate will be removed all the original seniority will be maintained .

(ii) Where promotions are made from different feeder cadres If separate quotas are fixed for different feeder cadres separate select list should be prepared for each feeder cadre and selection made from each list to the extent of quota .selected candidates will be placed in a consolidated list in the order of merit keeping in view the prescribed quota. Among persons in the feeder cadre given in the same grading, those in the higher scales of pay will rank senior to those in the lower scales of pay. If separate quotas have not been prescribed, the combined list will be in the order of merit decided by DPC.

**(iii) Direct recruitment vis-à-vis promotees :-**Combined seniority list will arranged in the order of selections and keeping in view the quota prescribed .If the number of candidates selected falls short of prescribed quota either for promotees or direct recruits ,the shortfall may be made good by appointing direct recruits or promotees ,as the case may be . But these candidates will be shown at the bottom of the combined list .Shortfall will be adjusted in the next selection.

**4. Transfers:-** In the order of selection for absorption .If specific quotas have prescribed for recruits , promotees and transferees \_\_\_ according to rotation of vacancies as outlined in **(3)** above .

**Surplus staff--** Treated as fresh entrants in the new organization. If two or more employees are redeployed in an office simultaneously, inter se seniority in the grade in previous office will retained.

**Deputationist** absorbed subsequently ---Normally, seniority will be from date of absorption . However if he had been holding the same or equivalent grade in the department , seniority will be from the date of his regular appointed in the grade of his previous department , which ever is earlier.

**Seniority on reversion to parent department** -----persons sent on deputations to other departments are entitled to original seniority in the parent department on reversion.

**When appointed to different posts in same grade** ----Seniority as per merit list drawn by Selection committee.

**Persons who have refused promotions and promoted after one year**----Persons on refusal of promotions will lose seniority and will be shown junior to those promoted prior to their subsequent promotion.

**Re –employed pensioners** -----Those re-employed after super -annuation will not form part of the cadre .

**Meritorious sportsman**----When recruited through Employment Exchange by direct recruitment along with other categories –in the order in which they are placed in the select list. When the recruitment is made by SSC and the department itself appoints a sportsperson, his seniority will be at the bottom en bloc junior to those selected by SSC.

**Person under suspension /disciplinary proceedings**----Original seniority will not be affected, if completely exonerated and the suspension held unjustified.

Promotion will be given against the first available vacancy . He will be deemed to have been promoted from date junior was promoted , for the purpose of counting service in the higher post for eligibility for promotion to the next higher post—chapter 40 and 54.

**Validity of panel in case of those of long leave, otherwise than on medical certificate**----If the officer assumes charge of the higher promotional post within the currency of the vacancy year for which the panel is prepared or within six months from the date of promotion order ,or before the last person borne on the panel is offered promotion without being required to be reassessed by a fresh **DPC** , whichever is later the officer will not required to be considered afresh by the next **DPC** and he will retain his seniority as per the position in the panel on the basis of which he has been promoted . If , however , he does not join to assume charge of his higher post within the period as specified above and continue to remain on long leave or seeks further extension of leave , the order of promotion insofar as the said officer is concerned , will become invalid and the officer will required to be considered afresh by the next **DPC** held in the normal course after he joins his duty on expiry of leave . His seniority on subsequent promotion will be as per the position in the fresh panel. this will equally apply to cases of promotion by mode of selection as well as non – selection ----OM dated 4-8- 2004 .

**Regular promotion:-**

**Assessment of vacancies:-**Actual number of existing vacancies to be filled by promotion will be ascertained from Establishment register , Incumbency register and vacancy register / roster register , prescribed in **D. P. & Trg , O.M. No. 35014/2/80 , Estt. (D), dated 7-2-1986** . Expected vacancies due to retirement, new posts, etc will be added .Vacancies arising out of deputation for a period of more than a year will also

be added. Vacancies may be calculated on financial year wise where ACRs are written on calendar year wise.

**Reservations** :- Reservations at 15% for SCs ,7 ½ %for STs for all posts 1% each for blind , deaf mute and orthopaedically handicapped in Groups 'C' and 'd' posts only are admissible in cases of promotions in grades /services/ posts in which the elements of direct recruitment , if any , does not exceed 75%. There is no reservation in promotions for any other categories, OBCs, Ex-Service men, etc.

**Crucial date for eligibility of Candidate** :-Crucial date for eligibility of candidate is 1st January in all cases irrespective of whether the CRs are written calendar year wise or financial year wise-

#### **Ad hoc promotions**

1 Ad hoc promotion should not be made for the reason –

(i) Absence of Recruitment Rules, (ii) Revision of Recruitment Rules , (iii) Cases are pending in Courts /Tribunals for resolution of disputed seniority list.

**2. Revision of seniority list** :-Unless there is a clear stay the court case against making regular promotions , the seniority list should be followed and persons recommended by DPC promoted , with the stipulations that promotions are provisional subject to decision of courts /tribunals .After the decision , necessary readjustment will be made.

3 Cases where ad hoc promotions can be made –

(i) where there is no candidate in the approved panel .

(ii) where there is injunction by court /tribunal against filling up the vacancy on regular basis and the posts cannot be kept vacant till the final adjustment .

**(iii) Filling up short –term vacancies** :-Approved panel should be prepared taking into account vacancies likely to arise in the year .Senior most in the panel should be appointed against short term vacancies of more than 45 days on ad hoc basis .

**4. Procedure for filling short term vacancies on adhoc basis** ----Promotion of the officer in the feeder grade may be made on seniority cum fitness basis even if selection method is prescribed for regular promotion after proper screening to ensure satisfaction of eligibility conditions. If there are no eligible officers, relaxation by the authority in exceptional circumstances, is necessary.

**5. Reservation for SCs/STs** :-Applicable for ad hoc promotion also .

**6. Promotion order to be specific** :-The order should clearly mention that the promotion is purely on ad hoc basis and does not confer any right on the officer for a regular promotion and that he may be reverted to his lower post at any time When disciplinary proceeding initiated against officer in a higher post on ad hoc basis. If the adhoc appointment is purely temporary vacancy or if he has held the adhoc appointment for less than a year, he should be reverted. If the ad hoc appointment is purely for administrative reasons and if he has held the appointment for more than a year, he need not be reverted. Appropriate action in such cases will be taken depending on the outcome of the disciplinary proceedings.

Adhoc promotion of officers whose cases are kept in sealed covers :-If the disciplinary case/ criminal prosecution is not concluded even after the expiry of two years from the date of first **DPC** which kept the promotion case in sealed cover, the appointing authority may consider the case for adhoc promotion, if the official is not under suspension, keeping in view the following aspects :-

1. Whether the promotion of the officer will be in public interest.
2. Whether the charges are grave enough to warrant continued denial of promotion.
3. Whether there is no likelihood of the case coming to a conclusion in near future.
4. Whether the delay in proceedings, departmental or in a court of law, is not directly or indirectly attributable to the government servant concerned.
- 5.

Whether is any likelihood of misuse of official position, the government servant may occupy after ad hoc promotion, which may adversely affect the conduct of departmental case / criminal prosecution. The appointing authority should also consult the CBI and take their views into account if the case arose out of the investigations conducted by the bureau..

After considering the above aspects, if the appointing authority comes to a conclusion that will not be in the public interest to allow promotion, his case should be placed before the next DPC. On recommendation by DPC the order of promotion may be issued making it clear that the promotion is purely ad hoc and until further orders.

If the government servant is acquitted / fully exonerated, the promotion will be treated as regular one from the date of ad hoc promotion with all the attendant benefits. If he could have got normal promotion earlier than his adhoc promotion as per the first **DPC** proceeding with conference to his placement in the panel, he will be allowed his due seniority and benefits of notional promotion from the date his junior was promoted. The question of payment of arrears, etc., from the date of national

promotion should be decided by appointing authority after considering all aspects of the case. If arrears are denied, reasons should be recorded.

If the government servant is not acquitted on merits of the case but purely on technical grounds and the Government either proposes to up the matter to higher court or to proceed against him departmentally . or if he is not fully exonerated in the departmental case , the adhoc promotion should be brought to an end and he should be reverted forthwith----(*chapter 21 and 54*) .

Crucial date for eligibility of candidates same as for regular promotions ,*i.e., January 1 of the year. (OM, dated 4-12-2003).*

#### **4 . Proforma Promotions:-**

**Next Below Rule**-An officer serving outside his regular cadre (deputation, training, etc.,) should be considered for promotion, when due his cadre .This is termed as 'Pro-forma Promotion ' .

##### **Conditions to be fulfilled.-**

The officer concerned should have been fit for promotion in his line. All his seniors and at least one junior should have been promoted in his regular line.

Even if no junior officer is eligible, Pro-forma promotion may be made provided **(a)** the post in the cadre remains unfilled for want of eligible junior person to the officer and **(b)** the post is not filled on the ad hoc basis till the release of next panel when a junior becomes eligible for promotion.

The benefit should be allowed to only one officer, the senior most eligible officer, though more than one officer may be serving for the cadre.

When such senior most eligible officer does not require the benefit , it will be past on to next officer.

A purely fortuitous promotion given to the junior will entitle the senior to this benefit .

Once the pro-forma promotion is given ,the officer is entitled to the officiating pay of the post from time to time if it be more advantageous .

Such officiating pay drawn in the higher post should not exceed the maximum of the pay scale of ex cadre post .

Benefit of pro forma promotion will be given against vacancy of more than 90 days .

For this purpose , chain of vacancies will not be considered .

Benefit in other cases ----Admissible to an officer to a training / instruction in India / deputation abroad for training / deputation to territorial. Army on annual training / course of instruction / emergency.

Not admissible to one who is deputed to hold regular constituted ex cadre post abroad and whose pay is regulated under special orders .

Component authority --- Ministries are empowered to grant benefit under next below rule and the Comptroller and Auditor general for IAAD staff ---chapter 55.

### **5 Assured Career Progression Scheme**

The assured career progression scheme for central government employees has been introduced by the government India on the recommendations of fifth Pay commission to deal with the problem of genuine stagnation and hardships faced by the employees due to lack of adequate promotional avenues . This scheme is operational from 9th August , 1999.

#### **(I) The scheme**

1 Envisages grant of two financial upgradations to groups 'B','C' and 'D' employees on completion of 12 years and 24 years of regular service respectively . Isolated post in group[ 'A' , 'B' , 'C' and 'D' categories which no promotional avenues are also eligible for the benefit of the scheme.

2 The scheme is not applicable for group 'A' Central Services (Technical / Non – Technical ) for the reason that promotion in their case must be earned .

3 Casual employees ( including those of temporary status ) , ad hoc and contract employees are not eligible for the benefits under the scheme .

4 The scheme will in no case affect the normal (regular) promotional avenues available on the basis of vacancies.

#### **Conditions for grant of benefits :**

(i) The scheme envisages merely payment in the higher pay scale / grant of financial benefits (through financial upgradation )only to the government servant concern on personal basis and shall , therefore neither amount to functional , regular promotion nor would require creation of new post for the purpose.

(ii) The highest pay scale upto which the financial upgradation shall be available will be Rs. 14300-18300.

(iii) The financial upgradation under the scheme will be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of first financial upgradation . If the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings .etc, this would have consequential effect on the second upgradation which would also get deferred accordingly .

(iv) Two financial upgradations under the scheme in the entire career of an employee will be counted against regular promotions ( including in situ and track promotions availed through limited departmental competitive examination ) availed from the grade in which an was appointed as a direct recruit .

(v) If an employee has already got one year promotion . he shall qualify for the second financial upgradation on the completion of 24 years of service. In case two prior promotion regular basis have already been received by an employee , on benefit under the scheme shall accrue to him .

(vi) the period of regular service for grant of benefits under the scheme will be counted from the grade in which an employee was appointed as a direct recruit .

(vii) Financial upgradation under the scheme will be given to the next higher grade in accordance with the existing hierarchy in a cadre/ category of posts without without creating new post for the purpose.

(viii) Financial upgradation under the scheme will be given purely personal to the employee concerned and will have no relevance to his seniority position .

(ix) On upgradation under the scheme, pay of an employee will be fixed under the provisions of FR 22 (l) (a) (1). The financial benefit allowed under the scheme will be final and no pay fixation benefit will accrue at the regular promotion , ie., posting against a functional post in the grade.

Grant of higher pay scale under the scheme shall be conditional to the fact that an employee , while accepting the said benefit shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently .

If an employee after availing the financial upgradation under the ACP scheme subsequently refuse to accept the regular promotion , the financial upgradation already granted will not be withdrawn . However . the subsequent financial upgradation will be promoted .

Existing time bound promotion schemes , including in situ promotion scheme , in various departments may , as per choice continue to be operational for the concerned categories employees; but schemes will not run concurrently with the Assured Career Progression Scheme ---chapter 54.

## **II Clarifications :-**

An employee directly recruited in group 'B' may be entitled for two financial upgradations under **ACPs** subject to the parameters prescribed in this regard notwithstanding the fact that he is placed in the pay scale attached to group A.

The upgradation under **ACPs** is to be allowed under existing hierarchy notwithstanding the fact the next two promotional grades carry the same pay scales .

**Canteen staff**----Service rendered as well as the promotions earned prior to 26 September ,1983 may be ignored while considering the Canteen employees for financial up gradation under **ACP** scheme .

In situ promotion allowed after 26-9-1983 may be set against **ACPs** , if such in situ promotion is denied hierarchy . Otherwise such promotion may be ignored and entitled under **ACPs** may be decided with reference to grade held as on 26th September 1983.

#### 6. **Declining of promotion** :-

An officer declining promotion for reasons acceptable to the appointing authority , will not be promoted one year or till the vacancy arises , whichever is later .If by then the next **DPC** meets , his case will be considered afresh and he will forgo his seniority in the first panel . His seniority will be counted from the date of his promotion , if the promotion is after one year , though from the same panel . If the promotion is from subsequent panel, his seniority will be with reference to his position in the panel.

If reasons for declining are not acceptable to the Appointing Authority, the promotion may be enforced. If promotion is still declined then disciplinary action may be taken for refusal to obey the order.

#### **Confidential Reports :-**

1 Purpose and importance ----- Confidential Report is an objective assessment of the work and conduct of government servant. Assessment of **CRs** is the main criteria for confirmation , promotion review under FR 56 (j) for premature retirement , etc. writing and maintenance of **CRs** , therefore assumes importance , not only in the interest of service but also in the interest of employee.

#### **Applicability :-**

**CRs** to be written for all categories of Groups 'A', 'B', and 'C' employees contract officer , categories of Group 'D' posts of sensitive nature (such categories to be decided by each Ministry / Department.) .

Not to be written for (a) other categories of group 'D' , (b) honorary and part time officers and (c) those who have worked for less than 3 months during the year.

**Reporting officer / Reviewing officer** -----CR to be written by the reporting officer immediately superior to the employee concerned and reviewed by the next higher authority . In both the cases they should have supervised the work of the employee for not less than **3 months** . If they are suspension , they should write /review the Reports within **2 months** of date of suspension or 1 month month of due date of completion of

**CRs** whichever is later . Writing /reviewing not permissible after this time limit . If however, they are under suspension during major part of the writing or reviewing period, they should not write the **CRs** . If the employee concerned is happen to be a relative, Reporting or reviewing, as the case may be to be done by the next higher authority.

**6 CR forms** -CR formats for different levels of posts have been prescribed with changes duly made after introduction of self appraisal for group 'b' and 'c' also . Departments to follow these model forms and prescribe formats suitably for other categories under their control . Departments have also been asked to introduce bilingual forms .

**Periodicity** -----CRs are written annually according to financial year, ie., 1st to 31st march .

**Part Reports** ---Part reports necessary ---

If the official is transferred to the control of another reporting officer in the same or other office during the year. Reports are to be written by the reporting officer for the period .

If the reporting officer is transferred during the year he should write CRs for all the staff under his control upto the date his transfer, within 3-5 weeks of his transfer. If the reviewing officer is transferred and if new reviewing officer is not likely to have at least 3 months to supervise the work of employee concerned

Reason for gap in the report to be indicated ----- Where part reports are written and periods in a year are not covered in the reports for reasons stated in **para-8** above a certificate or a Note in the form given below to be placed in file , duly signed by present reporting / reviewing officer .

“ Certified that there is no report for the period from .....to..... due to change of Reporting officer , etc.”

## **10 Guidelines for reporting :-**

**(i)Contents of and manner of reporting** :- Reporting officer to have carefully observed the work and conduct for at least 3 months and provided required training and guidance . Remarks to be specified under each column and not to be vague. Merely writing good . very good, average, etc. likely to be ignored unless substantiated with specific comments . Words and phrases to be chosen correctly to accurately reflect the intention of the officer. all the items to be filled with due care and intention and not in a casual or superficial manner . Before writing the report at the year end, to

review the performance at the regular intervals and take necessary corrective steps by way of advice, etc .to ensure that the remarks are realistic and impartial.

**(ii) Assessment for the period of report only :-** -comments and observations to relate to the period of report only.

*All columns to be filled----* no column to be left blank. Abstract comments for more than one column bracketing together to be avoided.

*Approved courses of training----*Mention to be made of approved courses of training, if any, undertaken during the period. Report received from the institution concerned to be placed in original or the substance entered therein. An entry about 'report' , if any, submitted by the officer on his work abroad also to be mentioned if it is either exceptionally good or of poor quality.

*Column for effectiveness in the development and protection of SC/STs----*to be filled only where applicable. Otherwise 'not applicable' may be written against the column.

**Grading---**'outstanding', 'very good' , 'good' considered as favourable reports. 'average' by itself not considered adverse but **DPC** may consider promotions only for cases above 'average' . hence grading as 'average' to be avoided, as far as possible. 'below average' is certainly an adverse report. Gradings given to be consistent with the remarks against various columns.

**Fairly good---** -not treated as adverse. But such remarks against punctuality column taken as adverse. This term also normally to be avoided.

**Integrity ---** If the official's Integrity is beyond doubts may be stated so against the column . In case of doubt or suspension , prescribed procedure for recording a secret note separately

**(ix) Signature.-** Report to be signed and dated indicating designation (preferably with a rubber stamp) and handed over to the Reviewing Officer.

## **11. Guidelines for Reviewing.-**

**(i) Period of Report.-** Reviewing Officer to have watched the work and conduct of the official at least for three months in the year. Hence the Report for the entire year can be reviewed if the Reviewing Officer had observed the working for a short period of 3-4 months. No part report necessary in such cases. (In some cases where the Reviewing Officer has no contact with the official, he should verify the correctness of the remarks of the Reporting Officer after making necessary enquiries.)

**(ii) To ensure correct Reporting.-** Reviewing Officer to carefully see that Reporting has been done as per instructions/guidelines. If any vague/ambiguous remarks are contained, the report to be returned to the Reporting Officer for necessary revision. If

the Reviewing Officer disagrees with any part of the report, he may state so with suitable remarks. If he "agrees with the assessment of the Reporting Officer", his remarks should not be at variance with the report.

**(iii) Reviewing Officer's remarks final.**-Where the Reviewing Officer disagrees and gives his own remarks duly substantiated, such remarks treated as 'final' and only these will be taken into account by DPC, etc.

**12. Custody and handling of Confidential Reports** :- CRs to be in the custody of the designated officers. To ensure safe custody, a Register to be maintained to show the CR files on hand, their movements, etc. Proper handing over/taking over to be ensured when the officer concerned is transferred, etc. (Not only contents of CRs but their movements also to be kept confidential).

**13. Maintenance of CR Files.**- CR files are to be kept in safe custody. It should be ensured that each file is complete in all respects, i.e., all reports due are received and filed properly. An Index is kept in each CR file and entries made as and when fresh reports are received and filed. There are time-limits prescribed for consideration of Promotion cases, etc., when complete CRs are seen by DPCs. Up-to-date maintenance of CR files is therefore necessary.

**14. Time-Schedule for preparation/completion of CRs.**-time-schedule is given in annexure:- \_\_\_\_\_.

#### **Adverse entries in Confidential Reports**

1. All adverse entries in the Confidential Report, both on performance as well as on basic qualities and potential, should be communicated by the officer recording them. Where countersigning and reviewing authorities are prescribed, only such of those entries which are accepted by them, are to be communicated.
2. Remarks about the physical defects noted in the Confidential Report need not be communicated.
3. Similarly, the grading of the officer done on the basis of the general remarks in the report, should not also be communicated, even if it is adverse
4. The identity of the officer making the remarks should not normally be disclosed.
5. Communication of the adverse remarks should be made within one month of their being recorded.
6. Along with the adverse entries, the substance of the entire report including what may have been stated in praise is also to be communicated, as also the improvements made in respect of defects, if any, mentioned in the earlier report .

**7.** The forwarding memo should be couched in such a language so as to make it clear to the officer reported upon that the intention of the communication is that, he should try to improve himself in respect of those defects.

**8.** While communicating the adverse remarks, the time-limit for making representation against same, viz., one month, should be brought to the notice of the officer.

**9.** Representation against adverse remarks will lie to the authority immediately superior to the countersigning. authority, if any.

