



सत्यमेव जयते

Parliament of India

Rajya Sabha

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)

ADMINISTRATION BRANCH

**PERSONNEL SECTION, ESTABLISHMENT (G) SECTION &
DISTRIBUTION SECTION**

Volume-I

**Rajya Sabha Secretariat
(O & M Section)
September, 2010**

First Edition September, 2010

**©Rajya Sabha Secretariat
<http://parliamentofindia.nic.in>
email: rsom@sansad.nic.in**

Price: ₹ 455 (For Volume-I & II)

PREFACE

Personnel and Establishment matters are of paramount importance in any organisation for these matters determine, to a great extent, the kind of personnel an organisation would have. In this Sectional Manual of Office Procedure (SMOP), various procedure, rules, regulations and guidelines followed by the Personnel Section, Establishment (G) Section and the Distribution Section in discharging their responsibility have been spelt out. The various responsibilities of these Sections, *inter alia* include matters relating to appointments, work allocations, transfers & postings, promotions, disciplinary matters, Service Books, leave, loans and advances, pay and allied matters, distribution of papers & documents received from outside agencies and various sections of the Secretariat to the Members of Parliament, various sections/branches/units of the Secretariat and to others. The publication has been brought out in two volumes. Volume-I has three parts—one part for each Section. Volume-II has relevant rules, orders, specimen forms/drafts and other related provision referred to as annexures in Volume-I for ready reference.

2. Every effort has been made to make this publication user friendly and up-to-date. All suggestions for further improvement of the publication are, however, welcome.

NEW DELHI;
September, 2010

V.K. AGNIHOTRI,
Secretary-General

CONTENTS
PART - 1
PERSONNEL SECTION

	PAGES
Chapter 1	
Responsibilities of Personnel Section	3
Chapter 2	
Conditions of Service	5
2.1	5
Rajya Sabha Secretariat (Recruitment & Conditions of Service) Rules, 1957	
2.2	5
Rajya Sabha Secretariat (Methods of Recruitment & Qualifications for Appointment) Order, 2009	
2.3	5
Applicability of rules and orders issued by Government of India	
2.4	5
Numbering of R&CS Orders	
Chapter 3	
Creation, Continuance & Conversion of Posts	6
3.1	6
Strength, Composition and Scales of Pay	
3.2	6
Creation of additional post(s)	
3.3	6
Continuance of temporary posts	
3.4	6
Conversion of temporary posts into permanent posts	
3.5	7
Tenure posts	
3.6	7
Procedure for conversion/continuance of posts	
Chapter 4	
Recruitment	8
4.1	8
General Principles	
4.2	8
Age-relaxation for Appointments	
4.3	9
Procedure for filling up vacancies	
4.4	11
Seniority of Direct recruits	
4.5	11
Appointments on compassionate grounds	
4.6	12
Appointment of co-terminus staff	
4.7	12
Appointment of Consultants	
4.8	13
Appointment by Deputation	
Chapter 5	
Promotion	14
5.1	14
General Principles	
5.2	15
Appointment to posts not included in the Schedule	
5.3	15
Promotions to posts upto the level of Joint Secretary	
5.4	15
Departmental Promotion Committee	
5.5	15
Composition of Departmental Promotion Committees	

		PAGES
5.6	Guidelines for DPCs	16
5.7	Method of calculating vacancies and Zone of Consideration	16
5.8	Benchmark for promotion	17
5.9	Procedure for assessment by selection in DPC	17
5.10	Sealed Cover Procedure	17
5.11	Promotion of persons on long leave	18
5.12	Promotion of persons on deputation	18
5.13	Giving effect to DPC recommendations	18
5.14	Validity of DPC recommendations	18
5.15	Types of promotions	18
5.16	Ad-hoc vacancies	19
5.17	Assured Financial Upgradation Scheme	20
5.18	Other conditions of promotion in certain cases	20
5.19	Effective date of promotion	20
5.20	Practice and Procedure	20
Chapter 6	Confirmation	22
6.1	General Principles	22
6.2	Confirmation in the grade to which initially recruited	22
6.3	Reservation for SC/ST	23
6.4	Seniority	23
6.5	Eligibility for confirmation	23
6.6	Confirmation of probationers	23
6.7	Procedure for confirmation	23
Chapter 7	Reservation	24
7.1	General Principles	24
7.2	Model Rosters	24
7.3	Relaxations available to reserved category candidates	25
7.4	Fee concession for examination/selection	25
7.5	Zone of consideration in promotion	25
7.6	Post based rosters	25
7.7	Initial Operation of Post Based Rosters	26
7.8	Carrying forward of Reservations	26
7.9	Verification of claims of SC/ST candidates	27
Chapter 8	Transfer/Postings	28
8.1	General Principles	28

	PAGES
8.2	Policy governing Transfer/posting 28
8.3	Normal Tenure of Posting 28
8.4	Communication of Transfer/Posting Order and Compliance thereof 28
8.5	Handing of charge of Transfer 29
8.6	Surrender of staff 29
Chapter 9	Grievance forums 31
9.1	General Principles 31
9.2	Submission of application or representations 31
9.3	Grievance Cell 32
9.4	Rajya Sabha Secretariat Employees' Association 32
9.5	Complaints Committee for Women 32
9.6	Welfare Unit 32
Chapter 10	Conduct and Discipline 33
10.1	General Principles 33
10.2	Formal procedure to be followed for imposing a penalty 34
10.3	Application of CCS Rules 35
10.4	Misconduct 35
10.5	Serious Misconduct meriting major penalty 36
10.6	Suspension 36
10.7	Suspension pending Disciplinary Proceedings 37
10.8	Time Schedule in following procedure in Disciplinary Cases 37
10.9	Procedure in Disciplinary Cases 38
10.10	Procedure for imposing major penalties 39
10.11	Procedure for imposing minor penalties 42
10.12	Entry of punishments in confidential rolls 42
10.13	Appeals 42
10.14	Review 42
10.15	Procedure to be followed in cases where prosecution and criminal proceedings are to be considered after disciplinary proceedings 42
Chapter 11	Annual Confidential Reports 43
11.1	Confidential Reports 43
11.2	Time-Schedule for preparation of confidential reports 43
11.3	Placement of other documents in the Confidential Dossier 44
11.4	Instructions on writing/reviewing Annual Confidential Reports 44
11.5	Adverse Remarks 45

	PAGES
11.6	Communication of adverse remarks and below benchmark grading 46
11.7	Representation against adverse remarks and below benchmark grading 47
11.8	Action on representation against adverse remarks and below benchmark grading 47
11.9	Register of ACRs 47
11.10	Index Sheets 47
11.11	What it should contain 48
11.12	General 49

PART - 2

ESTABLISHMENT (G) SECTION

Chapter 12	Responsibilities of Establishment (G) Section 53
Chapter 13	Maintenance and Safe Custody of Service Book 54
13.1	Maintenance and opening of Service Books 54
13.2	Recording of entries in Service Books 54
13.3	Recording of entries in the Service Book of the Officer on foreign service 55
13.4	Attestation of Service Books 55
13.5	Acceptance of Service Books 55
13.6	Issue of Identification Number 55
Chapter 14	Personnel Administration Management System 56
14.1	Introduction 56
14.2	Objectives 56
14.3	Overview 56
14.4	Starting the Application 56
14.5	Home Page 57
14.6	Personnel Menu Options 57
14.7	Personal Details: —(for Personnel Section and Estt. (G) Section) 57
Chapter 15	Fixation of Pay 58
15.1	Basic Pay 58
15.2	Exercising of Option 58
15.3	General principles governing fixation of pay 58
15.4	Increments 59
Chapter 16	Procedure for Sanction of Regular Leave and Maintenance of Leave Account of Employees 60
16.1	General condition: Leave, not a matter of right 60
16.2	Kinds of regular leave admissible 60
16.3	Sanctioning of leave and Leave sanctioning authority 62

	PAGES
16.4	Resumption of duty before the expiry of leave 63
16.5	Entries in Service Book and their attestation 63
Chapter 17	Leave Travel Concession (LTC) 64
17.1	Admissibility of LTC 64
17.2	Encashment of earned leave along with LTC 65
Chapter 18	Advances 66
18.1	Advance for purchase of Motor Cycle/Scooter/Moped/Motor Car/Personal Computer 66
18.2	Eligibility criteria 66
18.3	House Building Advance (HBA) 66
Chapter 19	Reimbursement of Children Education Allowance 70
19.1	Children Education Allowance Scheme 70
19.2	Hostel Subsidy 70
Chapter 20	Permission/Intimation Under Conduct Rules 71
20.1	Joining educational institutions 71
20.2	Publishing of books and articles 71
20.3	Transactions in property 71
Chapter 21	Deputation/Resignation/Termination of Lien 73
21.1	Deputation 73
21.2	Rates of deputation (Duty) Allowance: (Annexure-113) 73
21.3	Resignation 73
21.4	Termination of Lien 74
Chapter 22	Pension and Retirement Benefits 75
22.1	Retirement 75
22.2	Pension 75
22.3	Retirement Gratuity 76
Chapter 23	No Demand Certificate 77
23.1	No Demand Certificate 77
23.2	Final payment 77

PART-3

DISTRIBUTION SECTION

Chapter 24	Responsibilities of Distribution Section 81
Chapter 25	Receipt and Distribution of Dak 82
25.1	Receipt of Dak 82
25.2	Distribution of circulars etc. 82
25.3	Wrongly marked receipts 82
25.4	All receipts to be disposed of the same day 82

	PAGES
Chapter 26	
Despatch of Parliamentary Papers of MPs	83
26.1 Functions	83
26.2 Address list of Members	83
26.3 Compliance with Members' Instruction in regard to Despatch of Papers	83
26.4 Envelopes for Parliamentary Papers	83
26.5 Checking of Changes in the style of Names and Addresses in the Addressograph list	83
26.6 Despatch of Miscellaneous Communication	83
26.7 Despatch of Communication by Post	83
26.8 Despatch of Communications at the Local Addresses	84
26.9 Despatch of letters received from Members of Parliament to Ministries and others	84
26.10 Despatch of Cheques and Demand Drafts	84
26.11 Delivery of papers to Members of the Lok Sabha	85
26.12 Despatch of Parliamentary Papers	85
26.13 Distribution of Parliamentary Papers in English/Hindi	85
26.14 List of papers	86
26.15 Circulation of Parliamentary papers to MPs during the Inter-Session period	86
26.16 Circulation of papers and publications to members	86
26.17 Issue of Summons and other connected papers during the inter-session period	87
26.18 Distribution of Bulletins, etc. to officers and Sections during inter-session period	87
26.19 Circulation of Parliamentary Papers to Members of Parliament during the Session period ..	88
26.20 Application from M.Ps for leave of absence	88
26.21 Preparation of Circulation List and Printing of envelopes	88
26.22 Despatch of Miscellaneous Communications with Parliamentary Papers	88
26.23 Marking, sorting and despatch of Authors' copies of Speeches	88
26.24 Authors' copies of speeches relating to Part I Debate	88
26.25 Authors' copies relating to Part II Debate	89
26.26 Supply of duplicate copies of speeches	89
26.27 Supply of copies of speeches to M.Ps other than their own speeches	89
26.28 Delivery of Parliamentary papers at the residences of M.Ps	89
26.29 Utilisation of newly recruited Messenger for delivery of paper	89
26.30 Preparation of Beat Lists	89
26.31 Checking of envelopes with the Beat List	89
26.32 Delivery of Parliamentary papers to M.Ps residing far away	89
26.33 Supply of Parliamentary papers to Members on their election to Rajya Sabha	90
26.34 Reports and other publications shall not be supplied until a Member has taken oath	90
26.35 Distribution of Parliamentary Papers to Ministries/Department of the Government of India, Officers and Sections of the Secretariat	90

	PAGES
26.36	Distribution of papers to Ministries during the inter-session period 90
26.37	Distribution of Parliamentary papers to the Ministries during Session period 90
26.38	Delivery of papers to the authorised Messenger of the Ministries 90
26.39	Delivery of urgent communication to officers of the Ministries at their residences 91
Chapter 27	General Despatch 92
27.1	Despatch of General Dak 92
27.2	Time of Despatch 92
27.3	Procedure of Despatch of Letters 92
27.4	Checking of Messenger Books 93
27.5	Letters to be sent by Special Messenger 93
27.6	Despatch of immediate letters addressed to officers by name after office hours 93
27.7	Despatch of Dak by Registered Post 93
27.8	Totaling of Account and preparation of Analysis 94
27.9	Issue of Telegrams 94
27.10	Despatch of Advance copies of Questions 94
27.11	Despatch of U.O. Notes, Memos and Letters relating to Questions 94
27.12	Giving of figures of the work done 94
Chapter 28	Working of Night Shift 95
28.1	Rotation of Staff 95
28.2	Taking over Charge by Night Shift In-charge 95
28.3	Handling of Multigraphing work 95
28.4	Despatch of evening dak 95
28.5	Checking of Resographed Debates 95
28.6	Supply of extra copies of debates to Ministries 95
28.7	Supply of extra copies of speeches to Members 96
28.8	Liaison with the Government of India Press 96
28.9	Preparation of List of Papers 96
28.10	Checking of Pigeon holes of Members 96
28.11	Departure of Messengers for distribution of papers to Members 97
28.12	Preparation of sets of Parliamentary Papers for Officers, Branches and Ministries 97
28.13	Supply of Parliamentary Papers to Officers and Sections 97
28.14	Training of newly recruited Messengers 97
28.15	Checking of Messenger Books 97
28.16	Attendance Register 97
Chapter 29	Despatch of Committee Work 98
29.1	Despatch of papers relating to Committees 98
29.2	Procedure for receipt of papers for despatch 98

	PAGES
29.3	Maintenance of Lists of Members of various committees and sets of all sizes of addressographed envelopes 98
29.4	Distinction of papers of various Committees 98
29.5	Despatch of voluminous papers/communications relating to Committees 98
29.6	Committee papers other than miscellaneous papers for circulation to Members of Committee 99
29.7	Handling of Secret/Confidential papers 99
29.8	Despatch of communications other than Committee Papers 99
29.9	Despatch of Miscellaneous communications at Local addresses of Ministries and officers of the Ministries 99
29.10	Dak received from the offices of Chairmen of Parliamentary Committees 99
29.11	Delivery of communications to officers of Ministries at their residences after office hours 100
29.12	Despatch of Committee Papers to Members etc. at Local addresses 100
29.13	Delivery of Committee Papers to Members of Lok Sabha who are members of various Committees 100
29.14	Members who live in far away places 101
29.15	Compliance with Members' instructions in regard to despatch of papers 101
29.16	Checking of Messenger Books 101
29.17	Letters to be sent by post 101
29.18	Letters to be sent by Registered Post 102
29.19	Letters to be sent by Registered A.D. Post 102
29.20	Despatch of Telegrams 102
29.21	Issue of Local Telegrams 102
Chapter 30	Miscellaneous 103
30.1	Detaining of staff on Duty 103
30.2	Franking Machine 103
30.3	Maintenance of Stationery in Stores 104
30.4	Preparation of mailing and Printing of Envelopes 104
30.5	Carrying out changes in the mailing list 104
30.6	Resographing/Multigraphing 104
30.7	Multigraphing of secret and confidential documents 105
30.8	Maintenance of register of confidential and secret documents 105
30.9	Multigraphing of secret and confidential report of committees 105
30.10	Preparation of sets of secret and confidential reports 105
30.11	Record of papers Resographed 105
30.12	Maintenance of account of resograph master/inks and copier paper 105
30.13	Maintenance of resograph machines 105
30.14	Maintenance of stitching and cutting machines 105

PART - 1
PERSONNEL SECTION

CHAPTER - 1

RESPONSIBILITIES OF PERSONNEL SECTION

1.1 Personnel Section of Rajya Sabha Secretariat has been entrusted with the following responsibilities:—

- (i) Matters relating to recruitment of personnel to all the 10 Services in the Secretariat by way of Direct Recruitment through Open Competitive Examination on All India basis or Departmental Examinations, as applicable. As a part of the recruitment procedure, the following associated matters are also the responsibility of Personnel Section:—
 - (a) Verification of character and antecedents and medical examination of officers/staff, recruited through Open Competitive Examinations to various posts, before their initial appointment;
 - (b) Maintenance of reservations Rosters in respect of SC/ST/OBC categories;
 - (c) Appointment on compassionate grounds;
 - (d) Appointment through Special Recruitment Drive;
 - (e) Prescribing procedures for various recruitment examinations;
 - (f) Co-terminus appointments in the Secretariat; and
 - (g) Appointments of Consultants.
- (ii) Framing of rules for determining the Conditions of Service from time to time.
- (iii) Framing of Recruitment Rules i.e. Methods of Recruitment and Qualifications for Appointment and its periodic review.
- (iv) Framing guidelines for appointment of Co-terminus staff of the Chairpersons of various Committees, Leaders/Deputy Leaders of Parties/Groups in the House, Chief Whips of the Parties/Groups, etc.
- (v) Framing guidelines for appointment of Consultants.
- (vi) Promotions, confirmations, deputations and retirements in the Secretariat.
- (vii) Creation and continuance of temporary posts and conversion of temporary posts into permanent ones.
- (viii) Work relating to Parliamentary Pay Committee.
- (ix) Cadre re-structuring and Cadre review of the Secretariat.
- (x) Inter-Sectional transfers/postings and allocation of work amongst Gazetted Officers.
- (xi) Maintenance of Gradation/Seniority Lists and preparation of Staff Lists, Grade-wise and section-wise from time to time.
- (xii) Maintenance of folders of Confidential Reports of Officers and staff.
- (xiii) Grievance Committee.
- (xiv) Disciplinary cases and court cases.
- (xv) Delegation of financial powers.
- (xvi) Dealing with representations received from the officers and members of the staff in the matter of their seniority, promotions, etc.
- (xvii) Grant of honorarium to officers/officials and sanction of contingent expenditure.