## Departmental promotion committee

[Swami's-Complete Manual on Establishment and Administration]

### 1. Departmental promotion committee :-

(i) **Size and composition:-** As mentioned in the recruitment rules, unless otherwise decided by the Ministry/Department/Office. For groups 'A' and 'B' promotions, members will be at least from one level above. For group 'A' promotion by election, Chairman/Member of the **UPSC** will preside over the meeting. In respect of groups 'C' and 'D', chairman of the committee will be an officer of a sufficiently high level. One of the members will be from outside the Department, preferably belonging to **SC/ST** and in appropriate status compatible with other member and the post to which promotion is made. For technical posts, the officer nominated other department should have the requisite technical competence.

For selection to 10 or more posts in groups 'C' and 'D', it is mandatory to have one member from **SC/ST** and one from a minority community. For less than 10 vacancies, no effort should be spared in finding the required number of members from these communities.

In group 'A' and 'B' Services/Posts, in the **DPC** if none is an **SC/ST** officer, a member belonging to **SC/ST** will be co-opted either from within the Ministry/Department or from outside.

Close relative of any employee in the panel to be considered should not be a member of that **DPC**.

(ii) Frequency of meeting-**DPC** should meet at regular annual intervals to draw panels to be utilized for promotions over a year. Action will be initiated well in advance without waiting till a vacancy arises. The meeting should not be held up for the reason that recruitment Rules are under revision. Rules in force on the date of **DPC** meeting will be followed. Convening of **DPC** meeting can be dispensed with only after a certificate is issued by the Appointing Authority that there are no vacancies to be filled that year.

### (iii) General instruction/guidelines.-

Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in **CRs**. Only performance above average entitles an officer to recognition and suitable reward by way of promotion. While 'Average' is not an adverse remark, it cannot be regarded as complimentary.

The **DPC** should assess the suitability of the employee for promotion on the basis of their service Record and Annual confidential Reports for five preceding years only. **OM, dated 6-10-2000.**

Seniority list for promotion.-When an up-date seniority list of persons in the relevant grade is prepared, a copy there of should be circulated to the persons concerned.

No interview will be held by the committee unless provided for in Recruitment Rules for the post.

Proceedings of **DPC** are valid only if all the members are duly invited for the meeting and a majority of them including the chairman is present.

## **2. Papers to be put up to DPC :-**

**(i) Seniority list.**-An up-to-date seniority list of person in the relevant grade, a copy of which had already been circulated to the staff concerned.

**(ii) Confidential Reports.** - CR folder of all the person duly completed in all respects.

**(iii) Recruitment Rules.**-A copy of the recruitment Rules for the post.

**(iv) List of eligible persons.**- List of eligible person to be considered for promotion with full detail of the number of vacancies, number of posts reserved for **SCs/STs** or any other reservations, etc.

Seniors who have completed probation period but not the required service may also be considered for promotion when their juniors who have completed the request services are being considered.

*[Dept. of Pre. & Trg., O.M. No. AB-14017/12/87- Estt. (RR), dated 18-3-1988, O.M. No. 14017/82/88- Estt. (RR), dated 23-10-1989 and O.M.No 14017/12/97- Estt. (RR). Dated 24-9-1997.]*

**(v ) Year wise break-up of vacancies:-** If vacancies of previous years are to be filled, years wise break-up to be given.

**(vi) Vigilance certificate :-**Details of any disciplinary proceedings/criminal case pending or contemplated any of the officials should be given. If there is no such case, it should be certified so.

**(vii) Proforma:-** a proforma in the prescribed form should be submitted with all the required particulars duly furnished.

**(viii) Relaxation:-**If relaxation is allowed, a note/correspondence with **DoP&T**.

**(ix) Occurrence of vacancies:-**Date and manner of occurrence of vacancies, details of anticipated vacancies, copy of order for creation of new posts, a certificate from the liaison

officer (SC/ST) to the effect that the number of posts reserved for SC/ST have been checked by him.

**(x) Report on action taken on the result of previous DPC.**

**(xi) Model calendar for DPCs.**

**(xii) Any other addition point for review DPC.**

**(xiii) DPC pro forma.**

### **3. Preparation of Year wise Panels :-**

If the **DPC** meeting is not held in year/years, though vacancies existed, the next **DPC** will prepare year wise panels as under-

(a) Actual number of vacancies which arise in each of the previous year(s) and those arising in the current years will be determined separately. For this purpose, year wise break-up of the list should be submitted.

(b) Select panel for each year will be prepared separately with reference to the eligible candidates in the respective year and with reference to the services records up to the relevant period. In other words, the procedure which would have been followed had the **DPC** met in the relevant year should be followed. Candidates in the panel for the earlier year will be placed first, and so on, and the consolidated panel prepared.

### **4. Methods of Promotion :-**

The methods followed for promotion is selection.- **OM, date 16-2-2005**

**Zone of consideration** :- The zone of consideration of eligible candidates with reference to the assessed vacancies, prescribed with extended zone for SCs/STs to ensure the promotion chances against the reserved quota for them as in table below :-

No. of vacancies	Normal zone	Extended zone for Consideration of SC/ST
1		5
2	5	10
3	8	15
4	10	20
5 and above	12	5 time the number of

	Twice the number of vacancies + 4	vacancies
--	--------------------------------------	-----------

**Assessment of officers.** :- The assessment of each officer should be made on a fair, just and non-discriminatory evolution of the confidential Reports for the preceding five years only in all cases. No extra weight age will be given to officer already officiating in the higher grade.

The **DPC** should make its own assessment of the officers without being merely guided by the grading, if any, recorded in the **CRs**, and take into account, in addition, award of penalty or administering of displeasure of superior authority as reflected in the **CRs**, and remarks, if any, against the column '**integrity**'. Where the remarks of the Reporting Officer have been overruled by the Reviewing Officer, the latter remarked will provided the overruling is justified with reference to the contents of the Report. **DPC** will given their final grading as outstanding, Very Good, Good, Average and unfit.

The **DPC** should take suitable note of non-communication of any adverse remark in **CRs**. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the **DPC** may defer consideration of the case until a decision is taken.

**5. Benchmark, Grading and Preparation of Select List :-**

<b>Category of officers</b>	<b>Benchmark</b>	<b>Grading to be given by DPC</b>	<b>Preparation of Select List</b>
-----------------------------	------------------	---	---------------------------------------

<p>Selection for all group 'C', Group 'B' and 'A' posts below the level of <b>Rs.12,000-16,500</b> (including promotion from Lower group to Group 'A' posts/grades/services).</p>	<p>Good</p>	<p>Fit/Unfit</p>	<p>Those who are graded as 'Fit' shall be included in the select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies.</p>
<p>For all Group 'A' posts of the level of Rs. <b>12,000-16,500</b> and above.</p>	<p>Very Good</p>	<p>Fit/Unfit</p>	<p>-do-</p>

When sufficient number of officers with the required Benchmark/Grade is not available, those to extent available will be placed on the panel. For the unfilled vacancies, fresh DPC should be held for considering the required number of officer beyond the original zone. [G.I., Dept. of Pre., O.M. NO. 35034/4/7/97-Estt. (D), date 8-2-2002. ]

#### **6. Non-selection Method**

The principal of zone of consideration is not applicable. There is no comparative evaluation of the officer's merit. The DPC will categorize the officers '**Fit'**/**Not Yet Fit'**. Name of the officers found 'Fit' will be arranged according to their seniority.

Promotion/Appointments to Selection Grade posts.- Reservation order applicable for 'Selection' method or 'Non-Selection' method would apply also for Promotion/Appointments to Selection Grade posts by 'Selection' or 'non-Selection' method, as the case may be.

[G.I., D.P & A.R., O.M. No 8/11/73-Estt.(SCT), date 12-9-1974 and OM, date 16-2-2005.]

#### **7. Implementation of Select List**

DPC recommendations stand accepted unless the appointing Authority disagrees within three months. Where not accepted, he will submit the relevant papers to the next higher authority with recommendations.

Validity of panel.- Panel normally valid for one year, should cease to be in force on the expiry of one year and six months, or till preparation of a fresh panel, whichever is earlier.

Vigilance clearance.- Vigilance is necessary before actual promotion , to ensure that no disciplinary/criminal case is pending.

Appointment.- Promotions will be made from a prospective date only and in the order of candidates from the consolidate list even against vacancies which existed in previous years except when the vacancies are large in number and have to be filled within a comparatively short period, or it is convenient to make posting with due regard to the location and experience of officers, or where short-term vacancies are to be filled on local and ad hoc basis.

Appeal.- Appeal against suppression will fall within the purview of **CCS (CCA) Rules**.

### **8. Review DPC and Second DPC :-**

**Review DPC** will be held only if the **DPC** has not taken all material facts into consideration or if certain facts have not been brought to the notice of **DPC** or if there have been grave errors in the proceeding of the **DPC**. Review **DPCs** should be convened also to rectify unintentional mistakes such as-

- Where eligible persons were omitted to be consider.
- Where ineligible person where consider by mistake.
- Where the seniority of a person is revised with retrospective effect resulting in variation with the list placed before the **DPC**;
- Where some procedural irregularity was committed by **DPC**.
- Where adverse remark in the **CRs** of an officer where toned down or expunged after the **DPC** had considered his case.
- Where certain vacancies had not been report due to error or omission of vacancies that existed at the time of holding **DPC**.

**Second DPC.**- For filling up unforeseen vacancies due to voluntary retirement, resignation, creation of new posts, etc., a second **DPC** may be held in the same year. If such second **DPC** could not meet, **DPC** convened in the subsequent year should follow the year's wise panel.

### **9. Sealed Cover procedure in respect of persons Under cloud :-**

The following cases will be brought to the notice of **DPC**:-

- Government servants under suspension; In respect of whom a charge-sheet has been and disciplinary proceeding are pending; and
- In respect of prosecution for a criminal charge is pending.

The **DPC** will assess their suitability without regard to the disciplinary aspect. **DPC** findings and grading will be kept in a sealed cover and the fact recorded in the **DPC**

proceedings. Same procedure will be followed by sequent **DPCs** till the disciplinary/criminal case is concluded.

On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated, the due date of this promotion will be determined and he will be promoted notionally with reference to the date of promotion of this junior, if necessary by reverting the juniormost officiating person. The Appointing Authority will decide whether and to what extent arrears of salary are to be paid; where arrears are denied reason to be recorded. if not exoneration, the finding of the sealed cover shall not be acted upon.

**Case of officers under cloud after clearance by DPC** :- Sealed cover procedure will not be followed if by the time the seal opened to give effect to the exoneration in the first enquiry, another department inquiry was started against him, i.e., where the second or subsequent department proceeding were instituted after promotion of the junior to him, the benefit of the assessment by the first DPC will be admissible to him on exoneration with effect from the date his immediate junior was promoted.

If the subsequent proceeding (commenced after the promotion of the junior) result in the imposition of any penalty before exoneration in the first proceedings based on which the recommendations of the DPC were kept in a sealed cover and he is to be promoted retrospectively on the basis of exoneration in the first proceeding, the penalty imposed may be modified and effected with reference to the promoted post.

Six-monthly Review of Sealed Cover Case.- Sealed cover cases to be reviewed every six months to assess the progress made in the disciplinary proceedings/criminal prosecution. If a case is not concluded even after two years since the first DPC., and if the affected officer is not under suspension, the Appointing Authority may, after review, put up the case in the next DPC to consider suitability of the officer for ad hoc promotion.(See also para.8 of subject 3 in section 1).

**Sealed cover procedure not applicable to Review DPC**.- sealed cover procedure cannot be restored to by the Review DPC if no departmental proceedings or criminal prosecution was pending against the government servant original DPC or he/she was not under suspension at the time of meeting of the original DPC or before promotion of this junior on the basis of the recommendation of the original **DPC.- OM, dated 21-11-2002.**

Sealed cover procedure to non-functional selection grade in organized group 'A' services.- The Internal Selection Committee, with considering the issue of grant of NFSG, shall place the recommendations for grant of **NFSG** in a sealed cover whenever required . The subsequent internal selection committee convened until the disciplinary

case/criminal prosecution against the officer concerned is concluded will follow the same procedure. When the case is dropped, the sealed cover or covers shall be opened. If recommended, the same shall be allowed from the relevant year he has been recommended, with arrears of pay and allowances for such period.

If the case ends in a punishment/penalty, the sealed cover shall not be acted upon. Grant of **NFSG** may be considered by the next internal selection committee.-**OM, dated 8-1-2003.**

Sealed cover procedure in cases where there are more than one departmental proceedings.-Where the second or subsequent departmental proceeding were instituted after promotion of the junior to the government servant concerned on the basis of the recommendation made by the DPC which kept the recommendation in respect of the government servant in sealed cover, the benefit of the assessment in the first DPC will be admissible to the Government servant on exoneration in the inquiry, with effect from the date his immediate junior was promoted.

In case the subsequent proceedings (commenced after the promotion of the junior) result in the imposition of any penalty before the exoneration in the first proceeding based on which the recommendation of DPC was kept in sealed cover and the government servant concerned is promoted retrospectively on the basis of exoneration in the first proceedings, the penalty imposed may be modified and effected with reference to the promotion order itself so that there is no ambiguity in the matter. **OM, dated 24-2-2003.**

**Date from which promotions are to be treated as regular.-** Promotions are treated as regular from the date of validity of the panel or the date of promotion, whichever is later. If DPC meetings are held on more than one day, the last date of such meetings taken as DPC meeting.

If the reasons for declining are not acceptable to the Appointing Authority, the promotion may be enforced. If promotion is still declined, disciplinary action may be taken for refusal to obey the order.

**Diversion of reserved vacancy to direct recruitment quota:-**

For posts filled both by direct recruitment and by promotion with separate quotas, Ministries/Departments are competent to approve diversion of a reserved vacancy from promotion to direct recruitment temporarily in the event of non-availability of suitable departmental candidate. In the subsequent year(s), the available reserve point in the direct recruitment quota will be transferred to promotion quota and utilized by appointing

promotee. Such diversion will be resorted to only if reserved category is not likely to be available for promotion in the near future.

[G.I., Dept. of Per. & Trg., O.M. No. AB-14017/30/89-East. (RR), date 10-7-19990.]

## **Reservations and Concessions in appointments**

[swamy's - Reservations and concessions]

### **1. Reservation for SC's/ST's**

Definition of SC/ST. – A person should belong to a Caste or a Tribe declared by the Central Government to be a Schedule Caste or a Scheduled Tribe for the area of which he/she is resident.

Further, a person claiming to be SC should profess either the Hindu or the Sikh or the Buddhist Religion. A person of the Scheduled Tribe may profess any Religion. A person not belonging to SC/ST by birth will not be deemed to be a member of SC/ST by virtue of marriage with a person belonging to SC/ST. Similarly, a person belonging to SC/ST by birth will continue to belong to that category even after marriage with a person not belonging to SC/ST. If an SC person converted to a Religion other than Hinduism/Sikhism/Buddhism reconverts himself back to these religions, he will be deemed to have reverted to his original SC status, if he is accepted by the members of that particular caste as one among them.

Certificate to be produced – A person claiming to belong to SC/ST should produce a certificate in the prescribed form signed by any of the following authorities:-

- (1) District Magistrate /Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/I class Stipendiary Magistrate/ sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra-Assistant Commissioner.
- (2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (3) Revenue Officer not below the rank of Tahsildar.
- (4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

SC candidate to intimate change of religion.- Every SC member should immediately inform the appointing authority in the event of any change of his/her religion.

**Reservations in Direct Recruitment.-**

Sl.No.	Method of Recruitment	% of reservation	Roaster
1.	Direct Recruitment on All India basis by open competition.		
2.	Organizations receiving candidates from a single common All India list prepared by SSC.	15% for SC 7% for ST	200-points post-based roster
3.	Direct Recruitment on All India basis otherwise than by open competition	16 2/3% for SC; 7 1/2% for ST	120-points post-based roster
4.	Local Recruitment at Delhi	same as in	1 and 3 above
5.	Direct Recruitment to Groups 'C' & 'D' posts normally attracting candidates from a locality or a region		
6.	Organizations receiving candidates from SSC on the basis of centre-linked zonal basis	Percentages applicable to the respective states	The present 100-point vacancy-based roster should be

7.	Organization spreading into more than one state/UT(The roster will be drawn up with the help of Dept of Per. & Trg., taking into account population of SC/ST in such areas).		suitably revised as post-based
----	--	--	--------------------------------

Exten  
t of  
appli

cation –

Applicable to –

- (a) all services/posts in the non-industrial as well as in the industrial establishments under the control of Government of India;
- (b) work-charged posts except those required for emergencies like flood/accident relief, etc. Percentage of reservation will be as for groups 'C' & 'D'.
- (c) daily-rated staff, though reservation order do not apply in toto, SC/ST candidates will be recruited in such a way that their total representation does not fall below the prescribed percentage.
- (d) Casual workers appointed against regular posts. Shortfall will be adjusted by appointment of SC/ST candidates from outside.

Reporting officer. If the immediate superior authority has already reviewed the report and has also expressed his view either agreeing or disagreeing with the remarks recorded and accepted by the countersigning authority, the presentation should be to the next higher authority.

10. Representation against adverse remarks should be expeditiously disposed of by the competent authority, at any rate, with in three months.

11. If that authority decides that the entries are not justified and deserve expunction, he should score through the remarks, paste it over or otherwise, obliterate it, under intimation to all concerned.

12. If the authority feels that the remarks should be toned down, it should make necessary entry separately with proper attestation at the appropriate place of the report. No correction should be made in the earlier entries themselves.

13. If the authority comes to the conclusion that there is no sufficient ground for interference, the representation should be rejected and the official informed accordingly.

14. Where a penalty is set on appeal or review, the adverse remarks recorded on the basis of penalty, should be expunged. Where the penalty is modified, the entry in the confidential Report originally made on the basis of the penalty awarded should also be immediately modified accordingly.

15. Where adverse remarks in the confidential report of an officer have not been communicated to him, this fact should be taken note of by the Departmental promotion committee while assessing the suitability of the officer for promotion/confirmation.

16. In a case where a decision on the representation of an officer against adverse remarks has not been taken or the time allowed for submission of representation is not over, the Departmental Promotion Committee may, in its discretion, defer the consideration of the case till a decision on the representation.

17. If no representation is made within the prescribed time or once such representation has been finally disposed of, there would be no further bar to take notice of the adverse remarks.

18. No memorial or appeal against the rejection of the representation should be allowed six months after such rejection.- chapter 53.

### **Letter of Appreciation**

1. Government policy in the general discourages granting letter of appreciation or note of commendation to its employees and placing it in the Confidential Report Dossier. Application of work should more appropriately be recorded in annual Confidential Report rather than in letters of appreciation which do not give complete perspective of the Government servant's good and bad points.
2. Letter of appreciation issued in the following cases by the authorities specified therein, may, however, be kept in the Confidential Report Dossier of the Government servants concerned:-
  - (a) Issued by the Government or a Secretary or Head of Department in respect of any outstanding work done.
  - (b) Issued by special Bodies or Commissions or Committees, etc., or experts of their reports expressing appreciation for a Government servant by name.
  - (c) From individual non-officials or from individual officials (other than a Secretary/Head of Department) if confined to expressing appreciation for services rendered far beyond the normal call of duty: provided the secretary or the Head of the Department so directs.
3. The mere fact that a stray letter of appreciation goes into the Confidential Report does not give the officer undue advantage in the matter of promotion which is governed more by consideration of general and consistently high performance than occasional

flashes of good work.- {M.H.A., O.M. No. 51/14/60-Ests. (A), dated 31-10-1961 and C.S., O.M. No. 51/5/72-Ests. (A), dated 20-5-1972.}

## **Reservations for Socially and Educationally Backward Class(OBCs)**

[swamy's – Reservations and Concessions]

1. Definition-OBC's for purposes of reservation would comprise of the caste and communities which are commonly mentioned in both the lists in the mandal Commission Report and the state Government's lists. A list of such common categories has been brought out by the ministry of Welfare. However, from this list, certain persons/sections will be excluded. The rest will be entitled for reservation.- OMs, dated 8-9-1993 and 6-9-2001.[Order No. 1]

2. Certificate.- Any candidate claiming to belong to the OBC should obtain a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The authority should also certify that the candidate does not belong to any one of the Creamy Layers.- OM, dated 29-12-1993. [Order No. 3]

3. Reservations only in Direct recruitment.- 27% in civil posts/services are reserved for OBCs. No reservation in promotions.

Exemptions.-Scientific/technical posts for conducting, organizing, guiding and directing research, which are above the lowest group 'A' grade are exempted from the purview of reservations.- OM, dated 13-5-1994. [Order No.6]

4. Relaxations And concessions.-

- i. Age-limit for direct recruitment.- Three years, for all posts.
- ii. Meritorious candidates not to be adjusted against reservation.- OBC candidates recruited on the basis of merit on the same standards as for general candidates will not be adjusted against the 27% reservation.
- iii. Minimum standard in examination/interviews.- In respect of written examination/interview for direct recruitment, relaxation of standards will be allowed for OBC candidates as in the case of SC/ST [see para. 9 (ii) of subject 1 in this section.]