- (xviii) Maintenance and Updation of Rajya Sabha Secretariat Website/Intranet pertaining to Personnel Section (Organisation Chart, Organisation Setup, Recruitment Rules, Delegation of Financial Powers, Gradation List and PAMS) on real time basis.

1.2 In the discharge of above functions, the procedure followed by Personnel Section are enumerated in the succeeding Chapters of this Manual. The procedures laid down in various chapters flow from the Rules, Orders, Office orders, Directions of the Hon'ble Chairman, Rajya Sabha and the Secretary-General and Government of India Orders/Notifications/Instructions/Guidelines as applicable and adopted from time to time.

CHAPTER - 2

CONDITIONS OF SERVICE

2.1 Rajya Sabha Secretariat (Recruitment & Conditions of Service) Rules, 1957

2.1.1 The special provisions in the Constitution, in respect of the secretariat staff of the two Houses of Parliament, as enshrined in Article 98 of the Constitution, have been made not only to safeguard the independence of Parliament and the Presiding Officers of its Houses but also to ensure that the persons of caliber, intellect and appropriate educational background are recruited to carry out the specialized nature of work required to be handled by these two Secretariats. This objective is achieved by the provisions contained in Clause (3) of Article 98 of the Constitution of India, which enable the President to frame rules, in consultation with the Presiding Officers, for recruitment and conditions of service of the persons to be appointed in the respective Secretariats. The Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 (*hereinafter referred to as "the 1957 Rules"*) [**Annexure-1**] were, accordingly, framed and promulgated with effect from 15th March, 1957 by the President of India, in consultation with the Chairman, Rajya Sabha. Accordingly, the matter of recruitment, appointment, confirmation, pay, leave, age of retirement, discipline and other conditions of service of officers/ staff of the Rajya Sabha Secretariat are governed by the 1957 Rules and orders issued thereunder from time to time.

2.2 Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009

2.2.1 The Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, framed under sub-rule 2 of Rule 4 and Rule 5 of the 1957 Rules after the reorganisation of the Services in the Secretariat in December, 1974 on the recommendations of the 1st Parliamentary Pay Committee, has been superseded by the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009 [**Annexure-2**], with a view to consolidate the amendments that had taken place since 1974 and to incorporate other changes needed on account of implementation of recommendations of 6th Central Pay Commission and 4th Parliamentary Pay Committee as well as other changes. It has also harmonized various provisions of the Order with the Rules and Orders of the Government of India, as adopted in the Secretariat, and the prevalent practices in the Secretariat. The Schedule to the Order prescribes the modes of recruitment to each grade, whether by promotion, direct recruitment or deputation or transfer, the proportion of vacancies to be filled by each mode and the methods of recruitment and qualifications for appointments to various posts in the Secretariat.

2.3 Applicability of rules and orders issued by Government of India

2.3.1 Rules and orders affecting the conditions of service of Government employees issued by the Government of India on or after the 15th March, 1957, are extended to the employees of the Secretariat after these are adopted either as such or with modifications with the approval of the Competent Authority. On receipt of the order (Notification, O.M. etc.) from the Ministries of the Government of India, it is examined by Personnel Section in light of the provisions contained in the 1957 Rules and a note suggesting whether the order may be adopted or not is put up. All orders proposed to be adopted are put up to the Secretary-General for approval:

- (a) Where such a rule or order relates to Pay, Leave, Pension and Age of retirement, an adaptation order is issued under provisions of the 1957 Rules, after allotting a number to the R&CS Order.
- (b) Where the rule or order issued by the Government is not likely to be of application to the employees of the Secretariat either immediately or in the near future, or which is of a clarificatory nature or pertains to minor service issues, the said rules are adopted on file but orders regarding adaptation are not issued.
- (c) Where order issued by Government of India pertain to administrative matters other than those stated in para 2.3.1 (a) (*viz.* disciplinary matters, ACR related matters, DPC related matters, etc.) the same are adopted after obtaining orders from the Competent Authority.

2.4 Numbering of R & CS Orders

2.4.1 R & CS Orders, irrespective of their subject matter are numbered serially, followed by the year of issue. A Register is maintained for proper record of R & CS Order issued on a year to year basis. R & CS Orders of general applicability issued under the R & CS Rules from time to time are consolidated each year and got bound after arranging them heading-wise/ series-wise in the month of January.

CHAPTER - 3

CREATION, CONTINUANCE & CONVERSION OF POSTS

3.1 Strength, Composition and Scales of Pay

3.1.1 The strength and composition of the Secretariat is governed by Rule 3 of the 1957 Rules as amended from time to time.

3.1.2 The number of permanent posts, at any point of time, is reflected in the Staff List maintained in the Personnel Section which is updated from time to time. The pay scales attached to various posts in the Secretariat are determined on the recommendations of Parliamentary Pay Committees as accepted by the Hon'ble Chairman, Rajya Sabha from time to time. As such, Rule 8(d) of the 1957 Rules confers the power on the Hon'ble Chairman, Rajya Sabha to make amendments after consultation with the Ministry of Finance in the pay scales of the posts in the Rajya Sabha Secretariat. Sanctions regarding creation, continuance and conversion of temporary posts into permanent ones are issued from time to time.

3.2 Creation of additional post(s)

3.2.1 As and when a detailed proposal is received from Head of a Service for additional post(s) on regular basis for a particular Service/Branch/Section or Unit, such a proposal is examined and a decision taken with the approval of the Competent Authority as to whether O&M Section should be asked to go into the matter in detail. Such proposals are normally to be entertained only once in a year unless a contingency has arisen during the intervening period on account of certain unforeseen items of work having been entrusted to a particular Service or Branch, etc. for which additional staff may be required during the course of the year, itself.

3.2.2 Proposals for creation are examined on receipt of inputs from O&M Section, wherever applicable, usually based on work study conducted by them and on the merits of the case.

3.2.3 The Hon'ble Chairman, Rajya Sabha, has the power to create the posts under Rule 3(1) of the 1957 Rules. As per present practice in the Secretariat, creation of posts above the level of Joint Secretary requires consultation with the Ministry of Finance. However, the role of the Ministry is limited only to consultation as this Secretariat functions as an independent entity under the ultimate guidance and control of the Hon'ble Chairman, Rajya Sabha. Proposals for creation of posts are not required to be submitted to the Union Cabinet for its approval. After the final order have been passed by the Hon'ble Chairman, Rajya Sabha for creation of additional posts necessary order sanctioning creations of posts are issued by Personnel Section [Sample sanction Order as at **Annexure-3**].

3.2.4 The Hon'ble Chairman, Rajya Sabha may from time to time increase or reduce the number of posts in the Secretariat. He may also create a new post or posts which is not in existence in the Secretariat.

3.3 Continuance of temporary posts

3.3.1 The temporary posts are normally sanctioned upto the end of February each year. A review of all temporary posts, including posts sanctioned/created for Pay & Accounts Office, Rajya Sabha is taken up early in January each year with a view to see whether there is a need for the continuance of these temporary posts. Earlier, temporary posts were continued on a year to year basis in the Secretariat. However, the present practice is to continue the posts upto the level of Joint Director except tenure posts for a block period of 3 years. All tenure posts are continued on a year to year basis. Orders of the Hon'ble Chairman, Rajya Sabha are obtained for continuance of the temporary posts and thereafter Sanction Order are issued by Personnel Section regarding the continuance of such posts as are approved by the Hon'ble Chairman, Rajya Sabha.

3.4 Conversion of temporary posts into permanent posts

3.4.1 90% of the temporary posts upto the level of Joint Director (previously designated as Deputy Secretary) and equivalent, which are in existence for three years or more and are required for work of permanent nature, are converted into permanent posts and the remaining temporary posts, except tenure posts, are normally continued for a block period of 3 years. The posts above the level of Joint Director i.e. Director and equivalent, Joint Secretary, Additional Secretary and

Secretary are continued on a year to year basis for a period of 3 years and then continued for a block period of 5 years by categorizing them as “Continuing Posts”.

3.4.2 As per prevalent practice, before obtaining Orders of the Hon'ble Chairman Rajya Sabha for conversion of temporary posts into permanent posts, Ministry of Finance is consulted for posts above the level of Joint Secretary. For all other posts which are converted into permanent posts a Sanction Order to that effect is issued. Sanction Order for conversion of temporary posts above the level of Joint Secretary into permanent posts, is issued only after the Ministry of Finance has been consulted.

3.5 Tenure posts

3.5.1 The tenure posts in the Secretariat are created for the personal staff of the Hon'ble Chairman, Hon'ble Deputy Chairman, Leader of Opposition, Chairmen of Parliamentary Committees and Leaders/Deputy Leaders/Chief Whips of recognized parties and groups in Rajya Sabha as per requirement and appointment to these posts is done on co-terminus basis based on the existing rules/instructions/guidelines. Tenure posts may also be sanctioned by the Hon'ble Chairman, Rajya Sabha for other temporary committees [e.g. Committee constituted under the Judges (Inquiry) Act, 1968 etc.] which may be constituted from time to time. No officer is supposed to hold any lien against tenure posts.

3.6 Procedure for conversion/continuance of posts

3.6.1 A proposal for continuance of temporary posts or conversion into permanent posts and continuance of tenure posts is put up for the approval of the Hon'ble Chairman, Rajya Sabha, alongwith four statements, the first showing the grade-wise permanent and temporary/tenure posts in the Secretariat, the second showing the grade-wise break up of temporary posts (including tenure posts) along with their dates of creation and remarks regarding the reasons for their creation and sanctioned term, the third showing temporary posts other than tenure posts proposed for conversion into permanent ones and the remaining posts for continuance and the fourth statement showing the tenure posts in the Secretariat to be continued on year to year basis [**Annexure-4, 5, 6 & 7**]. On approval of the Hon'ble Chairman, Rajya Sabha, an Order intimating the sanction of the Hon'ble Chairman for conversion and continuance is issued and endorsed for information to the Pay & Accounts Office, Establishment (General) Section and Establishment (Accounts) & Budget Section of the Secretariat.

CHAPTER - 4

RECRUITMENT

4.1 General Principles

4.1.1 The general principles to be followed for filling up vacancies in the Secretariat by direct recruitment are stipulated in the Rajya Sabha Secretariat (Methods of Recruitment & Qualifications for Appointment) Order, 2009 framed in exercise of powers conferred by sub-rule (2) of rules 4 and 5 of the 1957 Rules, as modified from time to time. The said Order specifies the methods, the proportion of vacancies to be filled by each method and the qualifications prescribed for appointment to various categories of posts. The power to vary the proportion of vacancies to be filled by various methods in any particular case is vested in the Secretary-General, Rajya Sabha as per proviso to Clause 3 of the Order, 2009.

4.1.2 Besides the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, the Secretariat also follows the relevant instructions of the Department of Personnel & Training (DoP&T) on the matter as adopted from time to time. As per Rule 10 of the 1957 Rules in respect of all matters regulating the conditions of service of officers/staff for which no provision or insufficient provision has been made in the rules, the same shall be governed by such rules as are applicable to the officers/staff holding corresponding posts in the Central Secretariat, subject to such modifications, variations or exceptions, if any, in such rules, as the Hon'ble Chairman, Rajya Sabha may, after consultation with the Ministry of Finance, from time to time, by order specify.

4.1.3 The Rajya Sabha Secretariat, in line with its status as envisaged under Article 98 of the Constitution of India, makes its own recruitment, including framing of recruitment rules of the various posts and conducting direct recruitment to such posts, and functions as an independent entity under the ultimate guidance and control of the Hon'ble Chairman, Rajya Sabha. The UPSC (Exemption from Consultation) Regulations, 1958 exempts the Rajya Sabha Secretariat from consultation with the UPSC in regard to matters relating to the recruitment of officers. The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 does not apply to vacancies in any employment connected with the staff of this Secretariat, nor does the Administrative Tribunals Act, 1985 apply to persons appointed in the Secretariat.

4.1.4 Recruitment to various grades in the Secretariat as provided under the rules/orders falls under the following categories—

- (a) Open competitive examination;
- (b) Appointment on deputation/transfer;
- (c) Appointment of Consultants;
- (d) Appointment on co-terminus basis; and
- (e) Compassionate appointment.

4.2 Age-relaxation for Appointments

4.2.1 As per Clause 10 of the Rajya Sabha Secretariat (Methods of Recruitment & Qualifications for Appointment) Order, 2009, the age of an officer recruited to a post shall, unless otherwise specified, be not less than 18 years and not more than 27 years on the closing date of receipt of application for the post. Sub-clause (2) of Clause 10 of the said Order, 2009, provides for age relaxation to reserved category candidates to the extent available in Government of India. At present, relaxation in age available to various categories of reserved candidates is given at **Annexure-8**. There is no age limit for the employees of Rajya Sabha Secretariat for posts in the Secretariat filled by direct recruitment. In suitable cases, the Hon'ble Chairman, Rajya Sabha can grant relaxation in age for appointment to Group 'A' posts and the Secretary-General, Rajya Sabha can grant relaxation in age for appointment to Group 'B' & 'C' posts as laid in Clause 10(4) of the Rajya Sabha Secretariat (Methods of Recruitment & Qualifications for Appointment) Order, 2009.

4.3 Procedure for filling up vacancies

4.3.1 Vacancies to be filled in a particular recruitment year are determined, by the last quarter of the previous year, taking into account the existing number of retirements/resignations/deaths/creation of posts, etc. and anticipated vacancies likely to arise in the said recruitment year due to promotions. These vacancies are then divided into various modes of recruitments. The category-wise break up of direct recruitment vacancies is determined by the roster points in the post based roster for direct recruitment applicable in each grade and the backlog unfilled vacancies of previous years, if any, carried forward from the previous recruitment years. The Recruitment Cell (R.C.) is intimated of the category-wise breakup of vacancies in each grade to be filled by direct recruitment and is requested to conduct an examination for the said vacancies and to forward a panel of successful candidates, as approved by the Secretary-General, Rajya Sabha. Upto the year 2009, the recruitment was conducted by the Joint Recruitment Cell (J.R.C.) in consultation with Rajya Sabha Secretariat and a panel of successful candidates was forwarded for concurrence of the Secretary-General, Rajya Sabha after approval of the Secretary-General, Lok Sabha. However, from the year 2010, Rajya Sabha Recruitment Cell is conducting recruitment for various posts in Rajya Sabha Secretariat. Action is initiated in advance in the previous recruitment year itself to fill up the vacancies arising in the subsequent recruitment year so that the panels of successful candidates are available in time for appointment against the vacancies arising in a particular recruitment year.

4.3.2 The draft advertisement to be issued by the Recruitment Cell is sent to Personnel Section for vetting. The advertisement vetted by the Personnel Section is published in Employment News and major dailies. Once the examination is conducted, the results of various examinations, including main and reserve panels of successful candidates, are got approved by the Secretary-General, Rajya Sabha. Approval is also sought for fixing the life of the main panel which is ordinarily for duration of one year. Thereafter, based on vacancy position, the R.C. forwards the panels containing requisite number of candidates to the Personnel Section for further action.

4.3.3 On receipt of the approved panel, orders of the Competent Authority (the Hon'ble Chairman for Gazetted posts and the Secretary-General for non-gazetted posts) are obtained for seeking the willingness of the candidates for appointment in the Secretariat, for initiating pre-appointment formalities in respect of the willing candidates and for appointment of the candidates, on successful completion of pre-appointment formalities, against the roster points identified in the post-based roster for direct recruitment. Sample note in this regard is at **Annexure-9**. The appointments by direct recruitment in a particular recruitment year are made strictly in order of the combined merit list, unless the name of someone has to be dropped because of unwillingness for appointment, being medically unfit or unsatisfactory character and antecedents, etc. The *inter-se* seniority of the direct recruits (SCs/STs/OBCs/URs) including of the reserved category candidates in a particular recruitment year is strictly as per the merit list, irrespective of order of appointment or date of joining of the candidates.

4.3.4 On submission of willingness by the candidates, they are required to fill up forms [**Annexure-10**] for verification of their character and antecedents in triplicate, giving details of their residence, both permanent and present, educational qualifications, past service in government/private jobs, family particulars and past police and judicial records, if any. A copy of this duly filled in form is then sent to the Deputy Commissioner of Police/District Magistrates, as the case may be, at the places resided in by the candidate during the past five years for his/her verification of character and antecedents. Sample communications sent for police verification is at **Annexure-11**.

4.3.5 Similarly, other pre-appointment formalities like medical examination is conducted by the Chief Medical Officer/Civil Surgeon at the local Government hospital near the residence of the candidate. Candidates residing in Delhi are usually referred to the Dr. Ram Manohar Lohia (RML) Hospital for medical examination. Previously, candidates for appointment to Group "D" posts were referred to the CGHS dispensary nearest to their place of residence, but consequent to the implementation of the recommendation of the 4th Parliamentary Pay Committee now there are no Group 'D' employees in the Secretariat. As such medical examination of all candidates for appointment in Rajya Sabha Secretariat is done in Government Hospitals only. For Group "A" posts, medical examination is done by a Medical Board consisting of three Group "A" Medical Officers of the status of specialists, namely, a Physician, a Surgeon and an Ophthalmologist. For other posts, report of the Chief Medical Officer/Civil Surgeon on the Medical Status of the candidate is reckoned for appointment in Rajya Sabha Secretariat. Sample communications and formats of medical Examination Reports for Groups 'A', 'B' & 'C' posts including posts in Parliament Security Service are at **Annexure-12**.

4.3.6 Candidates who have availed of the benefits of reservation for being considered for appointment are required to furnish their original caste certificate issued by the Competent Authority in the prescribed format [**Annexure-13**]. A copy of the caste certificate is forwarded to the issuing authority mentioned in the certificate for verification of its genuineness.

While satisfactory police verification and medical reports are pre-conditions for appointment, candidates, in many cases, are appointed before receipt of caste certificate verification report, to avoid delay in appointment of candidate of reserved categories. Such appointments are, however, made subject to receipt of satisfactory verification reports from the issuing authorities.

4.3.7 If the candidate selected for appointment is already in Government service either in Central or State Government, the attested copies of medical examination, police verification and caste certificate verification reports done at the time of his/her initial induction into Government Service are obtained from the concerned Government departments along with the vigilance clearance. A sample O.M. issued to the parent organization of the Government servant is at **Annexure-14**. If, however, the said certificates are found unsatisfactory, pre-appointment formalities are got completed afresh. On successful completion of pre-appointment formalities, offer of appointment is issued to the selected candidate directing him/her to join duties by a specified date (normally within one month of the date of issue of offer of appointment) in case he/she accepts the appointment on terms and conditions specified therein. In case of candidates in government service, the offer of appointment is sent to the concerned office and a request is made to relieve the person concerned by the stipulated date with a copy endorsed to the candidate.

4.3.8 Extension in joining time is considered on receipt of request for such an extension, particularly if the ground on which extension is sought is considered reasonable or in the case of candidates already in service, extension is sought on grounds of exigencies of work in the parent department. A joining time upto one month is ordinarily allowed for new appointees to join and the same is indicated in the Offer of Appointment. However, this may be shortened as per the discretion of the Appointing Authority. Extensions of joining time beyond one month is granted on case to case basis, after due consideration of the grounds for seeking extension. Extensions are granted in suitable cases upto a period of 3 months. If a candidate fails to join duty within the joining time or before the expiry of the extended joining time or does not respond to the official communication, his/her candidature is treated as cancelled and his/her name is struck off from the panel without any further communication.

4.3.9 The Offer of Appointment shall state the nature of the appointment, *i.e.* whether it is against a permanent post or a temporary one, the pay scale attached to the post and other terms and conditions of the appointment. The appointment is made subject to:—

- (a) A probation period is laid in the Recruitment Rules, with provision for extension;
- (b) During or at the end of probation or extended period of deputation, the services can be dispensed with, in the public interest, without assigning any reason;
- (c) Fulfilment of conditions specified in the Recruitment Rules of the post;
- (d) In case of temporary appointments, termination of service on one month's notice on either side or pay and allowances in lieu thereof;
- (e) Passing of any test/examination, wherever prescribed *i.e.* typing test in case of Junior Clerks and shorthand and type test for Stenographers, etc., within the prescribed period; and
- (f) Passing of Departmental Examination, if any, within the prescribed period.

All offers of appointment are sent to the candidates through Registered Post A.D. at the mailing or permanent address as intimated/indicated by them. Samples of the Offers of Appointment are at **Annexure-15 & 16**.

4.3.10 The selected candidate is required to submit the following documents on joining the post offered to him/her:—

- (a) Attested copies of certificates as proof of educational/professional qualifications; Birth Certificate/Matriculation Certificate as proof of date of birth; SC/ST/OBC Certificate showing the caste/tribe to which the candidate belongs;
- (b) Declaration of marital status in the prescribed form [**Annexure-17**];
- (c) Oath of allegiance to the Constitution of India and of maintaining secrecy in the prescribed form [**Annexure-18**]; and
- (d) Joining report in prescribed form [**Annexure-19**].

4.3.11 An entry is made in the concerned roster as per the roster point pertaining to the appointment. An Office Order or Notification regarding the appointment of non-gazetted and gazetted staff respectively is issued on completion of all formalities and on joining the candidate. Samples of Office Order and Notification are at **Annexure-20, 21, 22** respectively. The police verification, caste verification (if any) and medical examination reports are kept in the CR Dossier. A personal file of the concerned employee containing the original application form received from RC, attested copies of educational qualifications, copy of Offer of Appointment, Relieving Order from the former office, if any, and all other documents submitted at the time of joining is forwarded to Estt. (G) Section for further processing of post appointment formalities. Appointment of a fresh candidate is intimated to the Notice Office also for issuance of an entry pass/Identity Card to the candidate for his/her entry in and exit from the Parliament Complex. On appointment in the Secretariat, the posting order of the concerned employee is issued.

4.3.12 In case, names of certain candidates from the main panel are struck off due to their unwillingness to join the Secretariat or their failure to respond to the official communications sent by the Secretariat or to join the Secretariat by the stipulated joining time/extended joining time or due to unwillingness of their parent organization or the organization in which they are currently working to relieve them of their duties, with the approval of the Secretary-General, their replacements from the reserve panel is sought from the R.C. On receipt of names from the R.C., similar procedure, as stated in the foregoing paras, is followed. If a candidate of the specified category is not available in the main/reserve panel, the said reserved category post is kept unfilled and is re-advertised in the subsequent recruitment year or as and when a new advertisement is brought out.

4.4 Seniority of Direct recruits

4.4.1 Fixation of Seniority is governed by R&CS Order dated 15.01.1958 [**Annexure-23**] and DoP&T Office Memoranda No. 22011/7/86-Estt.(D) dated 03.07.1986 [**Annexure-24**], No. 20011/5/90-Estt.(D) dated 04.11.1992 [**Annexure-25**] and No. 20011/1/2006-Estt.(D) dated 03.03.2008 [**Annexure-26**]. The appointment of direct recruits in a particular recruitment year is made strictly in order of the combined merit list irrespective of order of appointment or joining date in that year of the candidate. The Offer of Appointment also contains a clause stating that the seniority of the direct recruit would be as per his/her merit in the panel, if he/she joins within the time stipulated in the said offer. Extensions are granted in rare cases and usually the seniority of the recruit is protected in case of extensions. However, if the authority granting extension decides that there is no sufficient justification for extension, the direct recruit may lose his/her seniority *vis-a-vis* the other direct recruits in the panel.

4.4.2 The relative seniority of direct recruits and of promotees is determined according to the rotation of vacancies between direct recruits and promotees to the extent of the quota of vacancies. However, if adequate number of direct recruits are not available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees in that year. The year of availability both in the case of direct recruits and promotees, for the purpose of rotation and the fixation of seniority shall be the actual year of appointment of the candidate after declaration of results/selection and completion of pre-appointment formalities as prescribed. Accordingly, if a direct recruit candidate, for whatever reason, joins in the next recruitment year, he/she will lose his/her seniority as determined in the original panel and his/her seniority will be re-fixed as per the vacancy position of the recruitment year in which he/she joins the Secretariat.

4.5 Appointments on compassionate grounds

4.5.1 Appointment is made on compassionate grounds to Group 'C' posts normally or regular basis against Direct Recruitment vacancies. At times, appointment is also made on daily wage basis wherever considered necessary. The mandatory quota of 5% vacancies in a year for compassionate appointment applied in Central Government Departments, is not strictly observed in the Secretariat owing to the limited number of vacancies arising in a year. As per the Government of India instruction [**Annexure-27**] adopted by the Rajya Sabha Secretariat, the facility is applicable to a widow or son or daughter (or adopted son or adopted daughter) of an employee who dies in harness, leaving his/her family in immediate need of assistance when there is no other earning member in the family. The applicant making a request for compassionate appointment has to make an application in the prescribed format [**Annexure-28**]. The applicant is also required to submit a sworn affidavit in the prescribed format [**Annexure-29**] from other family members of the concerned employee regarding their 'No Objection' to the applicant being considered for appointment in the Secretariat on compassionate grounds. The procedure regarding the processing of applications is the same as cited above for direct recruitment except that certain relaxations as mentioned below are granted:

- (a) Appointment is made without recourse to usual procedure of making direct recruitment;

- (b) Upper age-limit, wherever necessary, is relaxed;
- (c) Temporary relaxation in educational qualification and skill test is given subject to the qualification/skill being acquired by the candidate within stipulated time; and
- (d) The appointee has to give an undertaking, in writing, in the prescribed format [**Annexure-30**], in a sworn affidavit before a Magistrate that he/she would look after the other dependents of the concerned employee.

4.6 Appointment of co-terminus staff

4.6.1 Appointment of staff on co-terminus basis against tenure posts in the personal staff of the Hon'ble Chairman, the Hon'ble Deputy Chairman, the Leader of Opposition (LoP), Chairmen of Parliamentary Committees, Leaders/Deputy Leaders/Chief Whips of recognised political parties and groups in Rajya Sabha is done by the Personnel Section, based on the requests received from them. Appointments made in the personal staff of the Leader of Opposition in Rajya Sabha are governed by Leader of Opposition in Parliament Act, 1977 and rules made thereunder as amended from time to time [**Annexure-31**]. Similarly, appointments made in the personal staff of Leaders and Chief Whips of recognised Parties and Groups in Rajya Sabha are governed by the Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and rules made thereunder as amended from time to time [**Annexure-32**]. Appointments in the co-terminus staff of Chairmen of Parliamentary Committees are made as per guidelines dated 01.06.2003 formulated with the approval of the Hon'ble Chairman, Rajya Sabha as amended from time to time [**Annexure-33**]. Any exceptions to the guidelines are made only with the approval of the Hon'ble Chairman, Rajya Sabha.

4.6.2 The procedure for making appointments to the co-terminus posts in the personal staff of officers of Parliament is initiated after receiving a request from the concerned dignitary (the Hon'ble Chairman, the Hon'ble Deputy Chairman, the LoP, the Leaders/Deputy Leaders/Chief Whips of recognized political parties and groups in Rajya Sabha, Chairmen of Parliamentary Committees) to appoint a person to a post. In such cases the eligibility of the candidate, for appointment to the post requested for in the personal staff of the dignitary, is checked *vis-a-vis* the existing provisions/guidelines for such appointments. In case of candidates who are already serving in Government-set ups/PSU/Autonomous bodies etc., extant guidelines on deputation/foreign service, as the case may be, are applicable. In case of open market candidate, Parliament Security Office is requested to conduct police verification of their character and antecedents before processing of their appointment. Orders regarding appointment of gazetted and non-gazetted staff are obtained from the Hon'ble Chairman, Rajya Sabha and the Secretary-General, Rajya Sabha respectively and Notification/Office Order issued. After issue of appointment order, the individual concerned is required to submit duly filled in attestation forms for verification of his/her character and antecedents from the Deputy Commissioner of Police, Special Branch, Delhi, or District Magistrate of concerned District depending on the place of residence of the individual concerned. Co-terminus staff appointed in the personal staff of Chairmen, Parliamentary Committees from the open market, is also required to submit surety bonds in the prescribed format [**Annexure-34**]. Thereafter, the personal file containing the attestation forms and surety bonds, wherever applicable, of the individual is forwarded to Establishment (General) Section for further processing.

4.6.3 The Notification/Office Order in respect of the co-terminus staff who are appointed from open market contains the specific provision that their salary would be released only on satisfactory completion of character and antecedent verification [**Annexure-35**]. They are issued entry passes only on receipt of clearance from the Parliament Security Office.

4.6.4 Similarly, termination of services of co-terminus staff is done based on the requests received or on demission of office by the Chairperson/LoP/Leaders/Deputy Leaders and Chief Whips, etc. In case of demission of office by the Hon'ble Chairman, the Deputy Chairman and the Leader of Opposition, a winding up period not exceeding 15 days is granted to all the co-terminus staff. However, two members on the personal staff may be granted an additional winding up period for another 15 days, if required. The co-terminus staff in the personal staff of Chairmen, Parliamentary Committees is granted a winding up period of 15 days. The services of candidates appointed from open market are terminated at the end of the winding up period. In case of candidates who are on deputation/Foreign Service, their services are placed back at the disposal of their parent organisation. Sample Notification/Office Order regarding termination of service of co-terminus appointees are at **Annexure-36**. A statement of the co-terminus posts available with the Hon'ble Chairman, the Deputy Chairman, the Leader of Opposition and Chairmen, Parliamentary Committees is at **Annexure-37**.

4.7 Appointment of Consultants

4.7.1 Consultants are appointed in the Secretariat depending upon the requirement of such specialized services which are not normally available within the Secretariat or providing for which would require diversion of resources critical to the normal working of the Secretariat. Presently consultants are appointed in the Editorial and Translation Service, Printing and

Publications Service and the Recruitment Cell of the Secretariat and their appointments are usually governed by the DoP&T Office Memoranda as adopted in the Secretariat from time to time. Presently, after the issue of DoP&T O.M. No. F. No. 16012/30/2008-Estt. (Allowance) dated 8th April, 2009 [**Annexure-38**], a 3 member committee has been constituted with Additional Secretary and Financial Advisor (AS & FA) as Chairperson and Joint Secretary (Personnel) and Head of the Service in which the Consultant is to be appointed, as members to decide on the fees and other criteria for appointment of Consultants in the Secretariat. The procedures for making such appointments are normally initiated by the Head of the Service in which the services of the Consultants are required giving justifications for such requirements. The matter is forwarded to Personnel Section after obtaining approval of the Secretary-General. Personnel Section, thereafter, refers the matter to the Committee for its recommendations. On the receipt of the recommendations of the Committee regarding the fees to be paid to the Consultants and the terms and conditions of their engagement, orders are again obtained from the Secretary-General. After approval of the Secretary-General, offer is made to the persons to be engaged as Consultants along with the terms and conditions and their willingness sought for acceptance of the offer. On acceptance of the offer, they report to the Secretariat for engagement and orders are issued accordingly.

4.8 Appointment by Deputation

4.8.1 The Schedule to the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009 prescribes the percentage of posts in each grade in various services which are to be filled by deputation. It also prescribes recruitment on deputation basis for such posts where eligible candidates are not available in the feeder grade of a service for filling post on promotion. As such, the post of Director (Finance), Director (Security), one post of Joint Director (Security) and the Technical posts in Parliament Security Service are earmarked for deputationists. Temporary requirement of officers/staff due to constitution of *ad-hoc* Committees etc., are also filled up by deputation/re-employment. Two posts of Joint Secretary in LAFEA Service are also earmarked for being filled on deputation basis [**Annexure-39**]. The Joint Secretaries so appointed are to look after administration, vigilance and Finance. The standard terms and conditions of deputation/foreign service are applicable to officers appointed on deputation/Foreign Service in the Secretariat. In all cases below the rank of Joint Secretary, filling up of posts is done by inviting applications through circulation of the vacancy to all Ministries/Departments of the Central Government and selection is made on the basis of ACRs/service records/interview etc.

CHAPTER - 5

PROMOTION

5.1 General Principles

5.1.1 Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009 lays down the eligibility criteria that is to be followed while making promotions to different grades of the ten Services in the Secretariat. The Schedule to the said Order specifies the methods and manner of recruitment to a posts or class of posts mentioned in the Schedule. Where more than one method has been specified, the proportion of vacancies to be filled by each method has been specified in the corresponding entry in column 2 of the Schedule. The power to vary the proportion of vacancies to be filled by various methods rests with the Secretary-General, Rajya Sabha.

5.1.2 Where the method of recruitment by promotion has been prescribed in the Schedule—

- (a) It is made by selection.
- (b) For purposes of selection under clause (a) of this sub-paragraph, the following criteria in relation to an employee, is taken into consideration—
 - (i) Performance in the test, whether oral or written or both, where such a test is conducted for the purpose of such selection;
 - (ii) Annual Confidential Reports (ACRs);
 - (iii) Enthusiasm shown by the officer in the various activities of the Secretariat;
 - (iv) Academic qualifications;
 - (v) Previous experience of the work which he/she will be required to perform, if selected;
 - (vi) The performance of the officer as assessed by the Departmental Promotion Committee, should be above the benchmark prescribed for promotion to the grade for which the officer is being considered; and
 - (vii) Any other requirement as may be prescribed.
- (c) In case of promotions to the Group "A" posts in the non-technical wing of the Parliament Security Service, only those who are found suitable by a Screening Committee constituted for the purpose, will be considered for promotion by the Departmental Promotion Committee (DPC).
- (d) Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they have completed their probation period and are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service.
- (e) Irrespective of eligibility, no person shall be considered for promotion to a grade/post unless he/she has rendered a minimum of two years service in the immediate lower grade/post.
- (f) Instructions issued by the Government of India for providing reservation in promotion to Scheduled Castes or Scheduled Tribes shall be adhered to.
- (g) Wherever combined strength of two or more grades in various services is prescribed, time-bound promotions are made within those grades, subject to completion of minimum period of service prescribed, completion of prescribed residency period and fitness for promotion with reference to the prescribed benchmark.
- (h) The Secretary-General, Rajya Sabha in case of a non-gazetted grade and the Hon'ble Chairman, Rajya Sabha in other cases, may, in exceptional cases, relax the period of service prescribed for promotion to a higher grade.

- (i) All appointments by promotion are to be made strictly in order of the seniority as shown in the Gradation List except in the following cases:
- (1) Where DPC has graded an officer as "unfit"; and
 - (2) Where recommendations of the DPC in respect of a particular officer have been kept in a sealed cover due to disciplinary/vigilance case pending or contemplated against the officer.

5.2 Appointment to posts not included in the Schedule

5.2.1 Subject to the first proviso to Clause 4, of the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for appointment) Order, 2009 appointment to posts of Joint Secretary and above is made by the Hon'ble Chairman, Rajya Sabha. The Secretary-General may make appointments of suitable persons to a post or a class of posts not included in the Schedule in case the post or posts are in non-gazetted grades.

5.3 Promotions to posts upto the level of Joint Secretary

5.3.1 All promotion cases to posts upto the level of Joint Secretary are first placed before the concerned Departmental Promotion Committee. Promotion cases for gazetted posts in the Parliament Security Service are first placed before the Screening Committee and thereafter before the Departmental Promotion Committee.