5. Separate Liaison officer for OBC.- Deputy secretary-in-charge of administration or an officer of equivalent rank in each Ministry/Department attached and subordinate offices will be appointed as Liaison officer separately to look work relating to matters of reservation for OBCs.- OM, dated 1-10-1997. [Order No. 9]

### **3. Post-Based Reservation Rosters**

RESERVATION ROSTERS FROM 2-7-1997

- (i) Direct Recruitment on All India basis by Open Competition.-(Annexure – II to O.M., dated 2-7-1997) [ Order No. 1 ]

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

**For Scheduled Caste - 15% (30 points)**

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

**For Scheduled Tribes – 7 1/2 (15 points)**

14	55	95	136	175
28	69	108	148	188
40	80	120	160	198

**For Other Backward Classes – 27% (54 points)**

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

The remaining 101 points will be unreserved.

**(ii) Direct Recruitment on All India basis otherwise than by open Competition. –**

120-points Roster. (Annexure – IV to O.M.) out of the specified 120 points will be-

**For Scheduled Castes – 15% (20 points)**

7	31	56	79	103
13	37	61	85	110

19	43	67	91	115
25	49	73	97	119
<u>For Scheduled Tribes – 71/2% (9 points)</u>				
14	40	68	95	118
27	54	80	107	

Not applicable to-

- (a) Posts in Department of Space and trainees under the Department of Atomic Energy.
- (b) Ex cadre posts. But if they are in existence for a long time, the question of including such posts in the cadre should be considered.
- (c) Posts filled by deputation. But eligible SC/ST candidates should be duly considered; if the number of posts is fairly substantial, a fair percentage should be filled by SC/ST subject to availability.
- (d) Certain categories of Scientific/Technical personnel (earlier exempted from the reservation provisions) in respect of posts up to and including lowest grade in Group 'A'.
- (e) Temporary appointment of less than 45 days' duration.

6. Reservations in Promotions. – The percentage of reservations in promotions, wherever applicable are the same as for direct recruitment on All India basis by open competition. Reservations are applicable for promotion in all grades and services in which the element of direct recruitment, if any, does not exceed 75%.

7. Promotions/appointments to Selection grade posts. – Reservation orders are applicable, as for 'selection-cum-seniority'/ 'selection by merit' method or 'seniority-cum-fitness' method.

8. Reservations in Promotions. – Reservation for SCs/STs in promotions will continue till such time as the representation of each of the categories in each cadre reaches the prescribed percentage of reservation. – OM, dated 13-8-1997. [Order No. 29]

9. Relaxations/Concessions admissible to SC/ST in direct recruitment. –

- (i) Age. – Maximum age-limit up to five years, for all posts.
- (ii) Minimum standard in Examination/Interview. – If adequate number of SC/ST candidates satisfying the minimum standard is not available, short-fall will be adjusted

by relaxing the minimum standard, provided they are not considered unsuitable. There will be no relaxation in qualification and/or minimum number of marks/grade.

(iii) Less than minimum standard. – In the case of non-technical and quasi-technical Groups 'C' and 'D' filled by direct recruitment instead of through written examination, if SC/ST candidates are not available even under relaxed standards, shortfall will be adjusted by appointment of the best among the remaining SC/ST candidates with minimal educational qualifications.

(iv) Exemption from fee. – Candidates are fully exempted from fees for admission to any examination for recruitment/selection.

(v) Separate interviews. – For direct recruitment against reserved vacancies, separate interviews will be held for SC/ST candidates so that they are not adjusted along with general candidates.

#### 10. Relaxations/Concessions on Promotions. -

(i) Age. – Where an upper age-limit not exceeding 50 years is prescribed for promotion, it should be relaxed by five years.

(ii) Departmental Competitive Examination. – SC/ST candidates who have not acquired the general qualifying standard should also be considered for promotion, relaxing the qualifying standards in their favour.

(iii) Departmental qualifying examination. – Suitable relaxation in the qualifying standard in such examination should be made in the case of SC/ST candidates.

(iv) Seniority. – SC/ST Government servants shall, on their promotion by virtue of rule of reservation/roster, be entitled to consequential seniority also.- OM, dated 30-4-1983. [Order No. 23.]

(vi) No adjustment of meritorious candidates against reserved points.- SC/ST candidates appointed by promotion on their own merit or not owing to reservation or relaxation of qualifications will not be adjusted the reserved points of the reservation roster. They will be adjusted against the unreserved points. However, it is not applicable to promotion by non-selection method. – Oms, dated 11-7-2002 and 31-1-2005.

(vii) SC/ST candidates to be considered against unreserved vacancy also. – SC/ST candidates within the normal form of consideration in the feeder grade will be considered for promotion against an unreserved vacancy along with other candidates treating him as if he belongs to general category. If selected, he will be appointed to the post adjusting him against the unreserved point. –OM, dated 11-7-2002.

(ix) Zone of consideration of candidates for promotion. – When sufficient number of SC/ST candidates are not available in the normal zone of consideration for promotion to selection posts, the normal zone will be extended to five times the number of vacancies in respect of SC/ST candidates only. – OMs, dated 22-4-1992 and 15-11-2002.

11. Liaison Officer. – An officer in the rank of Deputy Secretary is nominated in each Ministry to ensure compliance of the reservation orders issued in favour of SCs/STs, to ensure prompt disposal of grievances and to scrutinize and consolidate statistical data. Liaison Officer are also to be nominated in the offices of Heads of Departments and in each Attached/ Subordinate Offices.-section2.

For other Backward Classes – 27% (31 points)

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

The remaining 60 points will be unreserved.

(iii) Local recruitment. – The present 100-points vacancy-based roster maintained according to the proportionate population of SC/ST in different states is required to be revised suitably as Post-based roster. Ministeries/Departments have to prepare the revised roster on the same principles.

(iv) Promotions. – 200-points roster.(Annexure – III to O.M.)

out of these 200-points, reservation will be-

SC – 15%(30 points) and ST 7 1/2%(15 points)

Points for SC/ST will be the same as prescribed for 200-point roster for All India Recruitment by open competition as in(i) above. No reservation for OBCs; all the remaining 155 points will be unreserved.

EXPLANATORY NOTES. – Some of the important points of the explanatory notes given in Annexure-I to the O.M., dated 2-7-1997 are:

- (1) These rosters are not for determining seniority.
- (2) The two fundamental principles in drawing up these rosters are (i) reservation to be kept within the prescribed percentage and (ii) total reservation not to exceed 50% of the cadre.
- (3) The number of points in each roster will be equal to the number to points in the cadre. As and when cadre strength is increased and decreased, the rosters will be expanded and contracted.
- (4) Separate rosters to be maintained for each type of recruitment, i.e. , direct recruitment, promotion, etc. For example, if a 200-personnel cadre is to be filled by direct recruitment and promotion on 50:50 basis, the rosters for direct recruitment and for promotion shall be 100-points each.
- (5) Posts filled by transfer/transfer on deputation not to be entered in the roster.
- (6) Roster will be operated on the replacement principle and not as a 'running account'. The points in the roster are fixed. Vacancies caused by retirement, etc., are to be filled only by the respective categories.
- (7) SCs/STs/OBCs candidates selected on merit will not be shown against the reserved points but shown against unreserved points.
- (8) For initial operation of the roster, actual representation of the reserved categories in the cadre will be worked out and excess/shortage adjusted by future recruitment.
- (9) In small cadres of up to 13 posts, please see the following model roster and instructions given thereunder. The principle of operating these rosters will be found in the explanatory notes.

## **DIRECT RECRUITMENT ON ALL INDIA BASIS**

### **(A) BY OPEN COMPETITION**

#### Model Roster for cadre strength up to 13 posts

1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under column cadre strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like "L".
2. All the posts of a cadre are to be earmarked for the categories shown under column initial appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category. – OM, dated 2-7-1997. [Order No. 1]

**Other instructions:-** Grouping of posts. – If the total number of posts in any cadre or grade is below 20, they should be grouped with posts in the same group, i.e., Group 'A', 'B', 'C', or 'D', taking into account the status, salary, qualifications, etc. A group should not ordinarily consist of less than 25 posts. This is applicable for direct recruitment only. Proposals for such grouping requires the approval of the Department of Personnel & Training. If grouping of the posts is not found possible, the relevant model roster for cadre strength up to 13 may be adopted.

(ii) **Posts of Safaiwala.** – These are **filled generally by SC** and should not be grouped with other isolated posts even if they are less than 20.

(ii) Separate roster for each grade/group.- A separate roster will be maintained for each grade/group of posts. Again separate rosters are necessary for different methods of recruitment. – OM, dated 2-7-1997. [Order No. 1] – Section 1.

### **Reservations for Meritorious Sportspersons**

[Swamy's – Reservations and Concessions]

1. **Eligibility.** – (i) Persons who have represented a state or the country in the National or International competition in any of the games/sports listed below.
- (ii) Their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these games.
- (iii) The state schools tennis in the National Sports/Games conducted by the All India School Games Federation in any of these games/sports.
- (iv) Persons who have been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

List of Games/Sports. – Archery, Athletics, (including Track and Field events), Atya-Patya, Badminton, Ball-Badminton, Basketball, Billiards and Snooker, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Equestrian Sports, Football, Golf, Gymnastics (including Body-Building), Handball, Hockey, Judo, Kabaddi, Karate-DO, Kayaking and Canoeing, Polo, Kho-Kho, Power-lifting, Rifle Shooting, Roller

Skating, Rowing, Softball, Squash, Swimming, Table Tennis, Taekwondo, Tennikoit, Tennis, Volleyball, Weight-lifting, Wrestling and Yachting.

2. **Extent of Reservation.** – No specific percentage of reservation is prescribed. Ministries/Departments can recruit meritorious sportspersons in any year against vacancies not exceeding 5%, in relaxation of the recruitment procedure, provided the overall reservations of all types do not exceed 50% of the total number of vacancies.
3. **Posts to which reservation is applicable.** – Group 'C' / 'D' post filled by the direct recruitment otherwise than through the UPSC. No reservation is
4. permitted in direct recruitment to group 'A' / 'B' posts. Appointing authorities at their discretion may notify vacancies reduced up to 5% for being filled by direct recruitment of sportspersons. No reservation preference is permitted in promotions. The fact may be taken into account in accessing the overall merits.
5. **Recruitment procedure.**- Ministries/Departments may consider applications received from meritorious sportspersons duly supported by the certificates awarded by the specified authorities. If they are satisfied that the candidates fulfils the eligibility criteria and also the minimal educational qualifications, etc., appointment may be made.
6. **Placement in the reservation roster.**- Sportsperson so appointed will be adjusted in the reservation roster of SC/ST/OBC General category to which he belongs to SC, adjustment will be against the point reserved for SC.- OM, dated 29-11-1996. [Oredr No. 11]
7. **Age Relaxation.**- Maximum age-limit may be relaxed by five years (10 years for SCs/STs and 8 years for OBCs) for appointment of all groups of Civil posts/services filled otherwise than through competitive examinations conducted by the UPSC – section 5.

## **6.Reservation For Ex-Servicemen**

[Swamy's – Reservations and Concessions]

1. Definition. – 'Ex-Serviceman' means a person who has served in any rank (whether a combatant or as a non-combatant) in the regular Army, Navy and Air Force of the Indian Union and the Territorial Army Personnel.

Army Postal service personnel who retire directly from APS without reversion to P & T Dept. With a pension OR who have been released from such service on medical grounds attributable to military service or circumstances beyond their control and awarded medical/other disability pension are also treated as Ex-Servicemen.- OM; dated 19-7-1989.

(ii) Dependent of Group 'n' deceased considered for Group 'C' a/so.-The appointment of the family member of a deceased Group 'D' employee need not be restricted to a Group 'D' post. Such a member, if qualified can be appointed to a Group 'C' post a1so.

(iii) No consideration for change in post.- Once the compassionate appointment is made, request for a change in the post, on compassionate grounds will not be entertained: The appointee will be entertained like his colleagues for career advancement In the normal course.-Appendix 2.

(iv) No consideration if compassionate appointment not provided within three years-If compassionate appointment to genuine and deserving cases is not possible in the first year due to non-availability of regular vacancy, the prescribed committee may review such cases to evaluate the financial conditions of the family to ensure that the family still requires a compassionate appointment, subject to availability of a clear vacancy within the prescribed 5% quota. A candidate's name can be kept under consideration for compassionate appointment for three years and the committee will review the penurious conditions of the applicant at the end of the first and the second year. After three years, if compassionate appointment is not possible, his case will be finally closed and will not be considered again.-OM; dated 5-5-2003 --Section 6.

(iv) Persons who have been awarded National awards in Physical Efficiency under National Physical Efficiency Drive

**List of Games/Sports.**- Archery, Athletics (including Track and Field events), Atya-Patya, Badminton, Ball-Badminton, Basketball, Billiards and Snooker, Boxing, 'Bridge, Carrom, Chess, Cricket, Cycling, Equestrian Sports, Football, Golf, Gymnastics (including Body-Building), Handball, Hockey, Judo, Kabaddi, Karate-DO, Kayaking and Canoeing, Polo, Kho-Kho, Power lifting, Rifle Shooting, Roller Skating, Rowing, Softball, Squash, Swimming, ' Table Tennis, Taekwondo, Tennikoit, Tennis, Volleyball, Weight-lifting, Wrestling and Yachting.

**2. Extent of reservation.-** No . specific percentage of reservation is prescribed. Ministries/Departments can recruit meritorious sportspersons in any year against vacancies not exceeding 5%, in relaxation of the recruitment procedure, provided the overall reservations of all types do not exceed 50% of the total number of vacancies. .

**3. Posts to which reservation applicable.-**Group 'C'/D' post filled by direct recruitment otherwise than through the UPSC. No reservation is permitted in direct recruitment to Group 'A'/B' posts. Appointing authorities at their discretion may notify vacancies reduced up to 5% for being filled by direct recruitment of sportsperson. No reservation preference is permitted in promotions. The fact may be taken into account in assessing the overall merit.

**4. Recruitment procedure.-**Ministries/Departments may consider applications received from meritorious sportspersons duly supported by the certificates awarded by the specified authorities. If they are satisfied that the candidate fulfills the eligibility criteria and also the minimum educational qualifications, etc., appointment may be made.

**5. Placement In the reservation roster.-**Sportsperson so appointed will be adjusted in the reservation roster of SC/ST/OBC/General category to which he belongs. For example, if the candidate belongs to SC, adjustment will be against the point reserved for SC.- OM, dated 29-11-1996. [Order No. 11 ]

**6. Age Relaxations.-**Maximum age-limit may be relaxed by five years (10 years for SCs/STs and 8 years for OBCs) for appointment to all Groups of Civil posts/services filled otherwise than through competitive examinations conducted by the UPSC -Section 5.

## **6. Reservations for Ex-Servicemen**

[Swamy's - Reservations and Concessions]

1. Definition.-'Ex-Serviceman' means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union and the Territorial Army Personnel.

Army Postal service personnel who retire directly from APS without reversion to P & T Dept. with a pension OR who have been released from such service on medical grounds attributable to military service or circumstances beyond their control and awarded medical/other disability pension are also treated as Ex-Servicemen.- OM; dated 19-7-1989.

it also includes a person who retired, or was released on medical grounds or due to reduction in the establishment, or was released after completing the specific period of

engagement.

2. Reservation.- Ten per cent of the vacancies in Group 'C' and twenty per cent in Group 'D' posts are reserved for Ex-Servicemen in direct recruitment only. No reservation is allowed in promotions.

3. Recruitment procedure.-Vacancies will be notified to the DG (R) and Rajya and Zilla Sainik Boards, as also to Ex-Servicemen Cell. Along with the application, the applicant has to submit an undertaking in tile prescribed format that he had been duly released/retired/discharged from the Army Forces.

4. Placement in the Roster.-An Ex-Serviceman selected for appointment should be placed against the category to which he belongs. For example, if he belongs to SC he should be placed against the point for SC.

5. Reservation benefit only in the first civil employment.- Once an Ex-Serviceman is appointed to a civil post against a reserved vacancy, he ceases to be an Ex-Serviceman, and hence not entitled to the benefit of reservation for other posts subsequently. However, the benefit of age relaxation as prescribed for Ex-Servicemen is admissible to such re-employed persons for securing another employment in a higher grade or cadre in Groups 'C' and 'D'.

6. Relaxations and concessions.

(i) Age.- (a) Three years over and above the period of service rendered in the Army, Navy and Air Force. Disabled Defence Service personnel eligible for appointment to Group 'C' posts filled through competition examination will be allowed 3 years' age relaxation (8 years in the case of SC/ST). For Group 'C'/ 'D' posts filled through Employment Exchange for such disabled personnel, the maximum age-limit is raised to 45 years (50 years in the case of SCIST.)

(b) For Group 'A'/'B' posts filled by direct recruitment by UPSC on All India Competitive Examination, five years' relaxation is admissible for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs with 5 years' military service released on completion of assignment, on invalidment and due to physical disability attributable to military service.

(ii) Educational Qualifications.- Ex-Servicemen with not less than three years' service in the Armed Forces is exempted from possession of the prescribed educational qualifications for Group 'D' posts. For Group 'C', minimum educational qualification may

be relaxed at the discretion of the appointing authority, if such minimum qualification is Middle School Standard

and the Ex-Servicemen has put in at least three years' service in the Army and is otherwise found suitable. A matriculate Ex-Serviceman with 15 years' service in the Armed Forces will be considered eligible for posts for which graduation is prescribed, if work experience of technical or professional nature is not essential or if the appointing authority is satisfied that the Ex-Servicemen will perform the duties by undergoing on-the-job training for a short duration. Relaxation of educational qualification as above applies for promotion also.

(iii) General standard for selection.- Required standard may be relaxed, if persons for all the vacancies are not available and if such relaxation will not affect the performance by such candidate.

(iv) Application/examination fee.- Exempted for examinations conducted by UPSC/SSC and the Institute of Secretariat Training and Management for filling the vacancies reserved for them in various Group 'C' posts.

(v) Special Concessions for Disabled Ex-Servicemen.- If the disability is attributed to military service, he will be accorded Priority-I along with a retrenched employee for appointment to Groups 'C' and 'D~ posts filled by direct recruitment. Up to two members, each of the families of defence service personnel (widow, son/daughter/near relative who agree to support the family) will be granted priority immediately after the disabled Ex-Servicemen, Le., Priority II-A. Medical Certificate of Fitness granted by a Demobilization Medical Board of the Defence Services would be considered adequate for appointment to all posts.

(vi) T.A. to handicapped Ex-military personnel called for interview. The concessions regarding grant of T.A. to SC/ST called for interview are also extended on the same scale. Procedure for drawal and payment will also be the same.-[ GIOs below SR 132].

7. Liaison Officers.- Officer appointed to look after the reservation matters of SC/ST would also be the L.o. for reservation matters relating to Ex-Servicemen and physically handicapped.- OM, dated 10-11-1994.

Section 4.

## 1. DIRECT RECRUITMENT ON ALL INDIA BASIS

### (A) BY OPEN COMPETITION

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

cadre 13th strength	initial recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR
ST													
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
6.	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
7.	SC	OBC	UR	UR	UR	OBC	UR	ST					
8.	OBC	UR	UR	UR	OBC	UR	ST						
9.	UR	UR	UR	OBC	UR	ST							
10.	UR	UR	OBC	UR	ST								
11.	UR	OBC	UR	ST									
12.	OBC	UR	ST										
13.	UR	ST											

**(B) OTHERWISE THROUGH OPEN COMPETITION**

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

cadre	initial	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
strength	recruitment													
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	SC	ST					
7.	SC	OBC	UR	UR	UR	OBC	SC	ST						
8.	OBC	UR	UR	UR	OBC	SC	ST							
9.	UR	UR	UR	OBC	SC	ST								
10.	UR	UR	OBC	SC	ST									
11.	UR	OBC	SC	ST										
12.	OBC		SC	ST										
13.	SC		ST											

## II. PROMOTION

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

cadre strength	initial recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR
ST														
2.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	ST	
3.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	ST		
4.	UR	UR	SC	UR	UR	UR	UR	UR	UR	UR	ST			
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6.	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7.	SC	UR	UR	UR	UR	UR	UR	ST						
8.	UR	UR	UR	UR	UR	ST								
9.	UR	UR	UR	UR	ST									
10.	UR	UR	UR	ST										
11.	UR	UR	UR	ST										
12.	UR	UR	ST											
13.	UR	ST												

NOTES:- (Common to both Direct Recruitment and Promotion)

## Noting, Drafting & Filing

### Noting

To take appropriate action on instructions, orders etc. Noting should be prepared. Noting is the process of offering remarks on a paper under consideration to facilitate decision-making authority in arriving at the decision.