5.4 Departmental Promotion Committee

5.4.1 The Departmental Promotion Committee (DPC) determines the suitability of the person eligible for promotion. Normally, the annual meeting of the DPC is held in the months of January/February each year for making recommendations for promotions to the existing and anticipated vacancies in that recruitment year in all grades/Services. However, meeting of the DPC are also held as and when required for recommending persons for promotion against unforeseen vacancies caused due to creation of posts, resignations, deaths, deputations, etc.

5.5 Composition of Departmental Promotion Committees

5.5.1 There are three Departmental Promotion Committees, viz. DPC for the post of Joint Secretary, DPC for Gazetted posts and DPC for Non-Gazetted posts. Members included in Departmental Promotion Committees for Groups 'A' and 'B' posts are atleast one level above the post to which promotion is to be made.

The DPC to consider and recommend the names of officials for promotion to the post of Joint Secretary consists of:—

- (i) Secretary-General, Rajya Sabha as Chairman
- (ii) Secretary, Rajya Sabha Secretariat as Member
- (iii) Additional Secretary, Rajya Sabha Secretariat as Member

The Departmental Promotion Committee to consider and recommend the names of officials for promotion/confirmation to various gazetted services/posts upto the lowest rung of Group 'A' consists of:

- (i) Secretary as the Chairperson
- (ii) Additional Secretary/Joint Secretary (In-charge of Administration) as one of the members, and
- (iii) At least two Members to be nominated by the Secretary-General from officers of the rank of Joint Secretary one of whom belongs to SC/ST category.

The Departmental Promotion Committee for Non-Gazetted Posts to consider and recommend the names of officials for promotion/confirmation in respect of non-gazetted posts consists of:

- (i) Additional Secretary/Joint Secretary (In-charge of Administration) as the Chairperson, and
- (ii) Two Members to be nominated by the Secretary-General from officers of the rank of Director/Joint Director/Deputy Director one of whom belonging to SC/ST category.

5.5.2 In case, DPC is to recommend persons for promotions to 10 or more vacancies, atleast one Member of Minority Community is included in the DPC.

5.6 Guidelines for DPCs

5.6.1 All cases for promotions are first considered by the Departmental Promotion Committees, which are constituted as above. The DPC is to be guided by the guidelines for promotion as issued from time to time. The following aspects are taken into consideration by the DPC:—

- (i) Every person eligible under the relevant Rules, for Promotion and included in the zone of consideration, is considered for promotion;
- (ii) The criterion for promotion *i.e.* qualifications, service in the feeder grade as prescribed in the Rules, benchmark grading, etc. is strictly adhered to;
- (iii) A uniform standard is followed for making assessment of all the persons.
- (iv) The proceedings of the DPC are held and the select-lists prepared in accordance with the guidelines on the subject.
- (v) Instructions relating to reservations, sealed cover procedure in respect of Government servants facing departmental/criminal proceedings and for making *ad-hoc* promotion, are adhered to while preparing the select lists.

5.6.2 The following documents are to be placed before the Departmental Promotion Committee:

- (i) Statements indicating the following information [proforma statement at **Annexure-40**]:—
 - (a) vacancies existing and anticipated in the next recruitment year (January-December);
 - (b) Feeder category(ies) from which promotion is to be made, with requirement of service, qualifications and other requisites of eligibility;
 - (c) Benchmark grading for the post to which promotion is being considered;
 - (d) seniority position of eligible incumbents;
 - (e) Names of incumbents against whom disciplinary/criminal proceedings are pending;
 - (f) Names of incumbents against whom any penalty has been imposed with nature of penalty, date of imposition and period of penalty, if any;
 - (g) Reservation position;
 - (h) Statement indicating position regarding Vigilance Clearance;
 - (i) Statement of gradings earned by the persons being considered for promotion during the last 5 years;
 - (j) Names of incumbents presently on deputation/foreign service.
- (ii) Updated copy of the R&CS Orders and relevant guidelines of DoP&T;
- (iii) Up-to-date Seniority list(s) of the feeder category(ies) indicating whether incumbents, in the zone of consideration, are eligible to be considered or not and, if not, the reasons therefor. Category of the incumbents whether the Scheduled Castes/Scheduled Tribes is also indicated;
- (iv) Complete Annual Confidential Report dossiers.

5.7 Method of calculating vacancies and Zone of Consideration

5.7.1 For holding meetings of the Departmental Promotion Committee for grades where promotion is vacancy based, the precise number of vacancies for which select-list is to be prepared is worked out. For calculating the number of vacancies in a current year, existing and anticipated vacancies during the next 12 months from 1st January to 31st December are taken into account. For Short-term vacancies, separate panels are prepared for making *ad-hoc* promotions.

5.7.2 The zone of consideration for one vacancy is five. For vacancies upto, and including, 10, the formula for calculating the zone of consideration is $2x+4$, where 'X' stands for number of vacancies [**Annexure-41**]. For vacancies exceeding 10, the normal size of zone of consideration is one and a half times the number of vacancies, rounded off to next higher integer, plus three but shall not be less than the size of zone of consideration for ten vacancies. The extended zone

of consideration for SC/ST vacancies is five times the number of vacancies. The DPC need not assess and grade all the officers in the zone of consideration. Only that number of employees in the zone of consideration may be considered which is expected to be sufficient to fill the number of vacancies placed before the DPC.

5.8 Benchmark for promotion

5.8.1 The benchmark for promotions in various grades is governed by DoP&T Office Memoranda on the subject dated 08.02.2002, 16.02.2005 and 18.02.2008 [**Annexure-42, 43 and 44**] which have been adopted in the Secretariat. Accordingly, the benchmark for promotion to posts/grades carrying a Grade Pay of Rs. 6600/- (revised scales) is "Good" and that for posts/grades carrying a Grade pay of Rs. 7600/- (revised scales) and above is "Very Good". Benchmark prescribed for promotion to the grade of Joint Secretary and above is "Very Good" for all the years under assessment/consideration.

5.9 Procedure for assessment by selection in DPC

5.9.1 All promotion posts in the Secretariat are filled by selection. To assess the relative merit of officers:

- (i) The confidential reports of the preceding 5 years in respect of all officers being considered for a particular post are scrutinized.
- (ii) The overall grading obtained by an officer as recorded in the ACR is not binding on DPC and DPC may make its own assessment of the performance of the officer in any year on the basis of various entries recorded in the ACR.
- (iii) The mode of promotion for all grades is 'Selection'. The members of DPC may devise their own method/procedure for objective assessment of suitability of the candidates.
- (iv) The benchmark for promotion is "Very Good" for promotion to posts/grades in the Grade Pay of Rs. 7600/- and above (pre-revised pay scale of Rs. 12000-16500 and above) and "Good" for posts/grades carrying Grade pay of Rs. 6600/- and below (pre-revised pay scale of Rs. 10000-15200 and below).
- (v) Where officials being considered for promotion have earned below the benchmark grading in the ACRs which are to be placed before the DPC for consideration, copies of all such ACRs are to be made available to the official concerned for making his/her representation, if any, within 15 days of the receipt of the such copies. Until a final decision is reached in his/her case by the Competent Authority his/her case for consideration for promotion by the DPC shall be deferred.
- (vi) In respect of officials under suspension, charge sheeted or facing criminal prosecution, the DPC follows the 'sealed cover' procedure.

5.9.2 The DPC determines the merit of those being assessed for promotion with reference to the prescribed benchmark and accordingly grades the officers as "fit" or "unfit" only. Before making the grading, the DPC takes into account major or minor penalties and adverse remarks in the ACRs. Only those who are graded as "fit" are included in the select panel prepared by the DPC in order of their *inter se* seniority in the feeder grade. There are no supersession in promotion among those who are found "fit" by the DPC in terms of the prescribed benchmark.

5.10 Sealed Cover procedure

5.10.1 The DPC assesses the suitability of the employees of the Rajya Sabha Secretariat placed under suspension or in respect of whom a chargesheet has been issued and disciplinary proceedings are pending or against whom criminal charges are pending alongwith other eligible candidate without taking into consideration the pending disciplinary case/criminal prosecution. However, the assessment of the DPC, including "Unfit for promotion" and the grading awarded by it are kept in a sealed cover in such cases. The same procedure is followed by the subsequent DPCs convened till the disciplinary case/criminal prosecution against the concerned official is concluded. Where the findings of the DPC in respect of the suitability of an official for his/her promotion are kept in a sealed cover, the vacancy in the higher grade, is filled only on *ad-hoc* basis. On the conclusion of the disciplinary case/criminal prosecution which results in dropping of allegations against the official, the sealed cover or covers is opened and the recommendations of DPC processed. In case, the official is completely exonerated, the due date of his promotions is determined with reference to the date of promotion of his/her immediate junior. The official may be promoted, if necessary, by reverting the junior most officiating person. He/she may be promoted notionally, with reference to the date of promotion of his/her junior. However, if any penalty is imposed on the official as a result of the disciplinary proceedings or if he/she is found guilty in the criminal prosecution

against him/her, the findings of the sealed cover/covers shall not be acted upon. His/her case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him/her.

5.11 Promotion of persons on long leave

5.11.1 The cases of promotion of persons who are on long leave are governed by DoP&T O.M. dated 04.08.2004 [Annexure-45] which has been adopted in the Secretariat. If on the basis of empanelment for promotion against vacancies arising in a vacancy year, a person to be promoted is on sanctioned leave, he/she is informed of it and advised to assume the charge of the higher post. If the officer assumes charge of the higher promotional post by curtailing leave, if necessary, within six months from the date of the promotion order, or before the last person borne on the panel is offered promotion without being required to be reassessed by a fresh DPC, he/she will retain his/her seniority as per the position in the panel on the basis of which he/she has been promoted. If however, he/she does not join to assume charge of the higher post within the period as specified above and continues to remain on long leave or seeks further extension of leave, the promotion, insofar as the said officer is concerned, will become invalid and the officer will be required to be considered afresh by the next DPC held in the normal course after he/she joins duty on expiry of the leave. His/her seniority on subsequent promotion will be as per the position in the fresh panel. This equally applies to all cases of promotion.

5.12 Promotion of persons on deputation

5.12.1 The promotion of persons on deputation is governed by the instruction to this effect issued by Government of India from time to time. Presently, Proforma promotions in the Secretariat are governed by DoP&T Office Memoranda dated 25.02.2009 & 17.06.2010 [Annexure-46 & 47] which has been adopted in the Secretariat.

5.13 Giving effect to DPC recommendations

5.13.1 DPC recommendations are advisory in nature and have to be accepted by the Appointing Authority in order to give them effect. The proceedings of the DPC are recorded in the form of 'Minutes' signed by the Chairperson and Members of the DPC. The minutes of the DPC as and when received are processed on file for approval/orders of the Secretary-General, Rajya Sabha, pointing out any lacunae/errors in the proceedings. Where it is proposed to disagree with the DPC recommendations, the reasons are recorded. The DPC may also be asked to reconsider, if there are sufficient grounds to do so, and a final decision is taken on the receipt of fresh recommendations of DPC.

In respect of Group 'A' Officers where the Hon'ble Chairman, Rajya Sabha is the Appointing Authority, the matter will be submitted for the orders of the Hon'ble Chairman and the orders shall be treated as final.

5.14 Validity of DPC recommendations

5.14.1 A panel is ordinarily valid for one year but may be further extended by upto 6 months for reasons to be recorded in writing. Every possible step is taken to convene the next DPC in the interim. After the new DPC has been convened, the old panel should not be operated.

5.15 Types of promotions

5.15.1 There are two main types of promotions in the Secretariat—(a) Promotions on regular basis against regular vacancies and (b) Promotions against *ad-hoc* vacancies like leave, deputation vacancies, etc.

Regular promotions are further of the following types:—

- (i) Vacancy based promotions
- (ii) Time-bound promotions
- (iii) *In-situ* promotions and
- (iv) Proforma promotions

(i) *Vacancy based promotions*—Vacancy based promotions are made against existing/anticipated/unforeseen vacancies in the recruitment year. Extant guidelines regarding zone of consideration and reservation are applicable in case of such promotions.

(ii) *Time-bound promotions*—Consequent to the Cadre Review in 2007, combined cadres in certain grades have been introduced in various Services of the Secretariat [Annexure-48]. Promotion within the combined cadres are time-bound subject to completion of minimum period of service in the lower grade/grades and fitness for promotion.

(iii) *In situ* promotions—As per the R&CS Order No. 5/2009-Perl. dated 26.11.2009 at [Annexure-49] *in situ* promotion upto the grade of Joint Director in various Services of the Secretariat is available for a person within his/her line of promotion on completion of 8.5 years of service in the grade in which he/she is working or 13.5 years of combined service in the grade in which he/she is working and the grade immediately lower to that, whichever is less. The *in situ* promotion is to be made only when the person is assessed fit for promotion with reference to the prescribed benchmark for promotion to the higher grade and has completed the prescribed residency period in his/her present grade and is eligible for regular promotion to the higher grade as per recruitment rules. Other conditions governing *in situ* promotion are detailed in the above said order.

(iv) *Proforma promotion*—When an officer in a post is for any reason prevented from officiating in his/her turn in a post on higher scale or grade borne on the service to which he/she belongs, he/she may be authorized by special order of the appropriate authority, proforma officiating promotion into such scale or grade and thereupon granted the pay of that scale or grade if that be more advantageous to him/her, on each occasion on which the officer immediately junior to him/her in his/her service (or if that officer has been passed over by reason of inefficiency or unsuitability or because he/she is on leave or serving outside the ordinary line or foregoes officiating promotion of his/her own volition to that scale or grade then the officer next junior to him/her not so passed over) draws officiating pay in that scale or grade;

Provided that all officers senior to the officer to whom the benefit under the substantive part of this rule is to be allowed are also drawing unless they have been passed over for one or other of the reasons aforesaid, officiating pay in the said or some higher scale or grade.

Provided further that, except in cases covered by any special orders, not more than one officer (either the seniormost fit officer in a series of adjacent officers outside the ordinary line, or if such an officer either forgoes the benefit of his/her own volition or does not require the benefit in virtue of his/her holding a post outside the ordinary line which secures him/her at least equivalent benefits in respect of pay and pension than the next below in the series) may be authorized to draw the pay of the higher scale or grade in respect of any one officiating vacancy within the cadre filled by his/her junior under the rule.

Proforma promotion and pay fixation therein are governed by DoP&T guidelines issued from time to time and as adopted in the Secretariat.

5.16 Ad-hoc vacancies

5.16.1 Whenever short-term vacancies are caused on account of the regular incumbents proceeding on leave for 45 days or more, study leave deputation, etc., they may be filled by officers assessed fit for *ad hoc* promotion. Where no persons has been found fit for *ad hoc* promotion, the post may be kept vacant. Appointments can be made on an *ad hoc* basis when any of the following circumstances exist—

- (1) Where there are short-term vacancies for more than 45 days caused by the regular incumbents proceeding on leave, study leave or deputation, etc.
- (2) Where there is an injunction by a Court against filling up the vacancy on a regular basis and early disposal of his/her case is not expected and the post cannot be kept vacant till the final judgment.
- (3) Where the DR quota has not been filled up and the Recruitment Rules also do not provide for filling it up temporarily on transfer or deputation and the post cannot be kept vacant for a long period.
- (4) Where disciplinary/criminal proceedings are pending against officials in the zone of promotion and their cases are placed in sealed cover by the DPC.

5.16.2 Whenever promotions are made on *ad hoc* basis, the following guidelines are followed while considering cases for *ad hoc* promotions:—

- (a) *Ad hoc* promotions should be considered only against vacancies in excess of 45 days.
- (b) Since in cases where reservation orders for SC and ST are applicable, all vacancies for period in excess of 45 days are necessarily to be placed on the appropriate roster, the number of vacancies falling to the share of SC and ST, if the vacancies were to be filled on regular basis, should first be identified.
- (c) *Ad hoc* promotions are made on the basis of seniority-cum-fitness and, therefore, all the SC/ST candidates covered in the relevant seniority list within the total number of such vacancies against which *ad hoc* promotions

are to be made, should be considered in the order of their general seniority as per the Gradation List, on the principle of seniority-cum-fitness.

- (d) If the number of SC/ST candidates found fit is less than the number of vacancies identified as falling to their share when filled on regular basis, then additional SC/ST candidates to the extent required should be located by going down the seniorty list, provided they are eligible and found fit for such *ad hoc* appointment. This procedure is adopted on every occasion on which *ad hoc* appointment is resorted to.
- (e) when regular promotions are made, all *ad hoc* appointees should be reverted strictly in the reverse order of seniority, the juniormost person being reverted first.

5.17 Assured Financial Upgradation Scheme

5.17.1 The Assured Financial Upgradation Scheme has been introduced in the Rajya Sabha Secretariat *vide* R & CS Order No. 1/2010 dated 15.01.2010 [**Annexure-50**]. Benefits of financial upgradation under this scheme are available to 10 isolated posts in various Services in the Secretariat as specified in the Appendix-1 to the Order. The benefits of the Scheme are restricted to the financial upgradation only. The highlights of the Scheme are as under:—

- (a) On completion of 8.5 years of regular service in a post included in Appendix-1 of the Recruitment & Conditions of Service Order (No. 1/2010), the employee may be given 1st financial upgradation *i.e.*, placed in a scale which is one stage higher to the scale of his/her post.
- (b) On completion of 17 years of regular service in a post included in Appendix-1 of the Recruitment & Conditions of Service Order (No. 1/2010), the employee may be given 2nd financial upgradation *i.e.*, placed in a scale which is two stages higher to the scale of his/her post.
- (c) On completion of 25.5 years of regular service in a post included in Appendix-1 of the Recruitment & Conditions of Service Order (No. 1/2010), the employee may be given 3rd financial upgradation *i.e.*, placed in a scale which is three stages higher to the scale of his/her post.
- (d) No employee would, however, be eligible for consideration for any financial upgradation if he/she has already got 4 or more promotions and/or financial upgradations since his/her joining in the Secretariat. Appointment to a post through limited departmental examination would, for this purpose, also constitute a promotion.

5.18 Other conditions of promotion in certain cases

5.18.1 In case of promotions to the gazetted posts, Notifications are issued which are published in Gazette of India. In case of non-gazetted promotions, Office Orders are issued. The Notification/Order of promotion normally contains the provisions/conditions to which the promotion is subject to. Promotions may sometimes be subject to the following conditions:—

- (i) In cases where promotion has been made on *ad-hoc* basis the promotion Order shall made it clear that such promotion shall not bestow on the person a claim for regular promotion and it shall also not be counted for the purpose for seniority in that grade and for eligibility for promotion to the next higher grade;
- (ii) If the appointment/promotion to be made is subject to the order/decision of a Court of Law, it shall be so specified in the promotion Order.

Samples of Notifications and Office Orders issued on promotion are at [**Annexure-51, 52, 53 & 54**].

5.19 Effective Date of promotion

5.19.1 For time-bound promotions the effective date of promotion is the date of eligibility of the employee or the date of DPC declaring him/her fit for promotion, whichever is later. For vacancy based promotions, the effective date is the date of vacancy or the date of eligibility of the employee or the date of orders of the Competent Authority, whichever is later.

5.20 Practice and Procedures

5.20.1 The proposals for promotion of gazetted and non-gazetted staff based on the DPC recommendations are submitted to and approved by the Hon'ble Chairman, Rajya Sabha and the Secretary-General respectively. The promotions are then notified through a Notification for gazetted staff or an Office Order for non-gazetted staff. Persons promoted to Group 'A' or within Group-'A' are required to fill up a certificate of transfer of charge [**Annexure-55**].

Following matters are duly taken into account while processing the cases of promotion:—

- (a) determination of roster points;
- (b) Seniority of the person as per the Gradation List;
- (c) Eligibility of the persons as per the R & CS Order;
- (d) Availability of the ACRs for the last consecutive 5 years of persons eligible and within the zone of the consideration; and
- (e) Pendency of any disciplinary/vigilance case against the persons being considered for promotion.

5.20.2 The work relating to the processing of proposals for promotion of officers and staff for a particular recruitment year commences in the last quarter of the previous recruitment year, with the identification of vacancies, both regular and *ad hoc*, existing and anticipated for the recruitment year under consideration in which the promotions are to be made. Regular anticipated vacancies arise due to retirement, promotions in higher grades and unforeseen vacancies arise due to resignation, creation of posts, voluntary retirement or demise of incumbents in a grade, etc. *Ad hoc* vacancies arise due to deputation/foreign service of employees, leave of more than 45 days, etc. For grades which are filled by both direct recruitment and promotion, the regular vacancies are plotted as per the prescribed direct recruit and promotee ratio to ascertain the number of vacancies falling under the promotion quota. After the vacancies are identified, the next step is the preparation of lists of seniormost eligible persons, as per the Gradation List, in the zone of consideration (both normal and extended) depending upon the reservation rosters wherever applicable. Reservation rosters are applicable for promotions in Groups "C", "B" and the lowest rung of Group "A" posts. Where there is a shortage of reserved category candidates as per the reservation roster in any grade, the extended zone of consideration is applied in that grade to accommodate any eligible SC/ST candidate to the extent of shortage in the reservation roster.

5.20.3 Thereafter, meeting of the Departmental Promotion Committee is convened for recommending officers/staff for promotion. There are separate DPCs for gazetted and non-gazetted posts. The annual DPCs for the calendar year are generally convened in the month of January-February of the current year and thereafter, DPCs are held as and when required for unforeseen vacancies which arise during the course of the calendar year. Statements showing the vacancy position in the various grades, both regular and *ad-hoc*, the recruitment rules for the particular grade, the benchmark grading for that particular grade, the seniority list showing seniormost eligible persons in the zone of consideration, their ACR gradings, reservation roster wherever applicable along with reserved points to be filled, list of eligible SC/ST candidates within the extended zone of consideration and their ACR gradings and vigilance clearance for all the persons proposed to be empanelled, are placed before the DPC for its recommendations. The minutes of the DPC, are got signed from all the Members of the DPC.

5.20.4 Thereafter, as and when a regular vacancy arises during the calendar year, the proposal for promotion on the basis of the minutes of the DPC is moved for orders of the Competent Authority, *i.e.* the Hon'ble Chairman in case of Group "A" gazetted posts and the Secretary-General for all the Groups "B" and "C" posts in the Secretariat. The promotion proposal contains the panel of eligible persons recommended by the DPC as contained in its minutes, the Gradation List, the reservation roster and the ACR gradings of the persons proposed for promotion alongwith vigilance clearance. There is a clear demarcation between regular and *ad-hoc* vacancies and orders are taken separately for both regular and *ad-hoc* promotions. Once the approval of the Competent Authority is obtained, the promotion is notified through a Notification in case of Group "A" posts and by an Office Order in case of Groups "B" and "C" posts. The Notification in case of Group "A" posts is also sent to the Government of India Press for publication in the Gazette of India.

5.20.5 Samples of notes for seeking approval of Competent Authority for promotion to a grade/post in the Secretariat are placed at **Annexure-56, 57 and 58**.

CHAPTER - 6

CONFIRMATION

6.1 General Principles

6.1.1 Earlier, confirmation in the Rajya Sabha Secretariat used to be done in every grade, initially in the entry grade and thereafter on promotion, on regular basis, in subsequent grades. However, as per the revised procedure for confirmation made effective w.e.f. 1st April, 1988, confirmation is made only once in the entry grade in the entire service of an official. Confirmation has also been delinked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation may be considered for confirmation. The revised procedure relating to confirmation will not apply to appointments made on *ad hoc* basis and is only applicable to regular appointments. Detailed guidelines in regard to the confirmation are available in DoP&T OM dated 28.3.1988.

6.2 Confirmation in the grade to which initially recruited

6.2.1 As per the present procedure and practice, an appointee is confirmed in a grade to which he/she is initially appointed. To be eligible for confirmation, he/she should complete the period of probation, mentioned in the offer of appointment, successfully. The case is then placed before the Appointing Authority (the Hon'ble Chairman, Rajya Sabha in case of gazetted Officers and the Secretary-General, Rajya Sabha in case of non-gazetted employees) for obtaining orders for confirmation of the appointee in the Secretariat. A specific order of confirmation is issued on Appointing Authority approving the proposal of confirmation.

6.2.2 DoP&T OM dated 24.09.1992 which has been adopted in the Secretariat further clarifies the following conditions where confirmation is necessary:—

- (1) Where a Government servant who has not already been confirmed in his/her old post is appointed by transfer to the Rajya Sabha Secretariat, it would be necessary to confirm him/her in the new post. In such cases, he/she may be considered for confirmation in case he/she completes his/her period of probation successfully.
- (2) If a Government servant/existing employee of the Rajya Sabha Secretariat is appointed to a post in the Rajya Sabha Secretariat by direct recruitment it will be necessary to consider him/her for confirmation in the new post in which he/she has been appointed by direct recruitment even if the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post is not in the same line or discipline as the old post in which he/she had been confirmed and the fact that he/she was considered suitable for continuance in the old post (which was the basis for his/her confirmation in that post) would not automatically make him/her suitable for continuance or confirmation in the new post, as the job requirements may be different from those of the old post.

6.2.3 Normally confirmation on promotion in the Secretariat is not necessary and a person promoted to a higher grade will have all the benefits that a person confirmed in that grade would have. However, where probation is prescribed, the Appointing Authority will on completion of the prescribed period of probation assess the work and conduct of the officer and in case the Appointing Authority is of the view that the officer is fit to hold the higher grade, he/she will pass an order declaring that the person concerned has successfully completed the probation. If the Appointing Authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time, he/she may revert him/her to the post or grade from which he/she was promoted, or extend the period of probation, as the case may be.

6.2.4 Since there will be no confirmation on promotion before an official is declared to have completed the probation satisfactorily, a rigorous screening of his/her performance should be made and there should be no hesitation to revert a person to the post or grade from which he/she was promoted if the work of the officer during probation has not been satisfactory.

6.3 Reservation for SC/ST

6.3.1 As a result of introduction of confirmation only in the entry stage and the delinking of confirmation from the availability of permanent posts, the need for reservation at the time of confirmation in posts and services filled by Direct Recruitment is no longer exists as everyone who is eligible for confirmation, can be confirmed subject to his/her fitness.

6.4 Seniority

6.4.1 The seniority of a person regularly appointed to a post by direct recruitment would be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation. Detailed guidelines in this regard are contained in DoP&T O.M. dated 04.11.1992 [**Annexure-59**].

6.5 Eligibility for confirmation

6.5.1 Before confirming an employee of the Secretariat, the Competent Authority satisfies himself/herself—

- (i) that the person concerned is educationally qualified unless the educational qualifications were specifically relaxed in his/her case by the Competent Authority in accordance with the rules/instructions issued from time to time or he/she belongs to a category of persons in whose case the prescribed educational qualifications stood relaxed at the time of his/her initial appointment in accordance with the rules/orders issued from time to time.
- (ii) that the person satisfied the condition of the age-limit prescribed in the Recruitment Rules at the time of his/her initial appointment unless he/she was exempted from the condition to the extent provided in the rules/instructions issued by the Secretariat or the condition was specifically relaxed in his/her case by the Competent Authority under the extent instructions.
- (iii) that he/she has been examined by appropriate medical authority and found fit.
- (iv) that he/she is qualified for confirmation under the relevant Recruitment Rules and has passed prescribed tests, if any, before confirmation.
- (v) that his/her performance during the period of probation has been upto the prescribed standards.

6.6 Confirmation of probationers

6.6.1 A person appointed as a direct recruit on probation is confirmed in the grade with effect from the date on which he/she successfully completes the period of probation. The decision whether he/she should be confirmed or his/her probation extended, is taken soon after the expiry of the initial probationary period and communicated to the employee alongwith the reasons in case of extension. In the cases where the order of the Competent Authority is obtained after the termination of the period of probation of direct recruits, a person appointed on probation is confirmed in the grade with effect from the date on which he/she successfully completes the period of probation. A probationer who is not making satisfactory progress or who is not found upto the standard required for the efficient performance of the duties of the post is informed of his/her shortcomings well before the expiry of the original probationary period so that he/she can make sincere efforts at self-improvement.

6.7 Procedure for confirmation

6.7.1. Confirmation of officers and staff in their entry grade is done on the basis of their ACR for atleast a period of two complete years. Officials who possess satisfactory reports regarding work and conduct during the period of probation are identified in various grades and their cases are put up for the approval of the Hon'ble Chairman/the Secretary-General for gazetted/non-gazetted posts respectively. Age relaxation for those who were more than 27 years old at the time of joining this Secretariat is also obtained from the Competent Authority. Afer obtaining the orders of the Hon'ble Chairman/the Secretary-General, a Notification/Office Order regarding the confirmation is issued. Sample Notification/Order issued regarding confirmation of officials in the Secretariat is at **Annexure-60**.

CHAPTER - 7

RESERVATION

7.1 General Principle

7.1.1 As per Government of India policy, reservation for SCs, STs and OBCs in case of direct recruitment on all India basis by open competition is 15%, 7.5% and 27% respectively. In case of direct recruitment on all India basis otherwise than by open competition, reservation for SCs, STs and OBCs is respectively 16.66%, 7.5% and 25.84% [**Annexure-61**]. In case of direct recruitment to Group "C" post normally attracting candidates from a locality or a region, percentage of reservation for SCs/STs is generally fixed in proportion to the population of SCs and STs in the respective States/UTs. In Rajya Sabha Secretariat, recruitment is made on All India basis by open competition and the percentages of reservation for SCs/STs/OBCs are as per Government of India policy for such recruitment. In promotion, reservations for Scheduled Castes and Scheduled Tribes is at 15% and $7\frac{1}{2}$ % respectively, in various grades of different services in which the element of direct recruitment does not exceed 75%. There is no reservation for OBC in promotions. Reservation is available in promotions only upto the lowest rung of Group "A" and thereafter when promotions by selection are made from a Group "A" post to another Group "A" post, no further reservation is available. To give effect to the reservation policy of Government of India, model rosters in prescribed format is maintained in the Secretariat for different categories of posts.

7.2 Model Rosters

7.2.1 The rosters are intended to be an aid in determining the number of vacancies to be reserved and are not meant to be used for determining the order of appointment or seniority. The actual number of vacancies to be reserved for the respective reserved categories is worked out from the model roster and is equivalent to the shortfall of reserved category candidates subject to the ceiling of 50%. The ceiling of 50% on filling up of reserved vacancies would apply only for the current vacancies in a given year and the backlog/carried forward reserved vacancies would be treated as a separate and distinct group and would not be subject to any ceiling.

7.2.2 The following instructions are to be kept in view for maintaining rosters:—

- (i) A common roster is to be maintained for permanent appointments and temporary appointments likely to become permanent or to continue indefinitely;
- (ii) A separate roster is to be maintained for purely temporary appointments of 45 days or more but which have no chance whatever of becoming permanent or continuing indefinitely;
- (iii) A temporary post included in the roster at the time of initial appointment when converted into a permanent post later will not, after such conversion, be shown again in the roster but will be treated as reserved or unreserved according to the point at which it fell when it was initially filled;
- (iv) Permanent vacancies which occur due to death, retirement, resignation or for any other reason will be shown in the roster at (i) above and reservation determined accordingly;
- (v) Separate rosters are to be maintained for determining the number of reservations in appointments made by direct recruitment, promotion and departmental test. Further in direct recruitment, separate rosters are to be maintained for each category of post/service, and each mode of recruitment [sample rosters at **Annexure-62, 63 & 64**].

Likewise in promotion, separate rosters are to be maintained for each category of post/service. Separate rosters are also maintained for each mode of promotion *i.e.* promotion on the basis of selection or seniority subject to rejection of unfit etc. [sample rosters at **Annexure-65**].

- (vi) Immediately after an appointment has been made, the particulars of the persons appointed will be entered in the roster registered in the appropriate columns and the entry signed by the Appointing Authority or by an officer authorized to do so.

- (vii) The cyclic vacancy based rosters have been replaced with fixed post-based rosters that have been adopted for implementation in the Secretariat *w.e.f.* 1.1.2000.
- (viii) The number of points in the roster is equal to the number of posts in the cadre/grade. In a grade of say, 200 posts, where the recruitment rules prescribed a ratio of 50:50 for direct recruitment and promotion, two rosters, one for direct recruitment and one for promotion shall be drawn up, each comprising 100 points.
- (ix) The method of making a roster for a particular mode of recruitment is to multiply each post by the prescribed percentages of reservation for the different reserved categories. The point at which the multiple for a community obtains a complete number or oversteps the number is to be reserved for that community.
- (x) Whenever there is an increase or decrease in the cadre strength, the roster shall be correspondingly expanded or contracted.
- (xi) The roster is to be operated on the principle of replacement and not as a running account as hitherto. The reserved points are fixed and vacancies caused by retirement, etc. of persons occupying those points shall be filled by the appointment of persons of respective categories.
- (xii) Separate pattern of rosters has been introduced for small cadres (upto 13 posts) [sample rosters at **Annexure-66**]. The initial appointment is as per the post earmarked and replacement of incumbents of posts shall be by rotation as indicated horizontally against the cadre strength as applicable.
- (xiii) Once a candidate whether of reserved category or unreserved category joins the post on which he/she is appointed, his/her particulars are noted in the roster register and a point whether reserved or unreserved depending on the candidate so appointed is consumed and in the event of his/her ceasing to hold that post by reason of resignation, death, etc., the said point is not taken into account for being filled again.

7.3 Relaxations available to reserved category candidates

7.3.1 Age relaxation - The maximum age limit available to SC/ST/OBCs prescribed for direct recruitment to a service or post is as per rules and instructions of Government of India and Rajya Sabha Secretariat (Methods of Recruitment & Qualifications for Appointment) Order, 2009. As per present practice, a relaxation in age limit by 5 years in the case of candidates belonging to SC/ST and 3 years for OBCs is granted for Direct Recruit applicants in the Secretariat.

7.3.2 Relaxation in minimum standards and experience - As laid down in the Rajya Sabha Secretariat (Methods of Recruitment & Qualifications for Appointment) Order, 2009, in case of direct recruitment through an examination or an interview or both, the Secretary-General, Rajya Sabha determine the minimum standard for purpose of selection at the examination/interview and selection is made subject to fulfilling the minimum standard determined as above. However, if adequate number of SC/ST candidates who satisfy the minimum standard are not available to fill the reserved vacancies, then SC and ST candidates may be selected to the extent of shortfall in vacancies by relaxing the minimum standard, provided that they are not considered unfit to hold the post. In case of promotion, concession of lower qualifying marks/ lesser standards of evaluation is granted to SC/ST candidates.

7.3.3 Wherever experience is prescribed for direct recruitment, relaxation in this regard is granted by the Secretary-General to such caste, tribe or class wherever applicable to as per Government of India instructions which are applicable in Central Secretariat.

7.4 Fee concession for examination/selection

7.4.1 Candidates belonging to SCs/STs are fully exempted from payment of fees for admission to any examination for recruitment/selection in the Secretariat. SCs/STs candidates are also reimbursed travelling allowance of Second Class Railway fare/Bus fare by the shortest route from their normal place of residence to the place of examination/interview.