Guideline to be followed for preparing noting

1. Should be concise and to the point.
2. Verbatim reproduction of extract from or paraphrasing of paper under consideration, fresh receipts or any other part of correspondence or notes on the same file, should not be attempted.
3. Relevant extracts of a rule of instruction may be placed on the file and attention to it may be drawn in the note rather reproducing.
4. Any officer, who has to note upon a file on which running summary of facts is available, while drawing attention to the facts of the case, will refer to the appropriate part of the summary without repeating in his note.
5. In case, summary of facts is already not available, a self contained summary will be put-up with every case. This will bring out briefly but clearly relevant facts.
6. If errors, mis-statements in a case to be pointed out or opinion expressed there in to be criticised in note, should be in courteous and temperate language free from personal attack / remarks.
7. When several major points of a paper under consideration requires detailed exam & respective orders, each point will be noted upon separately in sectional notes.
8. Notes and orders will normally be recorded on the note sheets.
9. A note should be divided into s. Numbered paragraphs of easy size say about 10 lines each with brief titles preferably.

**First para will give indication of the evidence and conclusion reached. Final para should weigh the arguments and make recommendation for action.**

10. Modification of notes should not be required. Higher officers may record their own notes giving their views on the subject keeping earlier intact.
11. Pasting over a note or a portion there of to conceal, is not desirable.
12. Modification due to additional facts or any error comes to notice, subsequent note may be recorded keeping the earlier one intact.
13. While recording a note on a file by an officer after obtaining orders from higher officer, fact that view expressed therein have approval of higher officer, should be specifically mentioned.
14. Where a sub-ordinate officer has power to decide but under direction of sr. Officer has to take action, he shall do so in writing sr. Officer should follow-up written confirmation of instructions at his earliest.

*Drafting the letters*

- i) No drafting for simple & streight forward cases or repetitive nature cases.
- ii) Initiating officer will put-up draft to appropriates authority after examination of case/matter for approval in the manner he things fit. Not necessary to await prior approval of line of action from authority before putting up draft. Higher officer may revise draft if it does not meet his approval.
- iii) A draft should carry the message required to be conveyed in a language that is clear, concise and incapable of misconstruction.
- iv) Lenthy sentence, circumlocution, superlative and repetition of whether words, observations or ideas should be avoided.
- v) To convey the views or orders of government, which should be expressed to have been written under the direction of government does not implied in communication to start with phrase

“ I am directed to say ..... “ or “ undersigned is directed to convey”.

This has the distancing effect of communicator with the reader at the very outset. Instead some more direct rapport with the receiver can be established if writing.

“ ..... I have the pleasure to inform you that the government on reconsideration has decided to sanction .....” or

“ .....in the light of above development, government conveys its inability to accede to .....”

- (vi) Subject should be mentioned in communications
- (vii) The number of date of last communication in the series should be mentioned.
- (viii) All drafts put up on a file should bear file no. When two or more communication are to issue from the same file to same addresses on same date, separate sl. No. May be inserted before numeral for identification to avoid confusion in reference e.g. 8/5 (1) /99 –est, 8/5(2)/99-est.
- (ix) A draft should clearly specify the encls. Which are to accompany fair copy no of encl. Should also be indicated at the end of the draft at bottom left . “ Encl.....”
- (x) Despatch instruction should also be indicated on draft.
- (xi) In writing or typing a draft, sufficient space should be left for the margin and between successive lines.
- (xii) Draft should bear words in bold letters “**DFA**” or “draft for approval”
- (xiii) Officer concerned will put initial on the draft in token of approval

**Addressing communication by name. Except classified or semi-official letters, no communication should be marked by name unless intended that the matter raised there-in should receive his personal attention because of its special nature, urgency or importance or some other ground covered by personal discussion.**

#### *Drafting of D.O. Letters*

- i) Style of writing should be direct, personal – friendly.**
- ii) Use of active voice preferred ( e.g. i notice than it is noticed)**
- iii) It is informal and expedient to come to the issue at the beginning itself e.g.**  
**“ I ask your co-operation on the matter of .....”**
- iv) D.o. letter should not preferably exceed one page.**

- v) **If message to be conveyed is length, better to condense it into one page. In a few small and healthy divided paragraphs.**
- vi) **Detailed arguments can be set-off in appendices.**

### Filing system

**A proper filing system is essential for convenient identification, sorting, storage and retrieval of papers. There are two types of systems now in use, they are**

- 1. Filing system based on subject classification**
- 2. Functional filing system**

1. Subject classification based – “conventional filing system”

**Based on subject classification file opened under this will consist of :-**

- (i) No allotted to standard head – each section will have and maintain approved list of standard heads i.e. main subject heading concerning it and will bear consecutive s. Nos.
- (ii) S No. Of file under standard head
- (iii) Year in which opened
- (iv) Abbreviated symbol identifying section

**First 3 elements in file no. Will be separated by slant stroke and last two by a dash. This file opened in say scientific research section during 2002 under the standard head bearing s. No. “5” will be numbered consecutively as head bearing 5/1/02/-sr, 5/2/02-sr and so on.**

### Defects of conventional system

- i) **No uniformity of standard heads among various sections.**
- ii) **As no uniformity of standard heads, transfer of from one section to other, file no. Will have to be changed per scheme of section. Identification of transferred file become difficult.**
- iii) **Indexing of file under standard head and name as well become necessary**

2. Functional filing system

**business of a department analyzed under four divisions**

- I) “Functional Heads” or “Basic Heads” :- **identify and list basic functions of department.**
- ii) “Activity Heads” or “Primary Heads” :- **identifying by main activity under each function by appropriate subject heading.**
- ii) “Operation Heads” of Secondary Heads” :- **dividing primary head into sub-subjects.**
- Iv) “Factor Heads” or “Tertiary heads” :- **breakdown each secondary head into various known factors.**

Example : A file opened by labour relation –i section during 2002, relating to strike in banking sector may have iv 13024/5/02/lri as file code

Where,

- ‘IV’** - Functional groups “ labour relations:
- ‘13’** - Primary head ‘strike’
- ‘0’** - Separator
- ‘24’** - Secondary head “ banking”
- “5”** - S.No. of file opened during year under  
Secondary head
- ‘02’** - Year of opening.
- LRI** - The section concerned.

### **Classification and Handling Documents**

#### A. Documents

Any form of recorded information.

#### B. Protected Documents :

Documents, the contents of which it is desirable or essential to safeguard for administrative reasons or in the interest of national security.

#### C. Handling

Transmission and custody.

#### D. Registered Matter

Any classified document or device registered by number with or without a view being accounted for periodically.

#### E. Accountable

Any classified document or device the custody of which certified periodically.

### **Categories of protected documents**

a. Protected documents will be classified as follows in accordance with the nature of security :

- i. Top Secret
- ii. Secret
- iii. Confidential
- iv. Restricted

#### *Top Secret*

Documents, the security aspect of which is paramount and whose unauthorized disclosure would place the safety of the nation or the success of any vital national cause in peril.

- i. Plans or particulars of future major or special operations.
- ii. Very important political documents dealing with such matters as negotiations for alliances and the like.
- iii. Information of the methods used or success obtained by intelligence services.
- iv. Critical information of new and important munitions or war.

When more than one copy is made, a system of strict numbering and accounting will be observed.

#### *Secret*

Documents of information, the unauthorized disclosure of which would endanger national security, cause serious injury to the interest of the nation, or embarrassment to Govt. or would be of advantage to foreign nation.

- i. Particulars of operations in progress.
- ii. Vital military information on important defends.
- iii. Certain development projects.

- iv. Important improvements to existing munitions of war until accepted for service use.
- v. Certain development projects.
- vi. Troops movements to a Airport or embarkation.
- vii. Location of vital stocks of Military material other than those obvious to the public eye.
- viii. Discussions on the supply of vital strategic materials.
- ix. Aerial photographs of territories under our control in operational theatres.

The originator of secret document will be responsible to decide whether copies, if any, should be numbered. If considered necessary, these should be numbered and accounted for.

Where necessary, "Secret Routine Orders" containing extracts from or the contents of voluminous Secret documents of a non-urgent or routine character, may be issued to lower formations.

#### Confidential

Documents of information, the unauthorized disclosure of which while NOT endangering the national security would be prejudicial to the interests of the Government activity, of individual, or would cause administrative embarrassment or difficulty or be of advantage to a foreign nation. The following are some examples of matter normally graded as confidential.

- i. Matters, investigations and documents of a personal and disciplinary nature, the knowledge of which, it is desirable to safeguard for administrative reasons.
- ii. Routine operations and battle report of vital interest to the enemy.
- iii. Routine Intelligence reports.
- iv. General Military radio frequency allocation.
- v. Certain technical documents and manuals used for training maintenance and inspection of important munitions of war.
- vi. General technical lessons learned as a result of operations.

- vii. Routine service report, e.g. on operations and exercise which do not contain information of vital interest to a foreign country.
- viii. Publication and confidential Book numbers with their titles of edition numbers.

#### Restricted

Documents (other than those covered by higher categories) which should NOT be published or communicate to any one except for official purposes. The following are some examples on matter normally graded as restricted.

- i. Information of moves of non-operational significance in areas remote from theatres of war.
- ii. Departmental books of instructions, Training and Technical documents for the official use only and NOT intended for release to the public.
- iii. Certain routine documents relating to supply and procurement.
- iv. Arial photographs of territories under our control adjacent to operation areas. If, annotated, should be upgraded to Secret.
- v. Photographs of enemy, enemy occupied or dominated areas except those, which reveal Secret sources.

#### **Authorities Authorized for grading**

- a. Officers authorized to grade documents in the TOP SECRET and SECRET categories are as under.
  - i. ADGOF and above at OFB HQrs.
  - ii. G.M./Officer-in-charge, at factories.
- b. All Gazetted officers are authorized to grade documents in CONFIDENTIAL and RESTRICTED categories, it will be the responsibility to see that documents which in their opinion should be graded TOP SECRET and SECRET, are being specifically recommended by officers mentioned at (a) for being given the appropriate grading.

#### **Downgrading**

- a. The originators will bear in mind the constant need for down grading the Classified documents and when satisfied that a certain

document no longer warrants the original classification, the document will be given new appropriate grading. This action will be recorded on the document itself and also in file and register concerned. All recipients of the copies of these documents will also be informed.

- b. Authorities other than the originators are not allowed to own grade documents and extracts from them by agreement with the originators. This agreement will be placed on records.
- c. All classified documents will be checked once in three months (first week) of January, April, July and October) by all originators and holders with a view to downgrades them.

#### Access to the Various Categories

##### **a. Top Secret**

Generally, such a matter is for the information of the actual individual who received it, although he may communicate it to such persons under him to whom it is essential if they are efficiently to discharge their duties. Wherever possible, these person should be made aware of only those portions of the documents which is essential for them to know and should not be shown or given the entire document. In particular, such matter should be seen by as few persons as possible.

The heading and reference number in regard to the Top Secret document may, however, be communicated to Registries/Head Clerks for the purpose of recording the documents.

The procedure of TOP SECRET documents will be so organized that the officers entitled to handle TOP SECRET documents perform the maximum amount of work on them.

The originators and recipients will ensure that only those officers who are competent to do so handle TOP SECRET documents.

Typing to TOP SECRET documents will be done under the supervision of an officer. Persons employed TOP SECRET work-will-be specially selected

and should as far as possible, work in separate rooms. Steps will be taken to prevent entry of unauthorized persons to these rooms. The typing of TOP SECRET documents will NOT be given to the "Pool typists".

**b. Secret**

Such matter is for the use of recipients, but may be passed by him to such persons, not below the rank of an officer under him, as required to be acquainted with it in the course of their duties.

Secret Routine order-in/order to reduce the volume of SECRET documents circulated to lower formations and units, the issue of SECRET Routine Orders is authorized.

Secret Supplements to Non-Secret Documents - A further means of reducing risk of leakage and of lightening the clerical labour involved is by compilation and issue of separate SECRET Supplements to bulky document of treatise, which contains only as small percentage of SECRET matter.

**c. Confidential**

For the use of officers generally, but may be communicated to individuals who are to be acquainted with it in course of their duties.

CONFIDENTIAL documents will as a rule be issued direct to the Factory Suptds., who will be responsible for internal circulation.

**d. Restricted.**

For the use of anyone in Indian Government Services or for other persons who for official purposes are bound to use.

Security Grading of Connected Documents and Extracts.

- a. The document should be graded according to the secrecy of the highest graded subjects matters it contains.

- b. An unconnected document must be graded according to its own contents and not necessarily according to its relationship or reference to another documents.
- c. A reference can be made in a document to the title and / or number of a document of higher category and it will be still graded according to its own content and not that of the documents referred to.

### **Marking Security Classification on Documents**

- a. All documents containing classified matter will have security classification printed or stamped or typed in bold capital letters on the top and bottom center of each page of the document.
- b. TOP SECRET, SECRET or CONFIDENTIAL on drawing or tracings are to be marked in such a manner that the marking will be reproduced in all copies made there from

### **Production of Top Secret Documents**

As few copies as possible are to be made and distributed. All copies are to be numbered, recorded kept for their disposal and receipt demanded, inquiry being instituted by the sender if acknowledgement is not received by the due date. Rough notes, shorthand notes, carbons, and stencils must be destroyed as Top Secret Waste, Such matter must not be filed in non-top secret files.

### **Copying**

Copies of Top Secret and numbered secret and Confidential documents are in no circumstances to be made without the prior approval of issuing authority.

### **Accounting of Protested Documents**

A list will be kept of all top secret documents and of all secret and confidential documents to which a copy number has been given and checks will be carried out atleast quarterly to bring any deficiencies to light at an early date.

- a. Top Secret - When copy of a Top Secret Document is made they will be given copy numbers.
- b. Secret- The originator secret document or letter will be responsible for deciding whether the document or letter should be copy numbered.
- c. Confidential - Confidential documents if given, copy number will be considered accountable.
- d. Restricted - These are neither registered nor are accountable.

## Welfare Measures

[ ref.: Swamy's -FR & SR, part -I and Swamy's – HSB Rules ]

### 1.Incentives for promoting small family norms :-

#### Concessions to employees for undergoing sterilization operation:-Welfare Measures

- (1) A special increment in the form of “ **Family planning Allowance** “.
- (2) Rebate of ½ % in the interest on **House Building Advance**.

#### Conditions:-

- At the time of operation, the employee should have at least one surviving child and not more than two. A male employee's age should **not** be over 50 and his wife's **should be** between 20 and 45. A female employee's age should **not** be over 45 and her husband's **not** over 50. Admissible even if twins are born after the first surviving child.
- The employee or spouse may have the operation.
- The certificate in the prescribed form should be from a Central/State Government /CGHS hospital/clinic or any approved institution recognized by the Government for the purpose .
- If the operation is done in a private hospital /nursing home , the certificate should be countersigned by Civil Surgeon/DMO/AMA/Medical Officers of CGHS/Central Government Hospital.
- The ½% rebate on the House building Advance interest will be admissible only if the sterilization has done on or after **1-9-1979** but before drawl of the final installment of the House Building Advance.

#### Withdrawal of incentive, when sterilization operation fails :-

In case of failure of sterilization operation, the incentive already granted will be withdrawn from the deemed date of pregnancy .However, the recovery will be waived if either of the couple undergoes sterilization operation once again.

[G.I. , Dept . of posts ,letter no.14-1/91 –Medical dated 18-1-1991, in consultation with the ministry of Health & Family Welfare ]

- Allowance to be sanctioned by the Head of Office would be equal to the amount the lowest rate of increment in the scale of pay applicable at the time of undergoing the operation and will remain fixed in the entire service. If both Husband and wife

are central Government employees, the allowances may, at their choice, be drawn by any one of them.

- Employees officiating in a higher post on ad hoc basis are entitled to the allowance at the rate of increment in the scale of the post held at the time of sterilization operation.
- The Personal Pay drawn by the employees (who had undergone sterilization prior to January 1,1996) in the pre-revised pay scale of the post against which the employee concerned had initially earned the Personal Pay in the applicable pre-revised scale of pay.
- Once the employees gets the benefit of the allowance at a particular rate, he would continue to draw at the same rate even if he is reduced to a lower stage in his time-scale of lower service , grade , or post , by way of penalty.
- ***Date from which payable*** :- The incentive is payable from the first of the month following the date of operation. If the Government servant is under suspension or is on leave , the benefit would not be given effect to during the period of suspension or leave:-FR 27,GIO(11).
- ***Not admissible to casual laborers with temporary status***:- The benefit is not admissible to casual laborers with temporary status –***FR 27,GIO (11)(u)***.
- ***Not admissible to re-employed persons*** :-Re –employed persons are not entitled to this incentive , if the sterilization operation was undergone prior to his re-employment .  

*[Ref. FR 27 ,GIO (11) (v)].*

## **2. Immediate relief to the family of an employee who dies while in service:-**

*[Ref.:- swamy's Pension Compilation ]*

- **Immediate relief** :- If the employees dies while in service , his family will be eligible for immediate monetary relief equal to two months' Basic pay and Dearness pay of the deceased Government servant subject to a ***maximum of Rs .8,000,***
- **Timely payment** :- Sanctioned immediately by the Head of Office or the ***Gazetted*** Officer at the lowest level under whom the deceased official was last working and payment made expeditiously either from imp rests or from other sources or by drawing money from bank .No formal application from the bereaved family is necessary is necessary.
- **Payment to the person(s)**, in the same manner as payment of death gratuity, if the deceased was governed by pensions Rules, or the balance in the Contributory Provident Fund Account, if the deceased was a subscriber to the CPF.

**Undertaking to be obtained:-** Before making the payment ,a separate undertaking should be obtained from each person to whom the payment is made that he/she agrees to the amount of advance being recoverable from any amounts payable to the family due to the death of the Government servant.

**Officials on Foreign Service:-** If the official dies while on foreign service.

**The Adjustment of the Advance :-** The advance should be adjusted with in six months against the arrears of pay and allowances , leave salary , death gratuity balance in contributory /General Provident fund or any other payment due in respect of the deceased official. [Ref.: -Appendix-7 , pension compilation.]

**3.Group Insurance Scheme ,1980 :-**

[ Swamy's – Group Insurance Scheme ]

**Scope:-** The scheme , which is compulsory to all the Central Government employees ,(including Departmental Canteen employees) provides at a low cost and on contributory and self-financing basis , the twin benefits of an **insurance cover** to help their families in the event of death in service and a **lump sum payment** to augment their resources on retirement . [Ref.: -para-,1.]

**a) Insurance and saving Funds:-** A portion of the subscription is credited to the **Insurance Fund** and the other portion to the **saving Fund** which earns interest at the prescribed rate compounded quarterly . The apportionment is at 30% to Insurance Fund and 70% to Saving Fund with effect from 1-1-1988 at the assumed mortality rate of 3.60 per thousand per annum. [Ref Paras. 4.3 & 6]

**b) Membership:-** Employees are enrolled as members of the Scheme only from 1st January every year .If an employee enters service on or after 2nd January in any year , he is enrolled as a member only from 1st January of the next year .From the actual date of appointment to 31st December , he will be entitled only to Insurance cover. [Ref Paras. 3,2]

**NOTE:-** Re-employed defense personnel availing of the extended insurance cover under the Group Insurance Scheme applicable to the members of the Armed Forces shall not be admitted to this Scheme until expiry of the extended Insurance Cover. [Ref Paras. 3,2]

**c) Monthly subscription and amount of Insurance Cover:-**

<b>Group to which the</b>	<b>*(A) For those who subscribe at the old rates</b>	<b>** (B) For those who subscribe at the revised rates</b>
---------------------------	--	--

<i>employee belongs</i>	<i>Rate of subscription</i>	<i>Amount of Insurance Cover</i>	<i>Rate of subscription</i>		<i>Amount of Insurance cover</i>
			<i>Before enrolment as a member</i>	<i>After enrolment as a member</i>	
	<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>
'A'	80	80,000	40	120	1,20,000
'B'	40	40,000	20	60	60,000
'C'	20	20,000	10	30	30,000
'D'	10	10,000	5	15	15,000

\* Applicable to all the employees who were members of the scheme on **31-1-1989** and have opted to continue to subscribe at the old rates.

\*\*Applicable to all employees who were members of the Scheme on **31-1-1989** and have opted to subscribe at the revised rate with effect

from **1-1-1990** and to those who joined service on or after **1-2-1989**.

[Ref Paras. 5.1 & 5.2]

The group to which an employee belongs will be determined with reference to the post held by him on a regular basis on the 1st January .

[Ref Paras. 5.1 & 5.2]

- **Promotion during the year:-** On regular promotion of a member to a higher Group after the 1st January in any year , his subscription will be raised only from the 1st January of the next year . As for **example**, a Group 'C' employee is promoted to Group 'B' on 2-1-2004. His subscription and Insurance will be Rs . 30 p.m. and Rs . 30,000 till the end of December, 2004 and will be raised Rs. 60 p.m. and Rs.60,000 respectively from January ,2005.

Once an employee is admitted to the higher group, his subscription and Insurance Cover will continue to be at the same rate, even if he is subsequently reverted to the lower group for any reason .

[Ref Paras. 5.3 & 5.4]

- **Recovery of subscription** for a month will be effected from the pay for that month, i.e., for January, from the pay for January payable on the last day of January

[Ref Paras. 9.3]

Subscription is payable till the end of service including the month in which an employee retires , dies , resigns , or is removed from service. If an employee dies during a month before subscription for that month , his dues will be paid after deducting the subscription .

[Ref Paras. 9.4 &11.10]

- **Interest on arrears of subscription :-** Arrears of subscription of an employee who was on extraordinary leave for any period will be recovered with interest due under the scheme from his salary for the month in which he resumes duty in not more than three installments. If an employee dies while an extraordinary leave , the arrears of subscription due from him will be recovered with compound interest at 8% per annum rounded to the nearest whole rupee from the amount payable under the scheme

[Ref Paras. 9.7]

No interest will be levied on the arrears if the non-recovery is due to delayed payment of salary.

[Ref Paras. 9.6]

#### **Benefits Payable:-**

(a) Retirement ,resignation, etc.:- The employee will be paid as per the Table of benefits :-

- (i) Lump sum due to him out of the Saving Fund for entire period of membership in the lowest group ; and
- (ii) Amount(s) due to him for the additional units by which subscription was raised due to promotion – for the period from which the rate was raised , to the date of cessation of membership.

(b) Death while in service :-The nominee /heir will be paid,

- (i) The amount of appropriate Insurance Cover to which the employee was entitled at the time of death; **and**
- (ii) Lump sum and amount(s) as in the case of (above, for the period till the death ;
- (iii) Only the insurance-cover, if death takes place before becoming a member

[Ref Paras. 11.7,11.8 &11.9]

#### **To whom payable:-**

(a) **When there is a valid nomination** to the nominee(s), in the manner indicated in the nomination.

**Nomination:** *If the employee has a 'family', he shall make such nomination only in favors of a member or members of his "family". However, a female*

subscriber can exclude her husband from her family for the purpose of this scheme by a notice in writing to the Head of Office.

“Family” means husband , wife or wives , parents , children , a ward , minor brother , unmarried sisters , deceased son’s widow and children , and where none of the parents of the members of the scheme is alive , a paternal grandparent.

If any of the nominated members of the family subsequently ceases to be the member of the family under circumstances , nomination made in favors of such member would become invalid –For example , a minor brother on attaining majority or an unmarried sister or getting married Their share of insurance amount in such cases , will be paid to other nominated members of the family in equal shares.

[Ref Paras.19.3,19.4.19.5 &19.9]

**(b) In the absence of valid nomination** under the scheme , nomination made under **GPF/CPF** Rules ,may be accepted for this purpose:-

[Ref Paras.19.10,]

**(c) When there is no nomination even for GPF/CPF** , the amount will be paid in equal shares to the widow/widows , minor sons and unmarried daughters .In case of the minor sons and daughters , their mother , who is not a Muslim lady will be deemed to be the natural guardian and their shares can be paid to the mother without production of guardianship certificate .Guardianship certificate is necessary in the case of Muslims .In the absence of any of the above members , payment will be made in equal shares to other members of the family . In the absence of the eligible member of the family , the payment may be made to other legal heirs on production of succession certificate issued by a competent Court of Law.

[Ref Paras.19.10&19.11]

**d) Debarring an eligible person from receiving insurance amount :-**

If a person who, in the event of death of Government servant while in service , is eligible to receive the insurance amount , is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence , his/ her claim to receive insurance amount will be suspended till the criminal proceeding instituted against him/her . On the conclusion of the criminal proceeding, the person , if convicted , will be debarred from receiving the share of insurance amounts, which will be paid in equal shares to other eligible persons .If acquitted his/her share will be paid without any interest . [Ref Paras. 11.3]

**e) When whereabouts not known:-**In case an employee’s whereabouts are not known despite efforts by police on due complaint to them , the accumulation from the Saving fund will be payable to the nominees or heirs **after one year** following the month of disappearance of the employee ; the insurance amount to paid after elapse of **seven**

**years** following the 3 month of disappearance , on production of a proper and indisputable proof of death or of Indian Evidence Act .Full subscription for one year following the month of disappearance and at reduced rate of insurance premium alone for the next six years or till the month in which insurance cover is paid , which ever is later , together with interest shall be recovered from the heirs/nominees of the missing employee, when the dues become payable.

**[Ref Paras. 11.4,11.5]**

**f) Recovery of Government dues not permissible:-** The scheme is in the nature of a contract between an employee and the Government .No recovery from the amount payable under the scheme can be made excepting the dues under the scheme can be made excepting the dues under the scheme or as specially authorized by the employee .It is legally not permission to adjust government dues against the payment due to the employee or his nominee under the scheme .

**[Ref Paras.21.2]**

**g) Financing from GPF/CPF :-** is permissible only in exceptional circumstances when the financial position of an employee does not permit him to contribute both to GPF/CPF and Group Insurance Scheme .He may be permitted a non-refundable from his GPF/CPF account of an amount equivalent to one year's subscription paid towards the scheme.

**[Ref Paras.10.1]**

**h) Income tax rebate:-** is admissible for the amount of subscription paid under the scheme as in the case of GPF/CPF contributions ,Life Insurance premia , etc., except to the extent of the amount withdrawal from the GPF/CPF on account of such subscription. **[Ref Paras.10.2]**

**i) No withdrawal /loans/advances are permissible out** of the Insurance/Saving Fund .Accumulated benefits are payable only on the cessation of membership from the scheme on account of death, retirement ,resignation ,etc. **[Ref Paras.13.1,12.1 & 12.2]**

**k).Assignment of Insurance and Saving Funds :-**

A member can be permitted by the Head of the Department to assign the Insurance cover and accumulation in he Saving Fund in favour of a recognized Financial Institution as security fro obtaining loans for construction/purchase of house/flat /ready-built house in his/her name or in the name of his/ her name or in the name of his/her spouse or any other member of the family.

**[Ref Paras.13.2,to 13.5]**

TABLE OF BENEFITS – 2006

NOT RECEIVED TILL THE TIME OF PRINTING WILL BE PUBLISHED IN Swamysnews  
AS AND WHEN ISSUED BY THE GOVERNMENT

### **Illustration**

Employee joined the scheme with effect

From	...	...	1-1-1982
Retiring on superannuation on	...	...	31-12-2005

Entitlement of the employee:

If he was a Group 'D' employee throughout:

When continued to subscribe at the old rate:

Amount as per table for cessation on 31-12-2005	Rs. 9,673
---	-----------

When subscribed at the old rate up to 31-12-1989

And at the new rate from 1-1-1990:

Amount as per table for cessation on 31-12-2005	Rs. 11,415
---	------------

If he was a Group 'D' employee up to 31-12-1986

And a Group 'C' employee from 1-1-1987

When continued to subscribe at the old rate:

Amount as per table for cessation on 31-12-2005

For a monthly subscription of Rs.10	...	...	Rs. 9,673
-------------------------------------	-----	-----	-----------

Amount as per table for cessation on 31-12-2005

For an additional monthly subscription of

Rs. 10(20-10) from 1-1-1987	...	...	Rs. 5202
-----------------------------	-----	-----	----------

**Total**

Rs. 14,875

When subscribed at the old rate up to 31-12-1989 and at the new rate from 1-1-1990.

Amount as per table for cessation on 31-12-2005

For a monthly subscription of Rs. 10/15	...	...	Rs. 11,415
---	-----	-----	------------

Amount as per table for cessation on 31-12-2005

For an additional monthly subscription of

Rs.10/15 from 1-1-1987	...	...	...	Rs. 9,645
------------------------	-----	-----	-----	-----------

**Total**

Rs. 21,060

### **4.Ex gratia lump sum compensation to families of central Government civilian employees who die in harness.** [ Swamy's – Pension Compilation ]

The families of Central Government Civilian employees who die in harness in the performance of their bonafide official duties under various circumstances , shall be paid the following **ex-gratia** lump sum compensation.

- Death occurring due to accidents in the course of performance of duties.  
**Rs. 5 lakhs**
- Death occurring in the course of performance of duties attribute to acts of violence lakhs by terrorists , anti-social elements , etc. **Rs. 5 lakhs.**
- Death occurring during
  - (a) enemy action in international war or border skirmishes and
  - (b) action against militants ,terrorists ,extremists, etc **Rs. 7 lakhs.**

The compensation is intended to provide an additional insurance and security to employees, who are required to function under trying circumstances and are exposed to different kinds of risks in the performance of their duties.

Conditions governing payment of lump sum compensation.

1.The death of the employee concerned should have occurred in he actual performance of bonafide official duties. In other words, a casual connection should be established between the occurrence of death and Government service.

Even, if an employee had died in such circumstances that a medical report could not be secured, the nexus and casual connection with Government service would need be adequately established in determining the entitlement to the ex-gratia lump sum payment .All evidence (both direct and circumstantial) shall be taken into account and the benefit of reasonable doubt given to the claimant.

The ex gratia lump sum compensation is not admissible if the death of the employee is due to accidents while traveling on duty by commercial air crafts , national or private.

The ex gratia lump sum compensation is admissible if the death of the employee is due to accidents while traveling on duty by service air crafts with out pre justice to the Bond required to be executed by the employees indemnifying the Government against any claim on account of death while traveling by service aircraft.

In case of death of an employee while traveling on duty by Railways due to train accidents , the amount of ex gratia lump sum compensation admissible will be reduced by the compensation admissible will be reduced by the compensation , if any , received by the next of kin of the employee from Railways.

*Ex gratia lump sum compensation is in addition to other benefits.*

Admissible in addition to such benefits as may be admissible under CCS (Extra ordinary pension) Rules , or the Liberalized Pensionary Awards scheme ,CCS (Pension)

Rules , 1972, General /Contributory P.F. Rules , Central Government Employees' Group Insurance Scheme.

Sanctioning Authority :- Concerned Administration Ministries in consultation with their Financial Advisers:-Appendix -5.

# **Maintenance of Motor Transport**

## **MAINTENANCE:**

Maintenance is one of the most crucial areas governing organisations. This is particularly true of an industry. Yet it is the most neglected aspect. Maintenance, when neglected, leads to frequent breakdowns, leading to costly repairs and faster deterioration of valuable equipment besides causing incalculable loss.

## **ROLE OF MAINTENANCE IN FAILURES**

At the very outset we have stated that failures and losses are caused by various factors, and that maintenance is one of the major contributing factors. Therefore, it is also true that healthy' and efficient functioning must be contributing in equal proportion towards success. Though this appears to be a very simple and logical assumption, often the maintenance engineer/manager does not find this logic working in his professional life. Even though it can be stated without any undue exaggeration that maintenance is one of the most important ingredients for achieving higher industrial productivity and consequent higher returns on investment, yet the maintenance personnel are more often blamed than praised for their job. What really causes this to happen needs to be examined with care, for it has far-reaching consequences on the productivity and efficiency of the maintenance personnel.

## **MAINTENANCE: AN OVERVIEW**

Our aim is to take an overview of maintenance function and to assess the problems and challenges that beset the maintenance departments and the maintenance man, and to find solutions and search for ways to face these challenges adequately.

Being a low profile, repetitive, and low accolade winning job, maintenance needs to be handled with a great degree of sensitivity and perception if a climate for its systematic development is to be cultivated. Therefore, it can be said with assurance that there can be no systematic development of this exacting profession, or any fruitful growth of this vital function, unless the top management in industry develops the requisite understanding and enthusiasm for the work done by the maintenance personnel.

It is a known fact that wherever the prestige and position of the plant engineers have been valued, assured, and become well established by the top management, the plants there have shown far better results on the whole. But such organisations are few and far between.

## **Definition**

Maintenance can be defined as those activities required to keep a facility in as-built condition, so that it continues to have its original productive capacity. And the responsibility of the maintenance function is to ensure that production plant and equipment is available for productive use at minimum cost, for the scheduled hours, operating at agreed standards with minimum waste. The objective is the systematic and scientific upkeep of equipment for prolonging its life, assuring instant operational readiness and optimal availability at all times while making sure that the safety of man and machine is at no time jeopardised.

Maintenance of motor vehicle is a highly specialized job. A motor mechanic should be properly trained to attend every type of breakdowns/ adjustments / rectifications / calibrations etc. in the motor vehicle because the performance of the motor vehicle depends largely on the accurate adjustment of various parts and accurate calibration. Apart from this specific tools are also required to dismantle and assemble the various parts /sub-assemblies of the motor vehicle. A motor vehicle is an assembly of various sub-assemblies / parts / equipments etc.

Maintenance system can be classified under the following heads;

1. Breakdown
2. Routine
3. Planned
4. Preventive
5. Predictive
6. Corrective
7. Design Out Maintenance ( DOM)
8. Total Productive Maintenance
9. Contracted Out Maintenance

In case of motor vehicles , we carry out normally the routine, preventive , breakdown and corrective maintenance.

Following are some guiding points for the maintenance of motor vehicles.

- Ensure that recommended periodical maintenance ( as prescribed by manufacturer) is carried out regularly by the trained persons. A list of such periodical maintenance is given in annexure A as example.
- As soon as you see any leakages of oil or fuel in the vehicle , get them attended to immediately.
- Use only recommended grades of lubricants and clean / uncontaminated fuels.
- Get your vehicle checked for emission periodically.

- Ensure that fuel filter , oil filter, breathers are periodically checked and if required replace the same using only genuine recommended parts.
- Do not pour used oils or coolants into sewage drains, garden soil r open streams. Dispose of the used filters and batteries in compliance with the current legislation.
- Do not allow any unauthorised person to tamper with the engine settings or to carry out modifications on the car.
- Parts like break liners and clutch disc should be vacuum cleaned. Do not use compressed air for cleaning these parts which may spread the dust in the atmosphere.

### SERVICE SCHEDULE FOR DIESEL ENGINE.

### ANNEXURE ‘A’

S. no.	Operation	Frequency in KM.
1.	Wash and clean the vehicle	At every service.
2.	Clean air filter	5000

-79-

3.	Replace air filter element	40,000
4.	Check coolant level ,top up if necessary	Frequently.
5.	Change coolant	40,000 Kms or 2 years which ever is earlier.
6.	Check oil level in sump, top up if necessary	Frequently
7.	Change engine oil	First oil change at 1000 -1500 km, second at 7500 km and thereafter at every 7500 km.
8.	Change engine oil filter.	----- do. -----
9.	Check hoses for leakage and rectify	15000 km.
10.	Change fuel filter element ( primary )	10,000
11.	Change both fuel filter elements	20,000
12.	Check timing belt, adjust tension if necessary, replace if defective.	5000
13.	Replace timing belt	50,000
14.	Check alternator belt tension , adjust if necessary	5000

15.	Check / adjust engine idle speed, accelerator pedal and cable	5000
16	Check exhaust system for noise, leakage or defects, rectify if necessary.	5000
17	check cooling system for leakages & rectify if necessary.	5000
18	Check exhaust smoke level& correct if necessary.	5000
19	Check engine mounting for looseness & damage to mounting.	5000
20	Check and tighten engine bolts ( Cylinder head cover, oil sump starter motor, alternator, fuel filter)	5000
21	Drain water from fuel filter.	5000

Similar maintenance schedules are prescribed according to the design and requirement by every motor vehicle manufacturer for engine and other parts of the vehicle like brake system, front & rear suspension, steering system, electrical system , transaxle & clutch system, A.C. system, body , wheels and tyres. These schedules should be followed by the users for its best performance.

## **ROLE OF JUNIOR WORKS MANAGER**

**Introduction** :- In Ordnance Fys. Organization post of Junior Works Manager constitute the lowest rung of managerial hierarchy. As implied from the nomenclature it self, incumbents of this post are required to be equipped with the skill of basic manager ship. JWM has to perform multidimensional role in divergent field which essentially includes, Administrative control of a team of workmen, staff and Non-gazetted Group "B" Officer, being a team leader, Co-ordination amongst various groups of the organization, Implementation of the decision taken by Policy maker, to develop new system/ to modify the existing system for obtaining, optimum output for the assigned work, to keep the various echelon of managerial hierarchy informed about the Progress/Problems/bottlenecks of the ground level situation of the working area and to provide innovative ideas as a part of solution oriented ideology/approach.

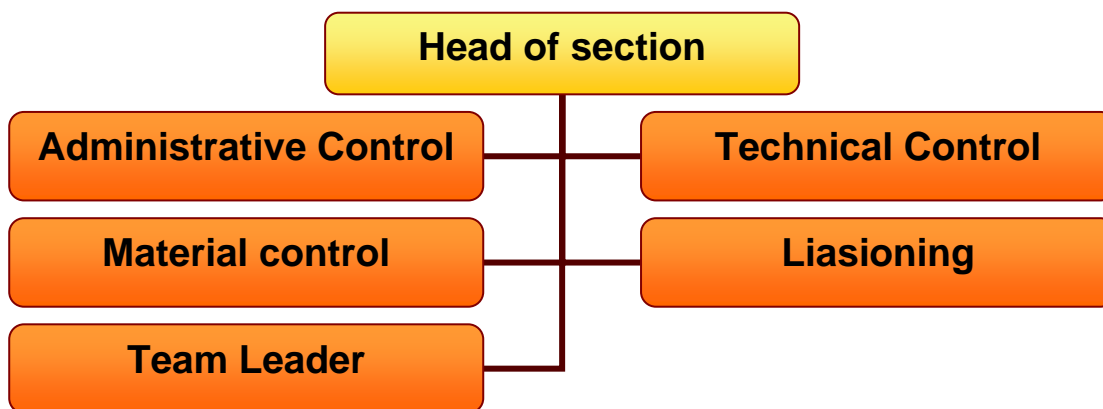
In various Ordnance Fys. There is division of the work on the basis of functional matching which emerges in the form of Production Shops/Maintenance Shop/Administrative Offices and Security -Safety wings. On the basis of functional exigency each of the above said functional unit is equipped with manpower of various ranks. Though JWM is the starting point of Managerial hierarchy, yet in most of the Ordnance Fys. He/she has to act as a Head of one or two or more of the above said functional unit and is commonly called as HOS. However in some cases incumbents of other post such as Foreman(N/T), Asstt. Foreman(T), PS JHT are also working as HOS.

Now we can illustrate the role of JWM on the basis of parameter specified in the introductory paragraph. While discharging his duty as a Head of one or more functional unit of an Ordnance Fy./OFIL/HQrs, a JWM has to exercise administrative control over a team of working force which may include right from Labour (Unskilled) an administrator his role includes.

To allocate accountability & responsibility of the specific work to designated staff working under him with PDCs and for this principle of placement of proper manpower at proper place is to be followed. This can be done in a better manner if an analytical study of the work intricacies vis-à-vis education/professional experience of the available manpower has been done independently.

-82-

A Junior Works Manager as Head of section has to perform a number of duties in order to keep his section running. He is the nodal officer who through direct control of men and materials serves to achieve the targets and objectives of the management. Though the nature of work that a **JWM** is supposed to carry out is wide and varied in general the duties of a **JWM** fall under following categories.



### **Administrative Control :-**

As head of section **JWM** has to carry-out a number of routine administrative works related to the day to day running of the section. Some of these works are as enumerated below:

- Attendance.
- Leave.
- Payment of Wages & Salaries.
- Over time.
- Allocation of duties.
- Maintaining Discipline in the section.
- Attending Grievances.

-83-

### **Technical Control :-**

The Junior works manager is most often a technical hand who has sufficient knowledge of materials and processes. It is only through his technical competence that he can ensure production of stores as per laid down processes and specifications. In short the technical duties of a JWM can be listed below:

- Ensuring proper upkeep & maintenance of tools plants & machinery.
- Ensuring compliance of periodic maintenance schedules of machines.

- Ensuring proper upkeep & maintenance of tools plants & machinery.
- Ensuring compliance of periodic maintenance schedules of machines.

### **Material Control :-**

Every section has certain direct and in-direct stores that it requires in relation to its production related activities. In this relation a **JWM** has to carry out a number of duties as enumerated below:

- As head of section **JWM** is supposed to keep his stores sufficiently and suitably stocked so as to prevent any loss of production hours.
- Ensuring continuous supply of *Tools/Punches/Dies/Lubricants/Cotton-waste* and other direct/indirect consumables.
- He must also keep an eye on *SLOW moving/NON-Moving items*.
- Safe and proper storage of *raw material/ semi-finished/ finished items*.
- Raising demand of the *material/component* required at suitable intervals from stores for established products.
- Controlling the wastage and limiting the **UAR**.
- Proper disposal of waste & scraps by raising return warrants.

### **Liaisioning :-**

This is what a **JWM** does all the time. As head of section in-order to get his work done smoothly he may liaise with:

-84-

- Superior management.
- Other heads of sections.
- His own staff & workers.
- Labor representatives.
- Quality control establishments.
- Welfare facilities providers like hospitals/hygiene-cells/Yard & estate/club etc.
- Out-side govt. agencies like state electricity-board/irrigation & water supply departments/pollution control board/Labor welfare organizations/motor transport controlling authorities.
- He may also be required to conduct vendors-analysis for developing reliable and wide list of suppliers for specially new and under development stores.