7.5 Zone of consideration in promotion

7.5.1 The extended zone of consideration for SCs/STs in promotion is five times the number vacancies.

7.6 Post based rosters

7.6.1 200 point, 40 point and 120 point vacancy based rosters were placed *vide* DoP&T OM dated 02.07.1997 which was issued on the basis of Supreme Court judgment in the case of R.K. Sabharwal *vs* State of Punjab, in which the Court directed that reservation has to be with reference to posts and not vacancies. A post based roster is a mechanism to ensure that the

reserved categories get their due share of posts upto the prescribed percentages of reservation for the concerned categories in line with the principles enunciated in the aforesaid Supreme Court judgment. Post-based rosters were adopted for implementation in the Secretariat *w.e.f.* 01.01.2000.

Two fundamental principles govern the operation of the post based rosters—

- (i) The reservation for entitled categories is to be kept within the prescribed percentage of reservation; and
- (ii) The total reservation should not exceed 50% of the cadre.

7.6.2 Cadre for the purpose of a roster means a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable Recruitment Rules. The instructions of Government of India as and where applicable are given due regard while maintaining and operating the post based rosters. In Rajya Sabha Secretariat the instructions as at para 7.2.2 are adhered to for operating and maintaining the post based rosters.

7.7 Initial Operation of Post Based Rosters

7.7.1 At the time of initial operation of the roster, it is necessary to determine the actual representation of the incumbents belonging to different categories in cadre *vis-a-vis* the points earmarked for each category, *viz.* SCs/STs/OBCs and General in the roster. This may be done by plotting the appointments made against each point of roster starting with the earliest appointee. Thus, if the first appointee in the cadre happens to belong to SC category against point No. 1 of the roster, the remark "utilized by SC" shall be entered. If the next appointee is a general category candidate, the remark "utilized by general category" shall be made against point No. 2 and so on till all appointments are adjusted in the respective rosters.

7.7.2 After completing the adjustments as indicated above, a tally should be made to determine the actual percentages of representation of appointees belonging to the different categories in the cadre. If there is an excess representation of any of the reserved categories, or if the total representation of the reserved categories exceeds 50%, it shall be adjusted in the future recruitment.

7.7.3 Since recruitment is generally vacancy based, it may happen that the actual number of promotees and direct recruits in the cadre does not correspond to the number of posts earmarked in the respective reservation roster. For the purpose of calculations of representation of reserved category in a cadre, total of promotees and direct recruits may be taken. Rectification of the representation as per prescribed percentage by the prescribed mode of recruitment at the earliest possible should, however, be the goal. As such candidates belonging to various categories (SCs/STs/OBCs) who have been recruited without availing any relaxation for any category of post filled in by direct recruitment shall be treated as General candidates and plotted against UR points in the roster.

7.8 Carrying forward of Reservations

(i) In case of Direct recruitment

- (a) In cases of Direct Recruitment, there is a ban on dereservation of vacancies for SCs/STs and OBCs [Annexure-67]. If sufficient number of suitable SC/ST/OBC candidates are not available to fill up the vacancies reserved for them in the first attempt of recruitment, a second attempt shall be made for recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment year to fill up the vacancies. If the required number of SC/ST/OBC candidates are still not available, the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as "backlog vacancies". In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of OBCs will be treated as one group and the backlog vacancies of SCs and STs as another group. The ceiling of 50% reservation will not be applicable for the backlog vacancies.
- (b) The backlog vacancies will be carried forward for subsequent recruitment years as long as they are not filled by candidates of the category for which these are reserved.

(ii) In case of Promotion

- (a) In the cases of promotion by selection from Group "C" to "B", within Group "B" and from Group "B" to the lowest rung of Group "A", if sufficient number of candidates fit for appointment against reserved vacancies are not available even in the normal zone or extended zone, such vacancies may be dereserved and filled by candidates of other communities. if, however, sufficient number of SC/ST candidates are not available and

such vacancies can also not be dereserved for reasons like non-availability of candidates of other categories to fill up the posts etc., the vacancies shall not be filled up and will be treated as "backlog vacancies " in the next recruitment year and shall be treated as distinct from the current vacancies of that year. Such backlog vacancies will be carried forward as long as these are not filled by candidates of the category for which they are reserved or by candidates of other communities after dereservation. Reservation, therefore, will not lapse in case of post based reservation in cadres having more than 13 posts, as whenever the posts are filled, efforts are to be made to complete reservation quota for SCs/STs/OBCs in case of direct recruitment and SCs/STs in case of promotion.

- (b) In cadres having 13 or less number of posts, where 14 point L-shaped rosters are applied, if a reserved vacancy is filled by a candidate belonging to other community after dereservation, the reservation will be carried forward for subsequent recruitment year. Such carry forward of reservation would be permitted for three subsequent recruitment years. In the third year of carried forward of reservation, the vacancy will be treated reserved for the concerned category, but if it cannot be filled by reservation in the third year of carry forward of reservation by a candidate of the concerned category, the reservation will be treated as lapsed and it will be filled as an unreserved vacancy.

(iii) Exchange of SC/ST vacancies

- (a) There is now no exchange of reservation between SCs and STs consequent to the introduction of post based rosters.

7.9 Verification of claims of SC/ST candidates

7.9.1 DoP&T instructions require the appointing authorities to verify the caste status of SC/ST/OBC candidates at the time of initial appointment. Accordingly, at the time of initial appointment of SC/ST/OBC candidates against vacancies reserved for them, a request is made to the concerned district authorities to certify the veracity of caste/community certificate produced by the candidate. Wherever it is found that a Government servant, who was not qualified or is not eligible in terms of the Recruitment Rules, etc., for initial recruitment in service or had furnished false information or produced a false certificate in order to secure appointment, he/she should not be retained in service. If he/she is a probationer or a temporary Government servant, he/she should be discharged or his/her services should be terminated. If he/she has become a permanent Government servant, an inquiry as prescribed in Rule 14 of CCS (CCA) 1965 may be held and if the charges are proved, the Government servant should be removed or dismissed from service. In no circumstances, should any other penalty be imposed.

CHAPTER - 8

TRANSFER/POSTINGS

8.1 General Principle

8.1.1 The Secretariat being an autonomous organisation, all transfers and postings are inter-section transfers/postings. The Secretariat has 40 sections/branches/units in LAFEA Service (including Pay & Accounts Office), 11 sections in Editorial & Translation Service, 2 Sections in Printing & Publications Service and 8 units in LARRDI Service [Annexure-68]. Transfers/postings are normally made within the sections/branches/units/offices of a Service. Transfer/posting in sections/branches/units/offices under LAFEA Service are effected by Personnel Section after obtaining orders from the Secretary-General in case of gazetted officers and Joint Secretary/Additional Secretary (In-charge of Personnel) in case of non-gazetted officers. Inter-section transfer/posting in other Services are recommended by the respective Service Heads and forwarded to Personnel Section for issue of administrative orders. In case of gazetted officers above the rank of Assistant Director in all Services, their work allocation is reviewed from time to time by the Secretary-General, who may issue orders to effect any change in work allocation of such officers as deemed fit.

8.2 Policy governing Transfer/Posting

8.2.1 Transfer/posting and work allocation amongst officers and staff of the Secretariat are undertaken keeping in mind organizational interests and administrative exigencies. Effort is made to ensure that the functioning of any section/branch/unit/office is not jeopardized while ordering posting/transfer to/from any section.

Postings and transfers are usually done on the following basis:—

- (a) request received from section for additional dealing hand to tide over important/urgent work.
- (b) complaints received against officers/staff.
- (c) request received from individual on medical or any other grounds.
- (d) to fulfill the sanctioned strength of a particular section.
- (e) transfer for better utilisation of skills/talent of an officer/staff.
- (f) for optimum utilisation of direct recruits/promotees.
- (g) to rotate the staff so that they do not stagnate in a particular seat/section and gain the experience of working in different sections.
- (h) to rotate the staff in sensitive sections to avoid developing of vested interest.

8.3 Normal Tenure of Posting

8.3.1 There is no fixed tenure of posting in a particular post and the tenure of an officer/staff in a post depends on the organizational requirements and optimum utilisation of the staff. A statement showing the likely tenure of persons appointed to certain non-gazetted posts requiring special expertise in the section/branch/unit/office of LAFEA Service is at [Annexure-69].

8.4 Communication of Transfer/Posting Order and Compliance thereof

8.4.1 Postings and transfers of all categories of employees are effected by Personnel Section *vide* Officer Order Part-II [sample at Annexure-70] which is circulated within the office and posted on the intranet. In case of temporary postings, Note Orders are issued to the individual and section/branch/unit/office concerned.

8.4.2 Posting and transfer orders are to be complied immediately both by the relieving as well as receiving section except in very compelling/exceptional circumstances, with due permission of Joint Secretary/Additional Secretary (In-charge of Personnel Section).

8.5 Handing of charge on Transfer

8.5.1 Officials on their transfer from one section/branch/unit/office to another cannot just leave the section/branch/unit/office and join in the new section/branch/unit/office of posting. They are required to first properly hand over the receipts, registers, files, documents and official properties in their custody or under their change, so that the records etc. remain in proper custody. Besides, they are required to prepare a list of important and time bound papers/matters so that no important and time bound case remains unattended or delayed.

8.5.2. With the above end in view the following procedure is required to be observed when an dealing hand is transferred to or from a section/branch/unit/office:—

- (i) The dealing hand transferred from the section/branch/unit/office will prepare four lists, as under:—
 - (a) all undealt receipts remaining with him. The undealt receipts will be tallied with the entries in the assistant's diary;
 - (b) Registers and records and Assistant's diary maintained by him;
 - (c) All files including guard files in his custody; and
 - (d) Receipts/files/matters of urgent nature, court cases, and other important matters, which need to be attended to without delay by his/her successor.
- (ii) In case, at the time of his/her transfer, his/her replacement/successor has been posted and has joined, he/she will hand over to his/her replacement/successor the undealt receipts/all registers and records including assistant's diary and files according to the four lists prepared as above and a certificate to that effect recorded under proper signatures of the relieved and relieving official. A copy of each of the four lists will be retained by both the officials and third copy will be handed over to the section/branch/unit office In-charge supervising the work;
- (iii) Where an official is transferred out without his/her replacement/successor having been posted, the official transferred out shall, before leaving for his/her new posting, prepare the four lists of receipts, registers and files as above and hand over the same together with the receipts/files/registers to section/branch/unit/office In-charge supervising his/her work. As and when the replacement/successor joins, he/she shall take over the undealt receipts, files and registers.
- (iv) Where an official posted in a section/branch/unit/office is not able to take over the charge because or his/her predecessor being on leave, etc. at the time of his/her joining, the official shall prepare lists of pending receipts, registers (including assistant's diary) and current files, including guard files and hand over a copy of all these lists to the section/branch/unit/office In-charge pointing out the important pending receipts left unattended so that the In-charge may initiate measures for their immediate disposal. As and when the official posted out rejoins duty in the office, he/she should be asked by the supervisor of the section to verify the entries in the lists and sign the lists.

8.5.3 The procedure as outlined in para 8.5.2 is also to be complied with by officer/staff (other than the dealing hand) who are transferred from one section/branch/unit/office to other section/branch/unit/office to the extent applicable.

8.5.4 It is the personal responsibility of the official transferred to or from the section/branch/unit/office to prepare the lists in the above manner and to hand over the same to the In-charge of the section/branch/unit/office personally. A copy of these lists is to be attached with the joining/departure reports by the supervisor while forwarding the joining/departure reports to the next superior/higher authority without which the joining/departure reports will not be deemed to be complete.

8.5.5 The section/branch/unit/office In-charge supervising the work of the official concerned will bring to the notice of the Branch Officer in writing any derivation from this procedure as well as details of important papers and cases left unattended or likely to remain unattended and ensure issue of orders for their prompt disposal. Any lapse in this regard is the personal responsibility of the section/branch/unit/office In-charge.

8.6 Surrender of Staff

8.6.1 No staff shall be surrendered to Personnel Section without giving any valid reasons in writing. All officers are required to take necessary action in guiding, training, motivating and counselling the staff working under them. In case,

they still feel that the officials do not show any sign of improvement, they should properly document the instances of misconduct including indiscipline, delinquency and carelessness and bring it to the notice of Personnel Section as per Circular dated 17th April, 2002 [**Annexure-71**], and in case any substitute is required, they should first discuss the matter with Joint Secretary/Additional Secretary (In-charge of Personnel Section) before surrendering the staff.

8.6.2 During the inter-Session periods, Division Heads (Joint Secretaries/Additional Secretaries) may, as far as possible, utilize such staffs that are relatively free during the period, in other section/branch/unit/office where shortage of staff exists, as a purely informal arrangement. However, a note on such adjustment may be forwarded to Joint Secretary/Additional Secretary (In-charge of Personnel Section). If any permanent/long term arrangement is required, the administration should be approached for issuance of formal orders.

8.6.3 Computerized statements regarding sanctioned strength and in-position strength of all the sections/branches/units/offices; Work Allocation of gazetted officers of LAFEA Service; Postings of officers and staff of Private Secretaries & Stenographic Service, etc. are maintained by the Personnel Section and updated from time to time. Besides, statements of previous postings and qualifications of officers below the level of Deputy Director in LAFEA Service is maintained and updated from time to time. These statements act as ready reckoners while deciding the transfers and postings of officers and staff to various sections/branches/units/offices [**Annexure-72**].

CHAPTER - 9

GRIEVANCE FORUMS

9.1 General Principles

9.1.1 The administration of the Secretariat makes all efforts to ensure maximum satisfaction of its employees albeit within the purview of existing rules, regulations, instructions, etc. The officers/staff of the Secretariat, however, have the freedom to make representations on any of their grievances on service matters. There is no restriction on the employees of the Secretariat of submit applications/representations to the administration on any of their grievances. Normally all such representations are considered on merit and in appropriate cases suitable relief is provided to the representatives after obtaining the orders of the Competent Authority. In case a representationist is not satisfied with the action that has been taken on his/her representation, he/she can approach an authority senior to the authority at whose level the earlier representation has been dealt with. If a representationist is still not satisfied with the action taken by the authorities for redressal of his/her grievance, such representationist can approach the Grievance Cell of the Rajya Sabha Secretariat for redressal of his/her grievance. An aggrieved employee can also approach the Rajya Sabha Secretariat Employees' Association.

9.1.2 Women employees can also approach the Complaints Committee for redressal of grievances related to sexual harassment at work place.

9.1.3 A Welfare Officer and a Welfare Unit are also available in the Secretariat to look after the welfare of the employees.

9.2 Submission of application or representations

9.2.1 Although representation/application on service matters by employees for redressal of grievances is not discouraged to avoid frivolous representations which would otherwise divert resources of Administration, procedures for making representations have been laid down, which are as under:—

- (i) No member of the staff submit on any official matter any representation direct to the Hon'ble Chairman/the Hon'ble Deputy Chairman.
- (ii) No member of the staff shall submit any representation directly to the Secretary-General/Secretary/Additional Secretary and Joint Secretary unless he/she has first exhausted the normal channels of representation *viz.* concerned section/branch/unit In-charge.
- (iii) Representations should not be made jointly. In no case should office stationeries should be used for making personal representation or requests.
- (iv) In making applications/representations/appeals/petitions, the language used should be proper and temperate. Failure to observe this by the representationist, will be considered as an act unbecoming of an employee of the Secretariat.

9.2.2 Besides the above procedure, other general instructions in submitting individual representations to the Hon'ble Chairman, Rajya Sabha and the Secretary-General, Rajya Sabha are enumerated as below:—

- (a) Every representation shall be legibly written or be in typescript.
- (b) Every representation shall be authenticated by the signature of the representationist and shall be submitted by him/her in his/her own behalf.
- (c) Unsigned representations shall not be acted upon.
- (d) Representation shall contain all material facts, statements and arguments relied upon by the representationist and shall be complete in itself.
- (e) No representation shall contain any insinuation, disrespectful or improper language.
- (f) No representation shall contain any material, letter, circular or notes from any file, to which the representationists is not authorized to access or had access to in his/her official capacity.

9.3 Grievance Cell

9.3.1 A Grievance Cell has been constituted in the Secretariat *w.e.f.* 17th September, 1993 to look into the requests/grievances of officers/members of the staff [**Annexure-73**]. It has last been reconstituted in May, 2007 and its present constitution is as under:—

- (i) Secretary as chairman,
- (ii) Joint Secretary (Personnel) as Member, and
- (iii) 2 officers of the rank of Joint Secretary/Director nominated by the Secretary-General, Rajya Sabha as Members.

9.3.2 Representations to the Grievance Cell received in this Section are first put up to the Secretary-General for consideration whether the same may be placed before the Grievance Cell. Thereafter, a meeting of the Grievance Cell is convened and the representationists are also directed to present themselves at the said meeting. The decision of the Grievance Cell after its meeting with the representationist is again put up to the Secretary-General for further consideration and orders.

9.4 Rajya Sabha Secretariat Employees' Association

9.4.1 The Rajya Sabha Secretariat Employees' Association was constituted *w.e.f.* 25th April, 2009 [**Annexure-74**] to take up the common service interests of all the employees of the Secretariat with the administration and to act as an interface between the administration and the employees. Employees can present the grievances on service matters of general nature to the Association which takes up the matter with the administration. The Association ensures that common grievances of a grade/cadre are given due consideration by the administration.

9.5 Complaints Committee for Women

9.5.1 In pursuance of the Hon'ble Supreme Court's directions in the case of *Vishaka and Others vs. State of Rajasthan & Others*, a Complaints Committee has been constituted in the Secretariat *w.e.f.* 30th June, 2009 [**Annexure-75**] to look exclusively into the cases of sexual harassment of woman employees in the Secretariat. At present, the Committee is chaired by a lady officer of the rank of Joint Secretary and has two Members. One of the members is the Welfare Officer and the other member is a lady officer of the rank of Joint Director.