### **Team leader :-**

A **JWM** is basically a manager of man & machinery. For achieving the desired objectives with-in the stipulated time-frame he carries out his work by motivating his team members.

The role of a **JWM** as a team-leader emerges out specially while implementing management supported productivity improvement programs like:-

- **TPM.**
- **Quality Circles.**
- **5-S.**

In addition he also organizes section-level **LPC** meeting for sorting-out problems related to (production) target achievement.

### **Miscellaneous :-**

In addition to all the above mentioned section level works a **JWM** carries-out a number of specially allotted works by the General Manager from time to time like:

- As a rep. of the G.M. when posted as **Orderly Officer** he is readily available for tackling all **safety/security** and production related emergent problems.
- He may be appointed as presiding officer for conducting **Union/JCM** elections.

-85-

- During conduction of competitive tests for recruitment of industrial trainees/staff he might be asked to work as **invigilator/examiner** or supporting official.
- During ***disposal/auction*** of scrap or machine he may be appointed as GM's representative at site of disposal to ensure compliance of all clauses etc.
- During ***tender opening*** General Manager at his discretion may appoint any **JWM** to carry out the process as a second officer.
- A **JWM** may be on the teams nominated by the G.M to make arrangements for any ***special-function/Visit/Mela/Sports activities*** etc.
- G.M. may also nominate a **JWM** as a ***presenting officer*** in case of an inquiry.

### **Summary :-**

In short a **JWM** is the most important link of administration/management who helps in implementing all the policies of the management by actually working on the ground level.

## **INTRODUCTION TO INDUSTRIAL SAFETY**

Since the beginning of industrialization, the of accidents has been haunting the human mind and misery. With the improvement of technologies and change social attitudes and modes, the concept of safety in try has started imaging and now has not only taken a social science but an improvement technologies tool Industrial scenario.

Improvement of safety and Health at work, yield only a ritual of human suffering but also has positive impact on and economic growth and eliminate. Social costs an account of needless accidents, occupied health problem and environment degradation. Internal labour Organization (ILO) has set the following for occupation safety and health services.

“The aim of occupational safety and health is the workman shall be able to enjoy the his labour, his mother shall have the comfortable his arms in her old age, his wife shall not be an untimely widow and his children shall not have a father that cripples and a helpless wretch, was once a strongman, shall no longer be a byproduct of industry “.

### **TECHNIQUES OF SAFETY PREVENTION**

- S Safety system, safety standard,
- A Avoid, control, recognize, report, accident, hazards,
- F Follow safety procedure, rules,
- E Educate in safety – yourself and others
- T Teamwork – the goal of safety,
- Y yield to safety requirements.

### **INTRODUCTION**

Quality of present day life depends to a very extent as the product and services like transport, communication, etc. The products of daily life use are end products of factories such as distilleries, steel, food processing, textiles, etc. All these

-87-

essential products and services are the outcome of the industrial-revolution. The scientists and Technologies of the earlier period of centuries through that they have been to get more out of the nature .But over the year people realize that we are playing the price .In term of in safety, Health and environment. This has made we that we can not play a non-zero sum game with the nature.

### **SAFETY**

Safety is defined as the “Ability of an item to function over a period of time without causing harm to prosperity “.

The of safety is the risk and today talks in term of risk to the plants, to the people, the environment, etc. The term can be extended to person we often call some people as harmless.

It is but natural then that the concern for as safety & environment is day by day drawing, every human activity is being critically examined to find whether \*

- It is safe
- It will affect the health of the person concerned and / or the people around?
- It will degrade the work environment and / or environment in general?

With this critical approach towards activities. That we may end up with inactivity. The society, sustains on activities Is productive Results in products and services which have quality & reliability and are safe Does not degrade the health and environment if not upgrade.

### **MANAGEMENT SAFETY ?**

Management of safety in industries are needed only for safe working but also for following reasons :

- It creates awareness for analyzing fact.
- It makes a man more prudent and rational.
- It enlarges one's spectrum of thinking.
- It creates a congenial industrial atmosphere.
- Industrial discipline automatically improves.

-88-

- More work and hence more money due to improve way working.
- Moral becomes high.
- Industrial diseases decline.
- Uplift of family set-up and proper care fit children.
- Development of society and social culture.

### **HINDERANCE TO SAFETY**

Following are the hindrances which are required reviewed from time to time and improved.

- Social background of persons.
- Lack of knowledge regarding safety application.
- Technology gap.
- Demonstration for safe working method of .
- No information about accident prone areas and fire hazards.
- No information regarding causes of accidents.
- Safety not included as a part of manufacturing process.
- In –adequate measure by management.
- In - provision in factories act.
- Display of **DO'S** and **DON'T'S**.

### **ENGINEERING FOR SAFETY**

Every equipment should be engineered to make it while on design itself. Similarly plants are to be designed constructed with levels of society built into them. The systems should be made fool – proof or full – safe as far as possible.

There are primarily three way of achieving safety

- Engineer the process / equipment to make it.

- Administrative controls to prevent exposure .
- Use of personal protective equipment.

Let us some of the engineering method to control the hazards:

- Change of process
- Change of material
- Change of machinery
- Isolation and Enclosure
- Ventilation

-89-

### **SAFETY INSPECTION :-**

All unsafe action by employees are corrected and which need general information are noted. Unsafe condition brought to the notice of the concerned supervisors for action. Those which need action by management are noted such information are sent in due course through official channels.

It is useful to have a broad check list of thing are to be carefully noted during a safety inspection. Important points are to be noted are House keeping

- Adequate of work place
- Guarding of machinery
- Floors , platforms , stairs , rails , scaffold ,
- Cranes , hoists and other lifting equipment
- Lighting
- Electric equipment , extension cords ,
- Access to over head equipment
- Fire hazards
- Hand tools

Safety inspection should be regular and intensive. The observation should be logged for corrective action and future refere-ones.

The workers, management and trade association's show come forward to play a more active role in creating a safe and healthy environment in the industrial organization.

### **SAFETY POLICY :-**

A house is built from bottom to top but a safety policy is built from the top .A safety programmed cannot grow out effectively without the true support and commitment or the management. This commitment should be down the line will discover the discrepancy between the professed and actual commitment and in due course safety will be followed only it is convenient. It will not be long before safety suffers it is irrevocably in such an organization.

Management's commitment to safety is spelt out in document called the "***SAFETY POLICY***". The safety policy spelt out the importance, the management accords to safety, when a person is given responsibility for production he should also an

-90-

organization when an employee is evaluated for his safety record on an equal scale as he is evaluated for work.

### **SAFETY AWARENESS :-**

Another important aspect that should engage our attitude is the need to bring in "***safety awareness***" from within. Even organization big or small should consider "***safety***" as one of the inputs in the production process and create a safe – working Environment for the employees. Any amount of effort to bring about the safety culture. If we bring about this around in the attitude of the organization towards safety, day would be a "***RED LETTER DAY***" in the history of our organization.

### **INDUSTRIAL HAZARDS AND CONTROL OF**

Industrial hazards, signifying risks to safety in industry, are the results of interaction among men, machines and materials deployed for a production programme. Industrial hazards can conveniently be grouped in the following major categories (FTO, 20.4)

- Mechanical hazards
- Electrical hazards
- Toxic hazards
- Physical hazards
- Fire hazards
- Health hazards

Mechanical hazards can be considered related to mechanical aspects of design, construction, operation and maintenance of plant equipment and machinery. Although every plant has its own special safety problems, yet the most common type of industrial hazards are covered under mechanical category and consequently effect into majority of industrial accidents, as a part of unsafe design, the principal mechanical hazard is comprised of improper or inadequate guarding of open rotating parts of machinery. As a result, something or the other, such as parts of the body, clothing, etc. Gets caught in due to the careless acts of workers. , mechanical hazards can mainly be classified in the following order:

- Unsafe design (inadequate guarding, etc.)
- Poor construction
- Improper use of hand tools
- Defective operation and maintenance

-91-

Machine parts which involve either reciprocating motion or perform such actions as, crushing, pressing, shearing, etc. may involve special care for proper guarding. Many machine tools such as presses, boring, machines, planners & shapers, shearing, punching & grinding machines, etc. need adequate guarding to potency from mechanical hazards. shafts, pulleys , belts , couplings ,motors , etc also need adequate guards , It can be often observed that the condition of hand tools is not checked and the damaged tools are not discard at a right time . Other aspect as defective operation and maintenance further give rise to increase in mechanical hazards. It is this that the proper consideration of safe design, construction operation and maintenance of machine can greatly reduce the magnitude of the problem of mechanical hazards.

### **ELECTRICAL HAZARDS :-**

Safety precautions in electrical category are frequently violated. There are several reasons for such a situation. One of which is that the electrical standards are not well understood by many of the people doing electrical work. This emphasizes the serious need for plant engineers to exert more effort to see that qualified persons are selected and / or trained and that only such people are permitted to make electronic equipment.

It is necessary to first dispel any notions that only high voltages are dangerous. Records show that 80% of the fatal electrocutions and most of the non – fatal accidents occur on comparatively lower voltages. This is not surprising considering the following:

Most employee work on proximity to electrical systems of unto 440 volt class. Very few employees have regular exposure to the higher voltages. The higher voltage installations are usually constructed and engineered by qualified persons. And who work close to such operating installations are usually well trained.

The lower ranges of voltages are most likely to start ventricular fibrillation, which does not when the contact is broken and which cannot be stopped by cardio – pulmonary – resuscitation. Higher voltages cause paralysis and burning, but not necessarily death.

The common electrical hazards comprise of electrical shocks, burns, fire, and explosion resulting from electric sparks, etc. if a person's body complete the ground – fault circuit from faulted equipment to some other surface, a shock will result. Or if some conductive material should by chance complete the ground – fault circuit, dangerous heating and sparking mat result. The voltage across any gap in the ground –fault path mat be almost as high as the kina voltage, and the voltage from the faulted enclosure to hereby plumbing or until may approach fine voltage if the ground – fault path is nit a low impedance path.

Consequences of electrical shocks depend upon the amount of current, duration of current flow and the pathway through the human body. Electronic currents unto 8 milli-amperes are generally considered safe .however, as the current value increases, more and more it gets unsafe

and results in injuries or total accidents. The resistance of human body under different situation is shown in TABLE 20.3 below

TABLE 20.3:

S. NO.	CONDITION	RESTSTANCE (Onms)	
1.	Dry skin	100,000 to 600,000	It should be obvious that several
2.	Wet skin	1,000	
3.	Hand to foot	400 to 600	
4.	Ear to ear	100	

conditions influence the degrees of hazards. Wet or damp locations, or medullae grounded surfaces in the vicinity, are more conductive than wood or elastic surfaces, higher voltages any force lethal current through a path which would be less hazardous at lowest voltage. And explosive or highly combustible materials are more easily ignited by sparks than are ordinary materials.

The hazards involve with cord – and – plug – connected equipment is as serious as that with fixed equipment but the frequency of use and of safety violations is much greater .the conditions can and often do produce shock currents . Even in cases where the shock does not kill a person, the indirect result of the shock such as, falling, etc. may be death or serious injury. Burns received from such situation may be serious and in case are painful. Areas, spares and high temperature from conduction materials may cause minor or major fires. And explosions are almost always serious.

**Hazards due to static electronics**

Static electricity may be generated as a result of contact and mechanical separation of two dissimilar materials in intimate contact. There are a number of chemical which process the specific characteristics that help in producing static – electricity charge to a lesser or greater extent under different circumstances. In chemical process industry, static charges may be accumulated on pipelines, vessels or various other installations due to handling, conveying or processing of chemical, solvents, powder, formulation, etc. a few examples proper the case of generation of static electricity presented below :

- A person pouring powder from a metallic contain the hopper of a machine.
- Non – conducting liquids flowing through pipes.
- Mechanical drive constituting belts and pulley driven by motor.
- Liquids falling through air as drops or spray.

- Liquids being agitated in reaction vessels.
- Continuous leakage of stream on nearby equipment.
- Liquids – transferred through pumps.
- Filtration of liquids.
- Bubbling of gases or air through liquids.
- Cringing, blending and sieving operation.
- Coating, impregnating and spending operations.
- Unloading operation.

Static electricity is characteristically a low current and high voltage phenomenon. risks of fire or explosion may always be associated when the accumulated charge may increase its potential to the value greater than the breakdown potential of the surrounding atmosphere and result in electric sparks .spark thus produce may have sufficient energy to ignite many types of flammable materials .

Static electricity becomes a potential of fire if explosion hazards when all the following conditions are met:

- Presence of sources of generation and accumulation of static charges.
- Spark energy must be sufficient to initiate the ignition of the surrounding atmosphere or flammable mixtures or materials.
- Presence of mixture within explosive limits.

The basic approach to controlling hazards of static electricity will be as follows:

- Control generation and accumulation of static charges.
- Control flammable environment.

Generation of static charges can only be controlled through proper design and operation of plant equipment .accumulation of static charges both an equipment and personal body can be controlled through suitable grounding procedure.

Grounding of personnel who may be subjected to accumulation of static charges of an important port in controlling these hazards. The human body is necessarily an electrical conduction and accumulates dangerous levels of static charges only when one is insulated from the ground. A sufficiently charge body such a fingers, etc. may come near the grounded metallic object . It may be interesting to note that the body of a person can accumulate static charges in excess of 10,000 volts during period of low humidity. Cotton and linen under and outer garments produce less static electricity than clothing made of wool / silk or synthetic fibre . the accumulation of static charge on the human body can be controlled by reducing resistance of the human body to the ground .in other to achieve this ,it is recommended that the person should wear conducting shoes and should stand

on a conducting base which will be suitable grounded to discharge all the static charges accumulated on his body .

Effective natural or forced ventilation help in controlling the environment by continuous removal of the flammable mixture from the desired location.

**Equipment grounding :-**

Equipment grounded is supposed to be the most violated and most misunderstood requirement in electrical safety standard. it is felt strongly that if enough man would take time to read and simplified approach to the subject of proper equipment grounding , electrical hazards can be drastically reduce . it is also observed that at least half of the man responsible for electrical work have some serious misconnection about grounding .

At any time during the life of electrical equipment there is a possibility that the insulation may fail and permit the enclosure or the other non-current carrying metal parts to become energized .the required equipment –grounding conductor must accomplish two things I order to provide the protection desired. First, it must bond all of the electrical enclosure together. this means that the

equipment ,all metal boxes ,panel boards plates, -95-

covers, etc. are grounded by means of continuous metallic path between than and eventually to ground at the electrical service entrance .the first requirement assures that there will be no danger in touching such part and other grounded surface, because there cannot be a dangerous voltage between two surfaces which are bonded together .the second requirement of the equipment grounding conductor is that it must provide a path which will carry enough current to cause the over current protection device (*fuse or circuit breaker* ) to shut off the flow of current when a ground-fault occurs. Cord-and-plug connected equipment is usually subjected to more abuse than equipment supplied by the fixed wiring to the.If the grounding conductor is protected as nicely as possible in the cord-and-plug assembly, and is arranged so that firstly, the grounding connection will invariably be made and secondly, the contact at the receptacle will be broken, we can live responsible assurance of safety. Poor maintenance or make shift repairs usually result in loss of continuity of the protective grounding path.

There is a shock and burn hazard whenever electrical equipment incurs fault which energies external metallic parts .if cord-and-plug connected equipment is not properly grounded, the voltage between the metallic parts and other surfaces in the vicinity may be sufficient to cause harmful or lethal shock to a person bridging the gape, or a place of conducts material becoming part of such a ground –fault person may cause sparking and burning.

Equipment grounding systems are thus required protection against shock or damage cause by leakage currents and therefore, there installation is not only necessary but also proper maintained is of prime importance .the risk of fire and explosion are also greatly reduce the way of grounding.

- Broadly, the requirements of grounding can be classified under the following main categories:
- Grounding of equipment to discharge static charge
- Grounding of equipment as prescribed under Indian electricity rules.
- Grounding of equipment for protection against lightning strikes.

The problem of static electricity are generally faced by chemical process industries .small to large quantities of static electricity can be generated in a chemical plant and accumulate on equipment to develop a dangerous spark over . In areas where flammable gases may be presents in the environment, explosion may occur. Hazard created by static charges can be effected only controlled through proper equipment grounding .it is necessary that periodic checking of grounding connection in conducted in such cases. The actual resistance of the grounding conductor should also be periodically which should be below one ohm in any cases.

The major part of grounding in a plant is required statutory regulation such as laid down by the Indian electricity rules, 1956 in our country .these rules are design to deal with principal hazard associated with generation, transmission distribution and utilization or electrical power . in designing a grounding conductor usually two points are important .firstly the resistance of the grounding conductor from the equipment to the ground electrode should be normally less than one ohm and secondly the across sectional area of the grounding conductor should be sufficient to carry twice the faculty current of the equipment and the gear protecting it .

Protection or structure against lightning strikes is a necessity in industry. The importance of this hazard gets increasingly more in areas where risk of fire and explosion may also be associated due to presence of flammable materials. The iso-ceraunic map provides frequency of thunderstorms in different parts of the country .this map can provide useful guide I determining the need of lightning conductors be installed and maintained in a particular part of the country. A lighting conductor constitutes three main elements interpreters or airs terminal down conductor and ground termination with earth electrode.

- Control of electrical hazards

The following makes logical and clear – cut requires wants for the controls of electrical hazards:

#### **GUARDING OF LIVE PART –**

Live part must be guarded against accidental by appropriate enclosure .some exception may be there, where the parts are accessible only to person.

#### **ADEQUATE WORKING SPACE ABOUT ELECTRICAL EQUIPMENT -**

Sufficient access must be provided and maintained permit ready and safe operation and maintenance. And specified working clearance must be maintained in front of parts which are likely to require examination, adjustment and maintenance while alive.

**LOCATION OF OVERCURRENT DEVICE :-**

Over current devices (circuit’s breakers and fuses) shall be located where they will be readily accessible, without requiring the removal of obstacles or use of a portable ladder.

**PROHIBITION OF FLEXIBLE CORDS :-**

Flexible cords should not be used as a substitute for the fixed wiring of structured.

**PROPER EQUIPMENT GROUPING :-**

In industrial plants fixed equipment are required to be grounded, and almost all portable equipment are required to be grounded. This requirement is most essential for better safety compliance and assurance.

**CONTROL OF STATIC ELECTRICITY :-**

Both man and machine can be kept grounding from the accumulation of static charges through suitable grounding.

**TOXIC HAZARDS :-**

A large number of chemicals in there handling, processing storing, etc. involve safety hazards. Toxic hazards may lead to physical unconsciousness or nervous breakdown and sometimes result in fatalities. Toxic hazards, In contrast to other risks, have an added to the problems of safety healthy. These hazards may not only affect the health of industrial workers but also other who may be located in the close vicinity of the industrial unit. With rapid expansion of industry, toxic hazards have given rise to a major problem of environmental pollution.

Toxic substances in the form of dust, fumes, vapour, gas, etc. find presence in a number of industrial environments. These substances on enter human body through lungs, skin and gastro-intestinal tract. It has been found that in most cases, the toxic substances get their way into human system via lungs. it has been estimated that probability of such is a high as 90-95%.the accident rate in respect of skin contact cases is about 5%.the chances of contamination through gastro-intestinal tract one found to be very low .

The concentration of toxic substances in air is most conveniently expressed in the manner as shown in **table 20.4**

Categories of Substances	Representation of concentrate	
	Description	of abbreviate

	concentration	unit
Gases and vapours	Parts of gas or ppm Parts of air	Vapour per million
Fumes and mists	Milligram per cubic Meter	mg/m <sup>3</sup>
dusts	Millions of particles Of dust per cubic foot Of air	mpp cft

Above a certain critical ,when a person is exposed to a toxic environment, it's most likely harm the safety and health of person .safe concentration of various toxic substances in air is often represented by their respective threshold limit values (TVL) .Threshold limit values of a toxic substances , in other words ,refers to it's air borne concentration and represented safe condition under which nearly all workers may be repeatedly exposed day after day without any special danger to their health and safety .however ,since every individual posses a different levels of susceptibility, some persons may not even show TLV as a safe condition for them. It should be clearly understood that threshold limit values provide only a guideline for preventive measure and therefore ,cannot be treated as strict or precise division between safe and dangerous situation. Safety efforts are therefore devoted to control exposures below Tlv rather than maintaining such a specified limit.

Some common measures which may help to provide protection from toxic hazards include the following:

- Substitution by less hazardous substance
- Proper leveling of chemical container
- Use of wet processes
- Provision for better ventilation
- Strict use of personal protection equipment
- Provision of wash room facilities
- Periodic examination of workers who work with toxic substances
- reporting the cases of occupational diseases

### **PHYSICAL HAZARDS**

In dealing with physical hazards, we mean to refer mainly unsafe aspects of bad housekeeping and improper physical working conditions. Keeping these factors in view, we may come out with a list of physical hazards as noted below:

- poor plant layout, floor and roofing conditions congested working places & aisles and improper stocking of materials
- Hazardous surrounding such as unsafe passage, stairs, ramps, inadequate headroom, etc.
- noisy and high temperature

- excessive workload
- inadequate illumination and ventilation
- unsafe personal protection equipment

Aisles should be free from materials, idle hand trucks, projecting piles of stocks, etc. stairs should be free from wall obstruction, stored items etc. personal protective equipment such as aprons, goggles, face shields, gloves, etc. should be clean and acceptable for use. All such aspects, if not properly taken care of, can offer significant physical hazards and constitute a higher risk rate.

### **FIRE HAZARDS :-**

The result of a fire can be sheer devastation. It can engulf the entire work place and leave behind agony, injuries and a colossal loss. Every industry faces the threats of the hazards. Various materials, chemicals, fuels, lubricants, electronic equipment, heat transfer equipment, etc. enhance the chances of fire hazards. Unsafe practice, carelessness or ignorance further aggravates the risk of fire.

Fire is associated with the ignition and combustion of materials are being used by different industries. Different materials possess different combustion properties and therefore, occupied characteristics to the fire hazards. The type of materials which may offer fire hazards can however be broadly grouped into the following categories:

- explosive materials
- inflammable substance
- spontaneous combustible materials
- easily ignitable materials
- dust

Since various materials require initial heat to initiate the process of combustion, it is necessary to understand that the basic of preventing fire accidents is to shield the combustible materials from coming into contact with heat source. There can be a number of such sources in an industry, such as open flames, heat transferred equipment, heat produced by friction, electric arcs, sparks and exothermic chemical reaction. However, the process of spontaneous combustion can set in without the assistance of the external heat source. Certain materials slowly begin to react with atmospheric oxygen at ordinary temperature. This oxidation reaction involves heat which, if not dissipated as rapidly as involved, leads to temperature build up sufficient to ignite the materials thereby causing spontaneous fire.

### **Electrical fire hazards**

Electricity by itself is not dangerous. It is the misuse or negligence that can cause fire. The following guideline provides good use in combating electrical fire hazards:

Always use the correct type and size of wiring and standard materials. Good workmanship is good fire prevention.

Short circuits, earth fault and other faults result in excessive current flow and heat generation, which may set fire to insulation and other nearby materials.

Broken stands, loosely fitting plugs and sockets and improperly secured terminals can cause arcing sparking which can lead to heat built-up and fire.

Get your electrical work done by a reputable certified contractor. Check the connection. Use good quality fuses and miniature circuit breakers instead of ordinary fuses. All insulation and installation should be constantly checked for aging, mechanical damage or moisture.

### **Lighting :-**

Even an ordinary lamp can cause fire. Ensure adequate air circulation to keep the heat around lamps at acceptable levels. Otherwise, it can ignite other materials. Many warehouse fires start this way.

Delay in controlling a small fire can quickly result into a big fire. The nature of fire is such that the heat in one area can be spreading to surrounding areas to their flash point and then a major fire ensues. It is first necessary to identify the possible sources and causes of fire hazards and then eliminate them. The loss prevention association of India has suggested the following useful measure to take care of fire hazards:

#### **The first cause :-**

Men are the first cause of fire. It is often that their mistakes or negligence cause a fire. Forth it is only men who can prevent fire provided they are knowledgeable and fire safety conscious. It here that training of men plays an important part in the process of fire prevention:

Train your employees in identifying and elimination basics fire hazards within their control.

Train your employer in simple fire prevention and protection method – how to call the fire brigade, how to handle fire extinguishers, how to escape and help others escape. Conduct periodic fire drills. Make sure at least one fully – trained employee is on every shift.

Always remember that employee awareness is most important. Without employee involvement and consciousness, no amount of safe guarding will help.

Fluorescent lamps need higher voltage which is obtained by using a choke and condenser. A in either of the two can generate heat in the component, including the wiring. Get on regularly.

#### **Unavoidable Electrical Heat :-**

In cases of electrical equipment such as electrical ovens & furnaces, Welders, transformers motors, etc. heat is unavoidable. When such equipment is boxed or covered with waste, dust, fluff, or when combustible materials are placed nearby, it is dangerous.

#### **Overheated circuits :-**

Circuits should not be made to take more current than it is meant to take. The resulting heat melts the insulation. Too many plugs or adapter connected to one socket also generate heat.

### **Charges**

Static charges are generated while storing, transporting or handling flammable liquids, fibers are dust during painting, mixing, grinding, printing drying & many others normal industrial processes. When such charges accumulate, they can jump out an arc and causes a fire. Follow all method the prevent static accumulator.

- Good house keeping is good fire prevention
- How you maintain your premises and your machinery is important. Fire lurks everywhere these fundamental rules will help;

Keep all combustible materials like, gunny bags, packing materials, cloths, waste materials, etc. well away from naked fires & other heat sources.

Machinery should not be allowed to generate too much heat. Check lubrication, alignment of moving parts, load conditions, worn-out components, tensioning of belts, belts rubbing on machine parts. Even dust on a motor can heat up & cause fire. Always keep machinery & motors clean & keep combustible material away.

### **Dispose off waste properly**

In modern industry waste materials and combustible packing materials like cardboard and plastics container are responsible for much fire. If it is necessary to burn waste, do it carefully.

Do not store wet or oily materials and materials like coir, jute, textile, cotton, coal, coke, etc. indiscriminately. Many materials can ignite spontaneously. Examine such stocks frequently for overheating. Turn them over periodically. Store them in well temperate non combustible rooms. Provide adequate fire-protection facilities like sprinklers and extinguishers.

Chemicals and other dangerous goods should store in sturdy racks, properly labelled from manufacturing facilities. Manually chemical should be kept far away from each.

Gangways and alleyways should be straight always leave gangways between stacks and stacks should not obstruct the inside view store through windows and doors. Ventilation is necessary.

### **Open storage :-**

Avoid it if possible. Otherwise, place all stores in central locations. They should be covered or walled with proper security.

### **Some general risks :-**

- **Smoking**

Prevent it within your premises, if possible. Otherwise, restrict it to canteens and away from working and storage areas.

-103-

- **Open flames**

- Do not allow them anywhere in the premises under necessary. If used, they should be handled extreme care and caution.

- **Welding**

Keep all combustible materials away from areas where welding is being done. Use only standard welding equipment.

- **Gas :-**

Gas is used for blowlamps, cooking, heating, and in heaters, leak ages can cause explosion and fires. Ensure strict supervision and maintenance.

The Indian factories act 1948 has specified various regulations for industries to follow to help preventing fire accidents and necessary requirement to meet an emerging situation. The provisions for fire extinguishing arrangements specified under the act are described as follows:

- Connected switches shall be pulled out in case the fire is caused by electrical equipment. Carbon tetrachloride extinguishers shall be used to extinguish fire.
- Fires caused by inflammable liquid shall be extinguished by foam type extinguishers or other special extinguishers provided for that purpose.
- The fire exits shall be kept always open lighted at night and the in charge of the shift should know the proper use of any fire fighting equipment on the factory promised.
- Local, oil, petrol or other inflammable liquids shall not be poured in any sewer on drain.
- Sand and water shall be kept in separate buckets painted red in conspicuous places easily approachable by every person standing on the floor.
- All chemical fire extinguishers shall be test every year and a record maintained to be show demand. The date of test shall be painted extinguisher.

## **HEALTH HAZARDS :-**

Besides those hazards associated with injuries fatal accidents, industrial workers may also exposed to such hazards which, over a period could deteriorate their health and result into

occupational diseases. All risks to the health workers may be termed as health hazards are caused due to considerable exposure to dusts, fumes, and gases, toxic chemical and harmful radiation. Some health hazards are to have been caused due to certain body posture which the workers may be required to perform the work duties day after day.

Workers who suffer from occupational diseases as results of the nature of their work duties and kind of environment in which they have to respond work. More than often, toxic containments presents in the industrial environment are held responsible for the ill effects on the health of workers. City is said to be acute if the affect is of duration. It is said to be chronic if the effect of long duration. A number of occupational diseases are developed as a result of inhaling contamination through lungs. For example, dust of silica, asbestos and cotton can give rise to occupational diseases which are respectively known as silica-asbestosis and byeinosis. a common skin diseases, industrial dermatitis , gets developed in working with mineral oils and chemicals such as acids , alkalizes , etc. a partial list of occupational diseases associated with different toxic environment is provided under.

**TABLE 20.5**

<i>S. NO</i>	<i>SOURCE OF OCCUPATIONAL DISEASES</i>	<i>DESCRIPTION OF ASSOCIATED OCCUPATIONAL DISEASES</i>	<i>TYPE OF INDUSRIAL OPERATION</i>
(1)	(2)	(3)	(4)
1.	Acids (sulphuric, hydrochloric or hydrofluoric ) Air (compressed)	Poisoning or dermatitis	Acid manufacturing
2.	Alkaline compounds (lime, cement, caustic )	Gaiisson disease	Tunneling
3.	Asbestos (5 m.p.p. c.ft.)	Dermatitis	Caustic manufacturing, lime burning, cement, making, etc.
4.	Carbon disulfide (20 ppm or 60 mg/m3)	Asbestosis	Asbestos mining and milling, manufacture of asbestos products, etc.
5.	Carbon monoxide	Acute and chronic poisoning of nerves systems	Viscose rayon industry ,rubber , insecticisdes , chemicals, coal gas, tar distillation products transparent film
6.	Chromium chromic acid chromates	Carbon monoxide poisoning of blood Chrome sores, ulcers	Garages, water gas, manufacturing, etc.

7.	Hydrogen cyanide vapour (10 ppm)	Cyanide poisoning	Electroplating, paint manufacturing, tanning.
8	Hydrogen sulfide (10 ppm or 15 mg/m <sup>3</sup> )	Respiratory, irritation, conductivities	Blast furnaces, industries, dyestuffs, electroplating and cyanide hardening
9.	Lead compounds & lead (0.15 mg/m <sup>3</sup> -0.2 mg/m <sup>3</sup> )	Lead poisoning	Rayon industries, metallurgy, sewers, petroleum reefing, dye making and dyeing work.
10.	Light (Clare)		Handling and use of lead compounds, store battery and paint manufacturing, mining smelting of lead.
	Manganese (5 mg/m <sup>3</sup> )	Cataract, eye infections Nervous disorders	
11.	Nitrous fumes	Respiratory, irritation & edema	Manufacture of glass high illumination
12.	Silica	Silicosis	Manufacture of alloy steel, glass industries
13.	Sulphur dioxide (5 ppm or 13 mg/m <sup>3</sup> )	Irritation to eyes, nose, throat & lungs, induces reflex cough, bronchitis, severe lung damage.	Manufacture of welding, handling nitric acid
14.			Granite quarrying, dry, ore milling, blasting, rock drill
15.			Bone & glue works, storage and refrigeration plant, dye making dyeing and bleaching works, glass & potter works, tanneries, reasting, petroleum refining, sulphuric acid plant.

## **T.A., D.A and LTC Rules**

Grades of govt. servants for T.A: Employees have been divided in following grades for the purpose of grant of TA & LTC

### **B.P + N.P.A + Stagnation Increment**

1. Rs 16,400 and above
2. Rs 8,000 – 16,000
3. Rs 6,500 – 7,999
4. Rs 4,100 – 6,499
5. below Rs 4100

### **TA on tour:**

From duty point/residence at HQ to duty point at the distant station and vice-versa comprises of :

- Fare for journeys by rail/road/air/sea.
- Road mileage for road journey otherwise than by bus.
- D.A. for the entire period of absence from HQ including journey period.

### **Entitlements for travel rail :-**

<b>Pay Range</b>	<b>Shatabdi Exp.</b>	<b>Rajdhani Exp.</b>	<b>Other Trains</b>
16400 and above	Executive Class	AC 1st Class	AC 1st Class
8000- 16399	AC Chair Car	AC 2 Tier	AC 2 Tier
6500 – 7999	--do--	AC 3 Tier	1st Class / Acc 3 Tier/Ac Chair Car
1100 -6499	--do--	--do--	--do--
Rs. 4100	--do--	--do--	Sleeper Class

### **Entitlements for travel by Road :-**

- Rs. 16,400 and above AC taxi/ Ord. Taxi/ Car/Auto Rickshaw/Own Scooter/Moped Any Bus including AC Bus
- Rs. 8,000 - 16,399 Same as above except AC Taxi
- Rs. 6,500 - 7,999 Same as above except AC Bus / AC Taxi
- Rs.4, 100 - 6,499 Auto rickshaw / Scooter/Moped/Any Bus except AC Bus
- Below 4,100 Auto rickshaw / Scooter / Moped / Ord. Bus

### **Rate of Road Mileage :-**

Actual fare by public bus, Mileage allowance at **60 paise KM** for journey by bicycle/foot.

For Journeys performed in own car/Taxi - **RS.8/Km.**

For Journeys performed by Auto rickshaw/Scooter - **Rs4/Km.**

Reservation and cancellation charges in public interest are reimbursable.

### **Journey by Air**

Officers with B.Pay of RS.16, 400 &above are entitled.

Non-Entitled Officers

**a.** Those drawing Pay of **Rs.12,300/-** and above but below **16,400/-** may travel by Air at their discretion, if the distance involved is more than **500 km** and the journey can not be undertaken to overnight (**6 pm to 8 am**) by a direct train.

**b.** In other cases, Secretaries of the Administrating Ministries can authorize air travel, if the expenditure is kept within funds allotted. .

### **TA for Local Journeys :-**

Journeys beyond **8 Km** from the duty point at HQ and within the limits of suburban or other municipalities, Notified Areas or Cantonments.

Local journeys should normally be performed in the same way as journey to duty Point, i.e. by bus, local trains or own conveyance. Where travel by special means like taxi scooter etc., is considered necessary, prior permission of superior authority is necessary.

### **TA-when deputed for Training :-**

An employee reputed to undergo a course in India is entitled to draw TA and DA as on tours as follows.

### **When Boarding and Lodging not provided**

First 180 days - Full D.A.

Beyond 180 days - Nil.

### **Training Institutes where boarding and lodging facilities exist.**

First 30 days - full D.A

next 150 days - Half D.A

Beyond 180 days - Nil.

If the training exceeds 180 days, option to draw either TA as on Transfer or Tour TA plus DA for the first 180 days is available.

### **T.A. on Temporary Transfer :-**

- In all cases of transfer for short periods not exceeding 180 days, the journeys from HQ to the station of deputation and back will be treated as on tour and DA granted for the first 180 days only.
- Joining time is not admissible. Only actual transit time as for tour allowed.
- No advance of pay is admissible.

**TA on Transfer :-**

Admissible only if the transfer is in the public interest. However, officials transferred after completion of full tenure are entitled for TA and transit, even if they are posted to the place of their choice.

**Transfer TA Entitlement :-**

Transfer T.A. comprises of the following elements: -

- a. Composite transfer grant equal to one month's basic pay.
- b. Actual fares for self and family for journeys.
- c. Road mileage for journey by road
- d. Cost of transportation personal effects from residence to residence & cost of transportation of conveyance possessed by the employee.

-109-

In addition to the above, the employee will be entitled for an additional fare by the titled class for self for both onward and return journeys, if he has to leave his family behind to non-availability of govt. accommodation at the new place of posting.

**Same Station**

- a. No TA if no change of residence is involved.
- b. If change of residence is involved:
  - i. Actual cost of conveyance for self and family limited to the road mileage and actual cost of transportation of personal effects admissible subject to the prescribed limits and
  - ii. Composite Transfer Grant equal to one third of B.P. II.

**Between two stations within a short distance not more than 20 km.**

- i. No TA if change of residence is not involved.
- ii. If change of residence is involved
  - a. Full Transfer of T.A.
  - b. Composite transfer grant equal to 1/3 of B.Pay.

**Family:-**

1. Spouse residing with the employee (Need not be dependent)

2. Legitimate children, step-childrer, residing with, and wholly dependent children include major sons, legally adopted children and widowed daughters, residing with and wholly dependent. Restricted to two children *w.e.f. 1st Jan 1999*. However, this restriction does not apply to existing employees with more than two children including those born up to 31-12-98. Does not apply also to employees with no/ one child on 31-12- 98 but next confinement resulting in multiple births, thereby increasing the number to more than two.

3. Married daughter, if divorced, abandoned or Separated from her husband and residing with and financially dependent on the parent.

4. Parents, step mother, unmarried sisters and minor brother residing with and wholly dependent.

5. Widowed sisters residing with and wholly dependant (provided either their father is not alive or is himself wholly dependent on employee.).

-110-

Basic pay + NPA + stagnation increment	Composite transfer grant	Personal effects		
		By train/streamer	Rate per km for transport by road	
		Maximum	'A-1','A' other And 'B-1' place cities	
Rs 16,400 and above	Equal to one months basic pay + NPA+ SI	Full four-wheeler wagon, or 6,000 kg by goods train, or one double container	Rs.p.	Rs.p
Rs 8000 to 16,399	Equal to one months Basic pay + NPA +SI	Full four-wheeler wagon, or 6,000 kg by goods train, or one signal container 3,000 kg	30.00	18.00
		1500 kg	30.00	18.00
		1,500 kg		
Rs 6500 to	--do--	1,000 kg	15.00	9.00

7999				
Rs 4100 to 6,499	--do--		7.60	4.60
Rs 3,350 to 4099	--do--		7.60	4.60
Below Rs 3350	--do--		6.00	4.00

In case personal effects are transported by road, the actual expenditure or 1% times of the amount admissible for transport by goods train.

### **Transport of conveyance**

BP + NPA + SI

Authorized scale

Rs.6,500 and above

One motor car or one motor cycle /

Scooter or One horse

Below Rs. 6,500 One motor cycle / Scooter or one bicycle

### **TA on retirement**

When the retired employee settles down in a station other than the last station of duty, same as on transfer including lump sum composite transfer grant. Travel by air is also admissible. The retired employee and family may travel from the last HQ to the declared hometown or to any other selected place of residence where he wishes to settle.

TA not admissible on resignation, dismissal, removal, compulsory retirement because of punishment.

**Admissible:-** Temporary employees who have put in at least 10 years service and

- i. Who retire on attaining the age of superannuation?
- ii. Who are invalidated?
- iii. Who are retrenched from service without being offered alternative employment.

**TIME LIMIT:-** With in one year.

### **TA to the family of deceased employee:-**

Same as for retirement. Journey to be completed within one year from the date of death. At least three year's of continuous service is necessary.

### **Advance of TA on Tour :-**

Same as on journey on tour advance. To be adjusted within 15 days of completion of tour. Second advance not normally sanctioned except when a second journey is required to be undertaken soon after the completion of the first.

**Advance of Pay and TA on Transfer :-**

- One month's pay on normal transfer
- Two month's pay if the transfer is due to shift of **HQ** as a result of Govt. Policy.
- TA for self and family.
- Recovery of advance of pay of one month - In not more than 3 installments
- Recovery of advance of pay of two months - In 24 installments

**SENIORITY AND PROMOTION**

**1. Direct Recruitment :-**

**(i) General procedures** :-Relative seniority of direct recruits will be according to the order of merits in the select list drawn by UPSC/ SSC/ other selecting authorities .Persons appointed from an earlier select list rank senior en bloc to those appointed from subsequent list .

**(ii) Delay in joining duty**:-Persons selected are required to join duty within specified time (not exceeding one or two months). Offer letter will make it clear that offer will lapse, if they do not join within time .seniority will not be affected if persons join before the specified date ,(in exceptional cases , there is provision to extend time upto six months. In that case also seniority will not be affected.)

**(iii) On revival of the lapsed offer**:- A lapsed offer can be revived in the public interest in exceptional circumstances only and in consultation with **UPSC**. In such cases the person joining after the revival will be shown as junior to all person in the select list. If in the meantime another selection takes place and some or all the persons join, the person will be junior to all those of such subsequent list .

**2. Seniority delinked from confirmation** :- Seniority of regularity appointed persons will be in the order of selection .

**3 Promotees** :-

**(i) general procedure**:- In the case of promotion by both “selection “ and “non selection “ methods , names of unsuitable candidate will be removed all the original seniority will be maintained .

**(ii)** Where promotions are made from different feeder cadres If separate quotas are fixed for different feeder cadres separate select list should be prepared for each feeder cadre and selection made from each list to the extent of quota .selected candidates will be placed in a consolidated list in the order of merit keeping in view the prescribed quota. Among persons in the feeder cadre given in the same grading, those in the

higher scales of pay will rank senior to those in the lower scales of pay. If separate quotas have not

-113-

been prescribed, the combined list will be in the order of merit decided by DPC.

**(iii) Direct recruitment vis-à-vis promotees** :-Combined seniority list will be arranged in the order of selections and keeping in view the quota prescribed. If the number of candidates selected falls short of prescribed quota either for promotees or direct recruits, the shortfall may be made good by appointing direct recruits or promotees, as the case may be. But these candidates will be shown at the bottom of the combined list. Shortfall will be adjusted in the next selection.