9.6 Welfare Unit

9.6.1 A Welfare Unit to give the employees an opportunity to represent their grievances in matter other than service issues, has been in existence since 2007. It is headed by a Welfare Officer and is serviced by G.A. Section.

CHAPTER - 10

CONDUCT AND DISCIPLINE

10.1 General Principles

10.1.1 The 1957 Rules framed by the President after consultation with the Hon'ble Chairman, Rajya Sabha in the exercise of the powers conferred by clause (3) of Article 98 of the Constitution of India, regulate the recruitment and the conditions of service of persons appointed to the Secretarial staff of the Rajya Sabha. Part-IV of the said Rules consists of provisions pertaining to 'Control and Discipline'. The Rules provided under this part of the 1957 Rules are read with the Central Civil Services (Classification, Control and Appeal) Rules, 1965, which are applicable to the employees of this Secretariat *vide* Rule 10 of the 1957 Rules. The relevant Rules provided in Part IV of the 1957 Rules briefly stated are as follows:

- (a) Rule 13: Control—All officers shall be subject to the superintendence and control of the Hon'ble Chairman, Rajya Sabha.
- (b) Rule 14 [*read with rule 11 of CCS (CCA) Rules, 1965*] enables the following types of penalties to be imposed on an officer for good and sufficient reasons.

Minor Penalties :—

- (i) Censure;
- (ii) Withholding of promotion;
- (iii) Recovery from his/her pay of the whole or part of any pecuniary loss caused by him/her to the Secretariat by negligence and breach of orders;
- (iv) Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his/her pension;
- (v) Withholding of increments of pay.

Major Penalties:—

- (vi) Save as provided in clause (iv) reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his/her pay;
- (vii) Reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or Service from which he/she was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his/her seniority and pay on such restoration to that grade, post or service;
- (viii) Compulsory retirement;
- (ix) Removal from service of the Secretariat which shall not be a disqualification for future employment;
- (x) Dismissal from service of the Secretariat which shall ordinarily be a disqualification for future employment.

Provided that, in every case in which the charge of possession of assets disproportionate to known sources of income or the charge of acceptance from any person of any gratification, other than legal remuneration, as a motive of reward for doing or forbearing to do any official act is established, the penalty mentioned in Clause (ix) or Clause (x) shall be imposed.

Provided further that, in any exceptional case and for special reasons recorded, in writing, any other penalty may be imposed.

- (c) Rule 15 of the 1957 Rules empowers the Hon'ble Chairman, Rajya Sabha to impose any of the penalties specified in Rule 14 on any officer. Under the proviso to Rule 15, the power to impose such penalties on any officer other than a Group 'A' officer has been delegated to Secretary-General.

10.2 Formal procedure is to be followed for imposing a penalty

10.2.1 In the event of violation of any of the provisions of CCS (Conduct) Rules by an employee of the Secretariat being reported, Disciplinary Authority (the Hon'ble Chairman, Rajya Sabha in case of gazetted employees and the Secretary-General in case of non-gazetted employees) may, in appropriate cases, initiate disciplinary proceedings against the concerned employee.

10.2.2 The procedure for imposing major and minor penalties on an officer of the Secretariat have been set out in rules 16 and 17 of the 1957 Rules respectively.

10.2.3 Rule 18 of the 1957 Rules empowers the Disciplinary authority to dispense with the procedures prescribed in either Rule 16 or 17 in cases:

- (a) Where the penalty is imposed on an officer on the ground of conduct which has led to his/her conviction on a criminal charge;
- (b) Where for reasons to be recorded in writing, it is not reasonably practicable to follow the procedure prescribed in the said rules; or
- (c) Where the Hon'ble Chairman, Rajya Sabha is satisfied that the interest of the security of the State, it is not expedient to follow such procedure.
- (d) Rule 19 empowers the Disciplinary Authority, who initiates any disciplinary proceedings to place the officer, against whom such proceedings are started, under suspension, if he/she is satisfied that it is necessary or desirable to do so.

10.2.4 In case of officers on deputation outside the Secretariat, the procedure for initiating disciplinary action against him/her is provided in Rule 20 of the 1957 Rules which provides as under :

- (a) "Where the services of an officer of the Secretariat are lent to any other outside organisation (Central Government, State Government, etc.) the borrowing authority shall have the powers of the Disciplinary Authority for the purpose of placing him/her under suspension and for the purpose of initiating disciplinary proceedings against him/her".
- (b) Provided that the borrowing authority shall forthwith inform the Secretariat of the circumstances leading to the suspension or the commencement of the disciplinary proceedings, as the case may be.
- (c) If the findings of the disciplinary proceedings establish misconduct for which in the opinion of borrowing authority, a minor penalty, as at para 10.1.1 (b), needs to be imposed, then with the concurrence of the Secretariat, such penalty may be imposed by the borrowing authority.
- (d) Provided that, in the event of difference of opinion between the Secretariat and the borrowing authority on the minor penalty to be imposed, the services of the officer shall be placed back at the disposal of the Secretariat.
- (e) If the borrowing authority is of the opinion that any of the major penalties specified in para 10.1.1 (b) be imposed on the officer, the service of such officer shall be placed back at the disposal of the Secretariat and the record of inquiry shall be transmitted to this Secretariat for such action as it deems appropriate.

10.2.5 In case of officers on deputation to the Secretariat, the procedure for initiating disciplinary action against him/her is provided in Rule 21 of the 1957 Rules which provides as under:

- (a) Where an order of suspension is made or a disciplinary proceeding is initiated against an officer whose services have been borrowed from the Central Government, State Government, etc., the authority lending his/her services shall forthwith be informed of the circumstances leading to the order of his/her suspension or the commencement of the disciplinary proceeding against him/her as the case may be.
- (b) If the findings of the disciplinary proceedings against the officer lead to the establishment of misconduct for which, in the opinion of the Secretariat, a minor penalty needs to be imposed, such penalty after concurrence of the lending authority may be imposed on the officer.

- (c) Provided that, in the event of difference of opinion between the Secretariat and the lending authority, the services of the officer shall be placed back at the disposal of the lending authority;
- (d) If the Secretariat is of the opinion that any of the major penalties specified in para 10.1.1 (b) be imposed on the officer, the service of such officer shall be placed back at the disposal of the lending authority and the record of inquiry shall be transmitted to such authority for such action as it deems appropriate.

10.3 Application of CCS Rules

10.3.1 Rule 10 of the 1957 Rules states that in respect of all other matters regulating the conditions of service of officers for which no provision or insufficient provision has been made in these rules, officers shall be governed by such rules as are applicable to the officers holding corresponding posts in the Central Secretariat, subject to such modifications, variations or exceptions, if any, in such rules, as the Hon'ble Chairman, Rajya Sabha may, after consultation with the concerned Ministry of Central Government, from time to time, by order specify.

10.3.2 Rule 30 of the 1957 Rules states that "subject to the provisions of these rules, every officer shall be governed by such rules of conduct, discipline and control as the Hon'ble Chairman may, from time to time, by general or special specify".

10.3.3 The Fundamental Rules, CCS (Conduct) Rules, 1964, CCS (CCA) Rules, 1965 and other Rules framed for Government servants are applicable to the secretariat staff of the Rajya Sabha to the extent these have been adopted in the Secretariat. Important provisions with regard to FRs and CCS (Conduct) Rules as applicable to the employees of this Secretariat are detailed at **Annexure 76 & 77**.

10.4 Misconduct

10.4.1 Apart from the CCS (Conduct) Rules, 1964 which enumerate the stances of misconducts categorically, the following acts may amount to misconduct—

- (i) If the act or conduct is prejudicial or likely to be prejudicial to the interests of the Secretariat or to the reputation of the Secretariat;
- (ii) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his/her duties in the Secretariat;
- (iii) If the act or conduct of an employee makes it unsafe for the Secretariat to retain him/her in service;
- (iv) If the act or conduct of the employee is so grossly immoral that a reasonable man will say that the employee cannot be trusted;
- (v) If the act or conduct of the employee is such that the Secretariat cannot rely on the faithfulness of the employee;
- (vi) If the act or conduct of the employee is such as to open before him/her temptations for not discharging his/her duties properly;
- (vii) If the employee is abusive or if he/she disturbs the peace in the office;
- (viii) If he/she is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of employer and employee;
- (ix) If the employee is habitually negligent in respect of the duties for which he/she is engaged;
- (x) If the neglect of the employee though isolated, tends to cause serious consequences.

10.4.2 The following acts and omissions (not to be taken to be an exhaustive list) may also amount to misconduct;—

- (i) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (ii) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
- (iii) Strike, picketing, gherao-striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.

- (iv) Gross moral misconduct—Acts subversive of discipline—Riotous or disorderly behaviour during office hours at the establishment or any act subversive of discipline.
- (v) Habitual late attendance.
- (vi) Habitual negligence or neglect of work.
- (vii) Habitual absence without permission and over-staying leave.
- (viii) Conviction by a criminal court.

10.5 Serious Misconduct meriting major penalty

10.5.1 The procedures for initiating disciplinary action against a Government servant for misconduct are provided under the Central Civil Services (Classification, Control & Appeal) Rules, 1965. These rules correspond to the rules mentioned in Part IV and V of the 1957 rules. The Government of India's instructions under Rule 14 of the CCS (CCA) Rules state that the nature of the disciplinary action and quantum of punishment has to commensurate with the gravity of the offence committed. The following types of cases have been indicated as those which may merit imposition of one of the major penalties—

- (i) Cases in which there is a reasonable ground to believe that a penal offence has been committed by a Government servant but the evidence forthcoming is not sufficient for prosecution in a Court of Law, e.g.,—
 - (a) possession of disproportionate assets;
 - (b) obtaining or attempting to obtain illegal gratification;
 - (c) misappropriation of Government property, money or stores;
 - (d) obtaining or attempting to obtain any valuable thing or pecuniary advantage without consideration or for a consideration which is not adequate;
- (ii) Falsification of Government records.
- (iii) Gross irregularity or negligence in the discharge of official duties with a dishonest motive.
- (iv) Misuse of official position or power for personal gain.
- (v) Disclosure of secret or confidential information even though it did not fall strictly within the scope of the Official Secrets Act.
- (vi) False claims on the Government—like T.A. claims, Medical/Tuition fee reimbursement claims, etc.

10.6 Suspension

10.6.1 As per instruction issued from time to time, under CCS Rules, (applicable *mutatis mutandis* in the case of Rajya Sabha Secretariat) generally suspension should only be resorted to in the following circumstances:—

- (i) where a disciplinary proceeding against an employee is contemplated or is pending;
- (ii) where in the opinion of the Competent Authority an employee has engaged himself/herself in activities prejudicial to the interest of the security of the State;
- (iii) where a case against an employee of the Secretariat in respect of any criminal offence, is under investigation, inquiry or trial.

10.6.2 An order of suspension should not be made in a prefatory or in a routine and casual manner without proper regard to the guiding principles particularly where no public interest is likely to be served. Suspension should not be resorted to for petty offences unrelated to morality or official duties. Whenever an employee continues to remain absent from duty or overstays leave without permission and his movements are not known, he/she should not be mechanically placed under suspension, as this would entail payment of subsistence allowance, as against treating the period of absence as *dies non*. But when an official who is under suspension disappears and cannot be contacted at his/her last known address, the suspension order should be lifted and proceedings initiated for his/her removal *in absentia*.

10.6.3 While public interest is to be the guiding factor in deciding to place an employee of the Secretariat under suspension, the Competent Authority should take all factors into account and exercise his/her discretion with due care

while taking such action even when the matter is under investigation and before a *prima facie* case is established. The following circumstances may be considered appropriate to place an employee under suspension:—

- (i) where his/her continuance in office will prejudice investigation, trial or any inquiry (*e.g.*, apprehended tampering with witnesses or documents);
- (ii) where his/her continuance in office is likely to seriously subvert discipline in the office in which he/she is working;
- (iii) where his/her continuance in office will be against the wider public interest, *e.g.*, if there is a public scandal and it is considered necessary to place the employee under suspension to demonstrate the policy of the Secretariat to deal with officers involved in such scandals, particularly corruption;
- (iv) where a preliminary inquiry revealed a *prima facie* case justifying criminal or departmental proceedings, which is likely to lead to his/her conviction and/or dismissal, removal or compulsory retirement from service; and
- (v) where he/she is suspected to have engaged himself/herself in activities prejudicial to the interest of the security of the State.

10.6.4 Certain types of misdemeanour where suspension may be desirable in the circumstances mentioned above, are indicated below :

- (i) an offence or conduct involving moral turpitude;
- (ii) corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gain;
- (iii) serious negligence and dereliction of duty resulting in considerable loss to Government;
- (iv) desertion of duty; and
- (v) refusal or deliberate failure to carry out written orders of superior officers.

10.6.5 An employee is, however, *deemed* to have been placed under suspension from the date of his/her detention if detained in custody for a period exceeding forty eight hours or from the date of conviction if sentenced to a term exceeding forty eight hours. The disciplinary cases of officers/staff should, under normal circumstances, be finally decided within a period of *six months* from the date the officer/staff was placed under suspension.

10.7 Suspension pending Disciplinary Proceedings

10.7.1 If, having regard to the nature of the charges and the circumstances in any case, the Disciplinary Authority, who initiates any disciplinary proceedings, is satisfied that it is necessary or desirable to place under suspension the officer against whom such proceedings is contemplated or is pending, the said authority may pass necessary orders to that effect under Rule 19 of the 1957 Rules [sample of Order at **Annexure-78**].

10.7.2 If at the conclusion of the disciplinary proceedings the charged officer is exonerated the period of his/her suspension is treated as on duty and all benefits accruing to him/her for the period under suspension may be given to him/her. Moreover, in case the suspended official has been proceeded against for major penalty and has been awarded a minor penalty the suspension should be treated as unjustified and full pay and allowances shall be paid. When a major penalty is awarded, the consequences of the period of suspension in such cases will have to be decided by the Disciplinary Authority regarding counting the period as duty for various purposes, such as increment, leave, pension, etc., and if so, to what extent.

10.8 Time Schedule in following procedure in Disciplinary Cases

10.8.1 Although there is no fixed time period prescribed for completion of different stages of Disciplinary proceedings, yet it is desirable that the proceedings should be completed as expeditiously as possible. Accordingly, a tentative time frame has been set for completion of different stages of Disciplinary proceedings under normal circumstances. The following table indicates the various stages, channels/levels of decision making and time schedule in the procedure generally followed for the imposition of minor/major penalties:—

Stage	Time Schedule	Level of Decision Making
Minor Penalties		
1. Intimation to the official of the proposal to take action against him/her alongwith the statement of imputations of misconduct.	1 month from the date a report with complete details is received in Personnel Section.	Joint Director/Director in case of officials upto Group 'B' and the Secretary-General in case of Group 'A' officer.
2. Opportunity to the official for making representation against the proposal.	15 days.	—
3. Holding of Inquiry, if necessary	4 months	Disciplinary Authority.
4. Orders of the case together with reasons therefor.	2 months	-do-
Major Penalties		
1. Orders for initiating inquiry proceedings.	2 months from the date a report with complete details is received in Personnel Section.	-do-
2. Approval of the charge sheet.	2 weeks thereafter.	Same as against major penalty.
3. Intimation to the official of the proposal to hold inquiry alongwith the distinct articles of charge, statement of imputations of misconduct and list of documents by which and list of witness by whom the charges are proposed to be sustained.	Within 10 days thereafter.	Joint Director/Director.
4. Opportunity to the employee for making a written statement of defence.	10 days.	—
5. Appointment of Inquiry Officer and Presenting Officer.	Within 7 days thereafter.	Disciplinary Authority.
5A. Completion of Inquiry.	4 months.	—
6. Forwarding of Inquiry Officer's report to the charged official.	Within 10 days of receipt of Report.	Joint Director/Director.
7. Opportunity for written representation against the inquiry report.	15 days	—
8. Order of imposition of penalty with reasons therefor.	Within 1 month thereafter.	Disciplinary Authority.

10.9 Procedure in Disciplinary Cases

10.9.1 The breach of code of conduct and discipline or any errant behaviour by an official of the Secretariat is to be reported to the Personnel Section, by the Officer In-charge of the section/branch/unit/office (through the Joint Director/Director), in case of section staff and by the appropriate superior officer in other cases. In cases, where the gravity of the offence does not demand immediate disciplinary action, the concerned officer of the level of Deputy Director may, after calling for written explanation in the matter, issue a written warning to the individual, in the first instance, if felt desirable. In the event of repetition of the lapse/misconduct by the same individual, the matter may be referred to the Personnel Section

along with the earlier/connected papers for suitable action (refer Circular No. RS/31/2002-Perl. dated 17.04.2002). A copy of this Circular is at **Annexure-71**. Similarly, when an official proceeds on leave without prior permission, the concerned officer of the level of Deputy Director should in the first instance, recall the person concerned on duty immediately and in the event of non-compliance of such directions, the matter may be referred to Personnel Section for suitable action. All such reports will be in writing, giving specific details of the misconduct, the names of witnesses alongwith the documentary evidences, etc. On receipt of such information in the Personnel Section, any additional material that may be required for processing the case is sought from the concerned officer/section before the case is submitted to the Competent Authority in the administration along with proposals for action. The nature of disciplinary action against the official would depend on the gravity of offence. After examining all the materials available, in case it is felt that the matter is not serious enough to justify the imposition of formal punishment, but calls for restraining action against the reported official such as the communication of a written warning, admonition or reprimand, action is taken accordingly under orders of the appropriate authority.