4. **Transfers:-** In the order of selection for absorption. If specific quotas have been prescribed for recruits, promotees and transferees \_\_\_ according to rotation of vacancies as outlined in **(3)** above.

**Surplus staff--** Treated as fresh entrants in the new organization. If two or more employees are redeployed in an office simultaneously, inter se seniority in the grade in previous office will be retained.

**Deputationist** absorbed subsequently ---Normally, seniority will be from date of absorption. However if he had been holding the same or equivalent grade in the department, seniority will be from the date of his regular appointment in the grade of his previous department, whichever is earlier.

**Seniority on reversion to parent department** -----persons sent on deputations to other departments are entitled to original seniority in the parent department on reversion.

**When appointed to different posts in same grade** ----Seniority as per merit list drawn by Selection committee.

**Persons who have refused promotions and promoted after one year**----Persons on refusal of promotions will lose seniority and will be shown junior to those promoted prior to their subsequent promotion.

**Re-employed pensioners** -----Those re-employed after super -annuation will not form part of the cadre.

**Meritorious sportsman**----When recruited through Employment Exchange by direct recruitment along with other categories –in the order in which they

-114-

are placed in the select list. When the recruitment is made by SSC and the department itself appoints a sportsperson, his seniority will be at the bottom en bloc junior to those selected by SSC.

**Person under suspension /disciplinary proceedings**----Original seniority will not be affected, if completely exonerated and the suspension held unjustified. Promotion will be given against the first available vacancy . He will be deemed to have been promoted from date junior was promoted , for the purpose of counting service in the higher post for eligibility for promotion to the next higher post—chapter 40 and 54.

**Validity of panel in case of those of long leave, otherwise than on medical certificate**----If the officer assumes charge of the higher promotional post within the currency of the vacancy year for which the panel is prepared or within six months from the date of promotion order ,or before the last person borne on the panel is offered promotion without being required to be reassessed by a fresh **DPC** , whichever is later the officer will not required to be considered afresh by the next **DPC** and he will retain his seniority as per the position in the panel on the basis of which he has been promoted . If , however , he does not join to assume charge of his higher post within the period as specified above and continue to remain on long leave or seeks further extension of leave , the order of promotion insofar as the said officer is concerned , will become invalid and the officer will required to be considered afresh by the next **DPC** held in the normal course after he joins his duty on expiry of leave . His seniority on subsequent promotion will be as per the position in the fresh panel. this will equally apply to cases of promotion by mode of selection as well as non – selection ----OM dated 4-8- 2004 .

**Regular promotion**:-

**Assessment of vacancies**:-Actual number of existing vacancies to be filled by promotion will be ascertained from Establishment register , Incumbency register and vacancy register / roster register , prescribed in **D. P. & Trg , O.M. No. 35014/2/80 , Estt. (D), dated 7-2-1986** . Expected acancies due to rvetirement, new posts, etc will be added .Vacancies arising

-115-

out of deputation for a period of more than a year will also be added. Vacancies may be calculated on financial year wise where ACRs are written on calendar year wise.

**Reservations** :- Reservations at 15% for SCs ,7 ½ %for STs for all posts 1% each for blind , deaf mute and orthopaedically handicapped in Groups ‘C’ and ‘d’ posts only are admissible in cases of promotions in grades /services/ posts in which the elements of direct recruitment , if any , does not exceed 75%. There is no reservation in promotions for any other categories, OBCs, Ex-Service men, etc.

**Crucial date for eligibility of Candidate** :-Crucial date for eligibility of candidate is 1st January in all cases irrespective of whether the CRs are written calendar year wise or financial year wise---chapter 54 .

### 3.Ad hoc promotions

1 Ad hoc promotion should not be made for the reason –

(i) Absence of Recruitment Rules, (ii) Revision of Recruitment Rules , (iii) Cases are pending in Courts /Tribunals for resolution of disputed seniority list.

**2. Revision of seniority list** :-Unless there is a clear stay the court case against making regular promotions , the seniority list should be followed and persons recommended by DPC promoted , with the stipulations that promotions are provisional subject to decision of courts /tribunals .After the decision , necessary readjustment will be made.

3 Cases where ad hoc promotions can be made –

(i) where there is no candidate in the approved panel .

(ii) where there is injunction by court /tribunal against filling up the vacancy on regular basis and the posts cannot be kept vacant till the final adjustment .

**(iii) Filling up short –term vacancies** :-Approved panel should be prepared taking into account vacancies likely to arise in the year .Senior most in the panel should be appointed against short term vacancies of more than 45 days on ad hoc basis .

**4. Procedure for filling short term vacancies on adhoc basis** ----Promotion of the officer in the feeder grade may be made on seniority cum fitness basis even if selection method is prescribed for regular promotion after

-116-

proper screening to ensure satisfaction of eligibility conditions. If there are no eligible officers, relaxation by the authority in exceptional circumstances, is necessary.

**5. Reservation for SCs/STs** :-Applicable for ad hoc promotion also .

**6. Promotion order to be specific** :-The order should clearly mention that the promotion is purely on ad hoc basis and does not confer any right on the officer for a regular promotion and that he may be reverted to his lower post at any time .

When disciplinary proceeding initiated against officer in a higher post on ad hoc basis. If the adhoc appointment is purely temporary vacancy or if he has held the adhoc appointment for less than a year, he should be reverted. If the ad hoc appointment is purely for administrative reasons and if he has held the appointment for more than a year, he need not be reverted. Appropriate action in such cases will be taken depending on the outcome of the disciplinary proceedings.

Adhoc promotion of officers whose cases are kept in sealed covers :-If the disciplinary case/ criminal prosecution is not concluded even after the expiry of two years from the date of first **DPC** which kept the promotion case in sealed cover, the appointing authority may consider the case for adhoc promotion, if the official is not under suspension , keeping in view the following aspects :-

4. Whether the promotion of the officer will be in public interest.
5. Whether the charges are grave enough to warrant continued denial of promotion.
6. Whether there is no likelihood of the case coming to a conclusion in near future.
4. Whether the delay in proceedings, departmental or in a court of law, is not directly or indirectly attributable to the government servant concerned.
- 5.

Whether is any likelihood of misuse of official position, the government servant may occupy after ad hoc promotion, which may adversely affect the conduct of departmental case / criminal prosecution.

The appointing authority should also consult the CBI and take their views into account if the case arose out of the investigations conducted by the bureau..

After considering the above aspects, if the appointing authority comes to a conclusion that will not be in the public interest to allow promotion, his case should be placed before the next DPC. On recommendation by DPC the order of promotion may be issued making it clear that the promotion is purely ad hoc and until further orders.

If the government servant is acquitted / fully exonerated, the promotion will be treated as regular one from the date of ad hoc promotion with all the attendant benefits. If he could have got normal promotion earlier than his adhoc promotion as per the first **DPC** proceeding with conference to his placement in the panel, he will be allowed his due seniority and benefits of notional promotion from the date his junior was promoted. The question of payment of arrears, etc., from the date of national promotion should be decided by appointing authority after considering all aspects of the case. If arrears are denied, reasons should be recorded.

If the government servant is not acquitted on merits of the case but purely on technical grounds and the Government either proposes to up the matter to higher court or to proceed against him departmentally . or if he is not fully exonerated in the departmental case , the adhoc promotion should be brought to an end and he should be reverted forthwith----(**chapter 21and 54**) .

Crucial date for eligibility of candidates same as for regular promotions ,i.e.,**January 1 of the year. (OM, dated 4-12-2003).**

#### **4 . Proforma Promotions:-**

**Next Below Rule**-An officer serving outside his regular cadre (deputation, training, etc.,) should be considered for promotion, when due his cadre .This is termed as ‘Pro-forma Promotion ‘ .

##### **Conditions to be fulfilled.-**

The officer concerned should have been fit for promotion in his line. All his seniors and at least one junior should have been promoted in his regular line.

Even if no junior officer is eligible, Pro-forma promotion may be made

-118-

provided **(a)** the post in the cadre remains unfilled for want of eligible junior person to the officer and **(b)** the post is not filled on the ad hoc basis till the release of next panel when a junior becomes eligible for promotion.

The benefit should be allowed to only one officer, the senior most eligible officer, though more than one officer may be serving for the cadre.

When such senior most eligible officer does not require the benefit , it will be past on to next officer.

A purely fortuitous promotion given to the junior will entitle the senior to this benefit .

Once the pro-forma promotion is given ,the officer is entitled to the officiating pay of the post from time to time if it be more advantageous .

Such officiating pay drawn in the higher post should not exceed the maximum of the pay scale of ex cadre post .

Benefit of pro forma promotion will be given against vacancy of more than 90 days . For this purpose , chain of vacancies will not be considered .

Benefit in other cases ----Admissible to an officer to a training / instruction in India / deputation abroad for training / deputation to territorial. Army on annual training / course of instruction / emergency.

Not admissible to one who is deputed to hold regular constituted ex cadre post abroad and whose pay is regulated under special orders .

Component authority --- Ministries are empowered to grant benefit under next below rule and the Comptroller and Auditor general for IAAD staff ---chapter 55.

5 Assured Career Progression Scheme

The assured career progression scheme for central government employees has been introduced by the government India on the recommendations of fifth Pay commission to deal with the problem of genuine stagnation and hardships faced by the employees due to lack of adequate promotional avenues . This scheme is operational from 9th August , 1999.

(I) The scheme

1 Envisages grant of two financial upgradations to groups 'B','C' and 'D' employees on completion of 12 years and 24 years of regular service respectively . Isolated post in group[ 'A' , 'B' , 'C' and 'D' categories which no promotional avenues are also eligible for the benefit of the scheme.

2 The scheme is not applicable for group 'A' Central Services (Technical / Non – Technical ) for the reason that promotion in their case must be earned .

3 Casual employees ( including those of temporary status ) , ad hoc and contract employees are not eligible for the benefits under the scheme .

4 The scheme will in no case affect the normal (regular) promotional avenues available

on the basis of vacancies.

Conditions for grant of benefits :

(i) The scheme envisages merely payment in the higher pay scale / grant of financial benefits (through financial upgradation )only to the government servant concern on personal basis and shall , therefore neither amount to functional , regular promotion nor would require creation of new post for the purpose.

(ii) The highest pay scale upto which the financial upgradation shall be available will be Rs. 14300-18300.

(iii) The first financial upgradation under the scheme will be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of first financial upgradation . If the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings .etc, this would have consequential effect on the second upgradation which would also get deferred accordingly .

(iv) Two financial upgradations under the scheme in the entire career of an employee will be counted against regular promotions ( including in situ and track promotions availed through limited departmental competitive examination ) availed from the grade in which an was appointed as a direct recruit .

(v) If an employee has already got one year promotion . he shall qualify for the second financial upgradation on the completion of 24 years of service. In case two prior promotion regular basis have already been received by an employee , on benefit under the scheme shall accrue to him .

(vi) the period of regular service for grant of benefits under the scheme will be counted from the grade in which an employee was appointed as a direct recruit .

(vii) Financial upgradation under the scheme will be given to the next higher grade in accordance with the existing hierarchy in a cadre/ category of posts without without creating new post for the purpose.

(viii) Financial upgradation under the scheme will be given purely personal to the employee concerned and will have no relevance to his seniority position .

(ix) On upgradation under the scheme, pay of an employee will be fixed under the provisions of FR 22 (l) (a) (1). The financial benefit allowed under the scheme will be final and no pay fixation benefit will accrue at the regular promotion , ie., posting against a functional post in the grade.

grant of higher pay scale under the scheme shall be conditional to the fact that an employee , while accepting the said benefit shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently .

If an employee after availing the financial upgradation under the ACP scheme subsequently refuse to accept the regular promotion , the financial upgradation already granted will not be withdrawn . However . the subsequent financial upgradation will be promoted .

Existing time bound promotion schemes , including in situ promotion scheme , in various departments may , as per choice continue to be operational for the concerned categories employees; but schemes will not run concurrently with the Assured Career Progression Scheme ---chapter 54.

## II Clarifications :

An employee directly recruited in group 'B' may be entitled for two financial upgradations under ACPS subject to the parameters prescribed in this regard notwithstanding the fact that he is placed in the pay scale attached to group A. The upgradation under ACP S is to be allowed under existing hierarchy notwithstanding the fact the next two promotional grades carry the same pay scales .

Canteen staff----Service rendered as well as the promotions earned prior to 26 september ,1983 may be ignored while considering the Canteen employees for financial upgradation under ACP scheme .

In situ promotion allowed after 26-9-1983 may be set against ACPS , if such in situ promotion is denied hierarchy . Otherwise usch promotion may be ignored nad entitled under ACPS may be decided with reference to grade held as on 26th September 1983.

#### 6. Declining of promotion

An officer declining promotion for reasons acceptable to the appointing authority , will not be promoted one year or till the vacancy arises , whichever is later .If by tghen the next DPC meets , his case will be considered afresh and he will forgo his seniority in the first panel . His seniority will be counted from the date of his promotion , if the promotion is after one year , though from the same panel . If the promotion is from subsequent panel , his seniority will be with reference to his position in the panel.

If reasons for declining are not acceptable to the Appointing Authority , the the promotion may be enforced . If promotion is still declined then disciplinary action may be taken for refusal to obey the order .

#### Confidential Reports

1 Purpose and importance ----- Confidential Report is an objective assessment of the work and conduct of government servant. Assessment of CRs is the main criteria for confirmation , promotion review under FR 56 (j) for premature retirement , etc. writing and maintenance of CRs , therefore assumes importance , not only in the interest of service but also in the interest of employee.

#### Applicability :---

CRs to be written for all categories of Groups 'A', 'B', and 'C' employees contract officer , categories of Group 'D' posts of sensitive nature

(such categories to be decided by each Ministry / Department.) .

Not to be written for (a) other categories of group 'D' , (b) honorary and part time officers and (c) those ho have worked for less than 3 months during the year.

Reporting officer / Reviewing officer -----CR to be written by the reporting officer immediately superior to the employee concerned and reviewed by the next higher authority . In both the cases they should have supervised the work of the employee for not less than 3 months . If they are suspension , they should write /review the Reports within 2 months of date of suspension or 1 month month of due date of completion of CRs whichever is later . Writing /reviewing not permissible after this time limit . If however , they are under suspension diring major part of the writing or reviewing period , they should not write the CRs . If the employee concerned is happen to be a relative , Reporting or reviewing , as the case may be to be done byteh next higher authority.

6 CR forms ----CR formats for different levels of posts have been prescribed with changes duly made after introduction of self appraisal for group 'b' and 'c' also . Departments to follow these model forms and prescribe formats suitably for other categories under their control . Departments have also been asked to introduce bilingual forms .

Periodicity -----CRs are written annually according to financial year , ie., 1st to 31st march .

Part Reports ---Part reports necessary ---

If the official is transferred to the control of another reporting officer in the same or other office during the year . Reports are to be written by the reporting officer for the period .

If the reporting officer is transferred during the year he should write CRs for all the staff under his control upto the date his transfer , within 3-5 weeks of his transfer.

If the reviewing officer is transferred and if new reviewing officer is not likely to have at least 3 months to supervise the work of employee concerned Reason for gap in the report to be indicated ----- Where part reports are written and periods in a year are not covered in the reports for reasons stated in para 8 above a certificate or a Note in the form given below to be placed in file , duly signed by present reporting / reviewing officer .

“ Certified that there is no report for the period from .....to..... due to change of Reporting officer , etc.”

10 Guidelines for reporting -----

(i) Contents of and manner of reporting -----Reporting officer to have carefully observed the work and conduct for at least 3 months and provided required training and guidance . Remarks to be specified under each column and not to be vague . Merely writing good . very good, average, etc. likely to be ignored unless substantiated with specific comments . Words and phrases to be chosen correctly to accurately reflect the intention of the officer . all the items to be filled with due care and intention and not in a casual or superficial manner . Before writing the report at the year end , to review the performance at the regular intervals and take necessary corrective steps by way of advice , etc .to ensure that the remarks are realistic and impartial.

(ii) Assessment for the period of report only-----comments and observations to relate to the period of report only.

all columns to be filled---- no column to be left blank. Abstract comments for more than one column bracketing together to be avoided.

Approved courses of training----Mention to be made of approved courses of training, if any, undertaken during the period. Report received from the institution concerned to be placed in original or the substance entered therein. An entry about 'report' , if any, submitted by the officer on his work abroad also to be mentioned if it is either exceptionally good or of poor quality.

Column for effectiveness in the development and protection of SC/STs----to be filled only where applicable. Otherwise 'not applicable' may be written against the column.

Grading---'outstanding', 'very good' , 'good' considered as favourable reports. 'average' by itself not considered adverse but DPC may consider promotions only for cases above 'average' . hence grading as 'average' to be avoided, as far as possible. 'below average' is certainly an adverse report. Gradings given to be consistent with the remarks against various columns.

Fairly good--- -not treated as adverse. But such remarks against punctuality column taken as adverse. This term also normally to be avoided.

Integrity --- If the official's Integrity is beyond doubts may be stated so against the column . In case of doubt or suspension , prescribed procedure for recording a secret note separately

(ix) Signature.- Report to be signed and dated indicating designation (preferably with a rubber stamp) and handed over to the Reviewing Officer.

#### 11. Guidelines for Reviewing.-

(i) Period of Report.- Reviewing Officer to have watched the work and conduct of the official at least for three months in the year. Hence the Report for the entire year can be reviewed if the Reviewing Officer had observed the working for a short period of 3-4 months. No part report necessary in such cases. (In some cases where the Reviewing Officer has no contact with the official, he should verify the correctness of the remarks of the Reporting Officer after making necessary enquiries.)

(ii) To ensure correct Reporting.- Reviewing Officer to carefully see that Reporting has been done as per instructions/guidelines. If any vague/ambiguous remarks are contained, the report to be returned to the Reporting Officer for necessary revision. If the Reviewing Officer disagrees with any part of the report, he may state so with suitable remarks. If he "agrees with the assessment of the Reporting Officer", his remarks should not be at variance with the report.

(iii) Reviewing Officer's remarks final.-Where the Reviewing Officer disagrees and gives his own remarks duly substantiated, such remarks treated as 'final' and only these will be taken into account by DPC, etc.

12. Custody and handling of Confidential Reports-- CRs to be in the custody of the designated officers. To ensure safe custody, a Register to be maintained to show the CR files on hand, their movements, etc. Proper handing over/taking over to be ensured when the officer concerned is transferred, etc. (Not only contents of CRs but their movements also to be kept confidential).

13. Maintenance of CR Files.- CR files are to be kept in safe custody. It should be ensured that each file is complete in all respects, i.e., all reports due are received and filed properly. An Index is kept in each CR file and entries made as and when fresh reports are received and filed. There are time-limits prescribed for consideration of Promotion cases, etc., when complete CRs are seen by DPCs. Up-to-date maintenance of CR files is therefore necessary.

14. Time-Schedule for preparation/completion of CRs.-Prescribed time-schedule is given below:

THE-SCHEDULE FOR PREPARATION OF  
CONFIDENTIAL REPORTS

Nature of action	Date by which to be completed
------------------	-------------------------------

1. Distribution of blank CR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	31st March (This may be completed even a week earlier)
---	---

2. Submission of self-appraisal to Reporting Officer by officer to be Reported upon (where applicable).	15th April
---	------------

3. Submission of report by Reporting Officer to Reviewing Officer.

--Where self appraisal by officer Reported upon is prescribed.	7th May
--	---------

-Where self-appraisal by officer reported upon is not prescribed. 21st May

-Where officer reported upon is himself a Reporting Officer for subordinates under him. . 22nd May

4. Report to be completed by 23rd May where the due date

Reviewing Officer and sent to Administration or CR Section/Cell. for the Reporting Officer is 7th May

7th May where the due date

for the Reporting Officer is 21st April ;

5th June for the due date

for

Reporting officer is 21st

April

---

## 8. Adverse entries in Confidential Reports

1. All adverse entries in the Confidential Report, both on performance as well as on basic qualities and potential, should be communicated by the officer recording them. Where countersigning and reviewing authorities are prescribed, only such of those entries which are accepted by them, are to be communicated.

2. Remarks about the physical defects noted in the Confidential Report need not be communicated.

3. Similarly, the grading of the officer done on the basis of the general remarks in the report, should not also be communicated, even if it is adverse

4. The identity of the officer making the remarks should not normally be disclosed.

5. Communication of the adverse remarks should be made within one month of their being recorded.

6. Along with the adverse entries, the substance of the entire report including what may have been stated in praise is also to be communicated, as also the improvements made in respect of defects, if any, mentioned in the earlier report .
7. The forwarding memo should be couched in such a language so as to make it clear to the officer reported upon that the intention of the communication is that, he should try to improve himself in respect of those defects.
8. While communicating the adverse remarks, the time-limit for making representation against same, viz., one month, should be brought to the notice of the officer.
9. Representation against adverse remarks will lie to the authority immediately superior to the countersigning. authority, if any, or to the