10.9.2 Where the alleged act by an official amounting to misconduct warrants some formal punishments by way of imposition of either a minor or major penalty, the procedures as stipulated in the 1957 Rules read with CCS (CCA) Rules are followed. It initiates with the issue of a chargesheet to the official reported against in the prescribed format detailing the Articles of Charge, Statement of imputation, list of documents, list of witnesses etc., and directing the Charged Officer to either accept or deny the charges brought out against him/her within 10 days of the receipt of the Chargesheet [sample of chargesheet at **Annexure-79**]. He/she is also intimated of the consequences of violation of Rule 20 of the CCS (Conduct) Rules. In case, the Charged Officer admits to the charges brought out against him/her, procedure laid down under Rule 15 of CCS (CCA) Rules is followed. On denial of charges or non receipt of any written submission/statement of defense, the Disciplinary Authority may proceed to appoint a Board of Inquiry/Inquiry Officer or inquire into the charges himself/herself as prescribed in Rule 14 of the CCS (CCA) Rules.

10.10 Procedure for imposing major penalties

10.10.1 The procedure laid down in para 10.9.1 and 10.9.2 indicate the general procedures on initiating disciplinary proceedings. However, in case proceedings are initiated for imposing major penalty against the charged officer, the procedure followed as under:—

- (i) The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be communicated to the officer charged under a memorandum together with a statement of imputations of misconduct or misbehaviour in support of each article of charge on which charge is based and of any other circumstances which it is proposed to be taken into consideration in passing orders on him/her. A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained shall be annexed to the Memorandum. The officer concerned shall be required to put in a written statement of his/her defence within a reasonable time (normally 10 days of the receipt of the communication under which the articles of charge etc. is sent to him/her). He/she shall also be asked specifically to state whether he/she desires to be heard in person. He/she shall be informed that an inquiry will be held only in respect of those articles of charge as are not admitted and he/she should, therefore, specifically admit or deny each article of charge. The delinquent officer shall also be informed that if he/she does not submit his/her written statement of defence on or before the specified date or does not appear in person before the Inquiring Authority or otherwise fails or refuse to comply with the provisions of Rule 16 of the 1957 Rules (read with Rule 14 of the CCS (CCA) Rules, 1965) or the orders/directions issued in pursuance of the said Rule, the Inquiring Authority may hold the inquiry against him/her *ex parte*. Attention of the delinquent official shall also be drawn to Rule 20 of the CCA (Conduct) Rules, 1964 under which no officer shall bring any political or outside influence to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her service in the Secretariat.
- (ii) Where due to absconding of the officer or due to his/her refusal to receive the articles of charge it is not possible to serve the same on him/her, it shall be sent at his/her last known address as well as at his/her permanent home address by pre-paid *Registered Post Acknowledgement Due* so that the same shall be deemed to have been served on the date on which the postal authorities endorse refusal or evasion. A copy of articles of charge shall also be sent by ordinary post under a certificate of posting so that the privilege arising from Section 114 of the Evidence Act can be claimed if the matter goes to a Court of Law.
- (iii) At this stage, the Charged Officer need not be given any access to the list of documents mentioned in Annexure to the Chargesheet, since he/she shall have the opportunity to have access to the documents at the Inquiry stage. However, to avoid delay Disciplinary Authority may provide a copy of the documents listed in the Annexure to the Chargesheet at the time of issue of Chargesheet to the Charged Officer.

- (iv) On receipt of the written statement of defence or if no such statement is received within the time allowed, the Disciplinary Authority shall examine the articles of charge and the explanation, if any, of the officer charged. If the officer desires to be heard in person or where the Disciplinary Authority so directs, an inquiry shall be held in respect of such of the articles of charge as are not admitted.
- (v) When a decision to proceed against the officer(s) has been taken, the Disciplinary Authority may itself inquire into the charge(s) or appoint a Board of Inquiry or Inquiry Officer (hereinafter known as the Inquiring Authority) for the purpose. As soon as it is decided to hold an inquiry, an order regarding appointment of Inquiring authority shall be issued in the prescribed form [sample of Order at **Annexure-80**].
- (vi) The Disciplinary Authority shall appoint an officer to be known as "Presenting Officer" to present on its behalf the case in support of the articles of charge [sample Order at **Annexure-81**].
- (vii) The officer concerned may take the assistance of any other officer of the Secretariat/Government to present the case on his/her behalf, but he/she may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the Disciplinary Authority is a legal practitioner, or the Disciplinary Authority, having regard to the circumstances of the case, so permits.
- (viii) At the outset, the Inquiry officer may allow the Charged Officer to access the original evidences/documents listed in the Annexure to the Chargesheet in the presence of the Presenting Officer and the Defence Assistant if any. He/she may also be allowed to submit any evidence/documents in his/her defence at this stage. At the inquiry, oral evidence shall be heard and the officer charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses called as he/she may wish, provided that the Inquiring Authority may, for reasons to be recorded in writing, refuse to call a witness on the ground that his/her evidence is not relevant or material.
- (ix) The inquiry shall be confined to the specific articles of charge against the officer(s) and no evidence shall be admitted which is not relevant to the articles of charge. If after the charges have been framed, fresh evidence comes to light, it shall not be admitted in the proceedings until a fresh charge has been framed on the basis of that evidence and the officer(s) charged has/have been given reasonable opportunity to meet it.

10.10.2 Proceedings of the Inquiry

- (i) The proceedings shall be conducted in the presence of the officer(s) charged. The record of the evidence given by the officer(s) concerned and the witnesses shall be signed by the person concerned in the presence of the Inquiring Authority, after he/she has satisfied himself/herself that it is an accurate record of the evidence given by him/her.
- (ii) The entire proceeding conducted by the Inquiry Officer shall be reduced to writing. The Inquiry Officer will maintain a daily order-sheet to record in brief the business transacted on each day of hearing.
- (iii) Copies of statements of witnesses duly signed by the Inquiry Officer and the witness himself/herself recorded from, day to day, shall be furnished to the accused officer and to the Presenting Officer.

10.10.3 Ex-Parte proceedings

- (i) In cases where the officer charged is not available, for service of charge-sheet or service of notices and Memoranda at subsequent stages, the Inquiring Authority shall proceed *ex-parte* bringing on record all relevant material in the same manner as it would have done if the officer would have demanded an oral inquiry.

10.10.4 Report of Inquiry Officer/Inquiring Authority

- (i) At the conclusion of the inquiry, the Presenting Officer shall submit a brief on the proceedings to the Inquiry Officer who shall prepare a report of the inquiry recording its findings on each of the articles of charge separately together with the reasons therefor, taking into account the evidence on record. If, in the opinion of the Inquiring Authority, the proceedings of the inquiry, establish charges different from those originally framed, it may record findings on such charges provided that the findings of such charges shall not be recorded unless the officer charged has admitted the facts constituting them or has had an opportunity of defending himself/herself against them.

(ii) The record of the inquiry shall include:—

- the articles of charges framed against the officer and the statement of imputations of misconduct or misbehaviour in support of the articles of charge furnished to the delinquent officer;
- his/her written statement of defence, if any;
- the oral and documentary evidence produced in the course of inquiry;
- the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry; and
- a report setting out the findings on each charge and the reasons therefor.

10.10.5 Action on Report of Inquiry

- (i) The Disciplinary Authority shall, if it is not the Inquiring Authority, consider the record of the inquiry and determine which of the findings of the 'Board of Inquiry or of the Inquiry Officer', as the case may be, it accepts.
- (ii) If the Disciplinary Authority, having regard to the findings recorded or accepted by it on all or any of the articles of charge and on the basis of the evidence adduced during the inquiry is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Rule 14 of the 1957 Rules [read with clause (v) to (ix) of the CCS (CCA) Rules, 1965] should be imposed, it shall:—
- furnish to the officer a copy of the report of the inquiry together with a statement of such findings; and
 - give him/her a notice stating the action proposed to be taken in regard to him/her and calling upon him/her to submit within a specified time, such representation as he/she may wish to make against the proposed action:

Provided that if the Disciplinary Authority disagrees with any part or the whole of the findings of the Board of Inquiry or the Inquiry Officer, the point or points of such disagreement together with a brief statement of the grounds therefor shall also be communicated to the officer [sample order at **Annexure-82**].

10.10.6 Final Order imposing a penalty

- (i) The Disciplinary Authority shall, determine, having regard to the findings recorded or accepted by it, and the representation, if any, made by the officer, what penalty, if any (major or minor), should be imposed on the officer and pass appropriate orders on the case and the orders so passed shall be communicated to the officer together with a copy of its finding on each article of charge, or where the Disciplinary Authority is not the Inquiring Authority, a statement of the findings of the Disciplinary Authority together with brief reasons for its disagreement, if any, with the findings of the Inquiring Authority.
- (ii) At the time it is decided to impose on an officer a penalty of reduction to a lower service, grade or post, or to a lower time-scale, the order shall among other things also specify:—
- the period of reduction, unless the clear intention is that the reduction should be permanent or for an indefinite period; and
 - whether on re-promotion, the officer will regain his original seniority in the higher service, grade or post of higher time-scale which had been assigned to him/her prior to the imposition of the penalty.

If the order or reduction is intended for an indefinite period, the order shall be framed as follows:—

“A is reduced to the lower post/grade/service of X until he/she is found fit by the Competent Authority to be restored to the higher post/grade/service of Y.”

- In cases where it is intended that the fitness of the officer for re-promotion or restoration to his/her original position will be considered only after a specified period, the order shall be made in the following form:—

"A is reduced to the lower post/grade/service of X until he/she is found fit, after a period of.....years from the date of this order to be restored to the higher post of Y."

- In cases where it is decided by the Competent Authority to impose on an officer the penalty of reduction to a lower stage in a time-scale, the order shall be framed in the following form:—

"The (*designation of the Competent Authority*) has decided that Shrishould be reduced to a pay of Rs.....for a period.....with effect from....."

- (iii) If the Disciplinary Authority, having regard to its finding is of the opinion that any of the penalties specified in clauses (i) to (iv) of Rule 14 of the 1957 Rules [read with clause (i) to (iv) of the CCS (CCA) Rules, 1965] should be imposed on the officer charged, it shall pass appropriate orders in each case [sample order at **Annexure-83**].

10.11 Procedure for imposing minor penalty

10.11.1 An officer on whom it is proposed to impose a penalty specified in clauses (i) to (iv) of Rule 14 of the 1957 Rules (*read with clauses (i) to (iv) of Rule 11 of the CCS (CCA) Rules, 1965*), shall be informed that it is proposed to take action against him/her under Rule 17 of the 1957 Rules. A statement of the imputations of misconduct or misbehaviour on which action is proposed to be taken shall also be enclosed. The communication shall be sent in the form of a Memorandum. He/she shall be given an opportunity of making any representation that he/she may desire to make against the proposed action. Such representation, if any, shall be taken into consideration before an order imposing any of the said penalties is passed.

10.11.2 The representation, if any, made by the delinquent official shall be considered by the Disciplinary Authority and appropriate orders passed in each case. The final orders shall be communicated to the officer and all concerned.

10.12 Entry of punishments in confidential rolls

10.12.1 If as a result of disciplinary proceedings, any of the prescribed punishments (*e.g.* censure, reduction to a lower post, etc.) is imposed on an official, a record of the same shall invariably be kept in his/her confidential roll.

10.13 Appeals

10.13.1 Appeals can be submitted against orders passed in disciplinary cases under Rule 22 of the 1957 Rules within three months from the date on which the appellant receives a copy of the order. The detailed procedure to be followed in such cases is enumerated in Rules 22—28 of the 1957 Rules.

10.14 Review

10.14.1 Under Rule 29 of the 1957 Rules, the Hon'ble Chairman, Rajya Sabha may, of his own motion or otherwise, review any order which has been passed by him.

10.15 Procedure to be followed in cases where prosecution and criminal proceedings are to be considered after disciplinary proceedings.

10.15.1 After the departmental proceedings are completed and the penalty, if any, imposed as a result thereof, the question of prosecution will be considered in the light of such material as may have become available as a result of the investigation.

10.15.2 In a suitable case, criminal proceedings may thereafter be initiated. Before taking such proceedings, advice on evidence may be obtained from the Ministry of Law and Justice. Where the conduct of an officer discloses commission of a grave offence of a criminal nature, criminal proceedings should be the rule and not the exception. Where the Disciplinary Authority is satisfied that there is no criminal case which can be sustained against such an officer, criminal prosecution should not be resorted to; but prosecution should not be avoided on the ground that the case might lead to an acquittal.

CHAPTER - 11

ANNUAL CONFIDENTIAL REPORTS

11.1 Confidential Reports

11.1.1 Confidential reports are written for each calendar year. There are twelve types of ACR forms pertaining to various types of technical and non-technical posts in the Secretariat. The ACR forms of officials are forwarded to the concerned Reporting Officer in the month of December of the proceeding year. In respect of the grade of Executive Assistant and equivalent grades and all higher grades, the self-appraisal column of the ACR form is first to be filled by the officer/official to be reported upon and the form is thereafter sent to the Reporting/Reviewing officer/official concerned. In all cases, the Personnel Section indicates the name of the Reporting and Reviewing Officer and period for which report is to be written, in the forwarding note. After filling up the self-appraisal column, the ACR is sent to the Reporting Officer under intimation to Personnel Section. The Reporting Officer and the Reviewing Officer after completing their portion of the ACR forward it to Personnel Section. All changes in pendency status is entered in the PAMS software's ACR Module. In Personnel Section, completed ACRs are scrutinised and filed in the concerned dossier, and corresponding status changes made in the computer data.

11.2 Time-Schedule for preparation of confidential reports

11.2.1 The Report should be recorded within the specified schedule and delay on part of the Reporting Officer should be adversely commented upon. In case, the self-appraisal itself is delayed this should be adversely commented upon by the Reporting Officer and in case of delay exceeding 2 months, the Personnel Section should record non-receipt of self-appraisal on the relevant portion of the ACR form and ask the Reporting Officer to initiate the confidential report at his/her level. The following table gives the time schedule for writing of confidential reports.

Nature of Action	Dates by which action to be completed
1. Distribution of blank CR form to all concerned (<i>i.e.</i> , 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).	Latest by 1st January
2. Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable).	15th January
3. Submission of Report by Reporting Officer to Reviewing Officer <ul style="list-style-type: none"> – Where self appraisal by officer reported upon is prescribed – Where self-appraisal by officer reported upon is not prescribed – Where officer reported upon is himself/herself a Reporting Officer for subordinates under him/her. 	<p>7th February</p> <p>21st January</p> <p>22nd February</p>
4. Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell	<p>23rd February where the due date for the Reporting Officer is 7th February</p> <p>7th February where the due date for the Reporting Officer is 21st January</p> <p>5th March where the due date for the Reporting Officer is 22nd February</p>

11.2.2 Where there are more than one Reporting Officer in a given period, for officials upto the level of Senior Executive Assistant and equivalent grades (due to the same officer/official reporting to more than one Senior Officer simultaneously), the ACR of the concerned individual is sent to the seniormost Reporting Officer for reporting. In case, due to transfer or promotion of the officer/official reported upon during the year, the Reporting Officer changes, separate ACR is initiated for each such period exceeding 3 months. If an officer is transferred during the middle of the reporting year, he/she should immediately write the CRs of his/her subordinates in respect of the year for the period up to the date of his/her transfer, provided that the period is at least six months, and the reports should be submitted to the Reviewing Authority who will retain them in his/her custody and record his/her remarks in the reviewing portions in the last of the reports for the year, taking into account the reports for the previous portions of the year also, submitted to him/her by the transferred officer, at the time of their transfer. If the Reviewing Authority is transferred, not simultaneously with the Reporting Officer, but after some time, he/she will hand over such reports to his/her successor and the successor will review the reports if he/she happens to have three months' experience. Otherwise, the previous Reviewing Authority will review the reports at the end of the year. If, a Reporting/Reviewing Authority retires during the middle of the year, the reports/reviews of their subordinates are obtained from the concerned officer before the date of retirement. As such, Reporting/Reviewing Officers can report/review CRs of their subordinates within one month of their retirement provided they have at least 3 months experience of the work and conduct of the reportee. However, if the Reviewing Authority Officer did not have three months experience, a suitable note is recorded by the new Reviewing Authority. Similarly, if in a case whether the Reporting Officer does not have the requisite experience to initiate the report, the Reviewing Officer shall himself/herself initiate the report as Reporting Officer and it will be reviewed by the officer above the Reviewing Officer.

11.3 Placement of other documents in the Confidential Dossier

11.3.1 Copies of the following communications should also be placed in the confidential report dossier:—

- (a) All orders imposing any of the penalties prescribed under the 1957 Rules, or other relevant Rules.
- (b) All communication conveying adverse remarks.
- (c) Copy of the order regarding expunction or retention of adverse remarks.
- (d) Warnings with the approval of the "Appointing Authority" or under the orders of "Appointing Authority".
- (e) Other communications of the nature of advice or conveying displeasure of the Hon'ble Chairman/the Secretary-General with the orders of the Competent Authority in each individual case.
- (f) Appreciation letter.

11.4 Instructions on writing/reviewing Annual Confidential Reports

- (i) The confidential report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
- (ii) Confidential reports must contain objective assessment of the performance of the official reported upon in respect of each item. It is important that comments are given against each item which, in fact, project all aspect of work performance of the individual in the office.
- (iii) Merit as reflected in the confidential reports is generally recognized as an important ingredient for deciding the cases of promotion to higher grades, confirmation and career advancement in general. The inputs in Annual Confidential Report are, therefore, very important both in the interest of efficiency in service as also of the officers. Considering this fact, it is emphasized that the reports should be written with greatest care so that the work, conduct, character and capability of the officers reported upon can be correctly assessed from the recorded comments. Officers recording remarks must also realize the importance of these entries, as their own competence will be judged particularly from the confidential remarks they record about the officer working under them.
- (iv) It is the duty of a Reporting Officer not only to make an objective assessment of the work and qualities of his/her subordinates but also to give at all times the necessary guidance and assistance to correct his/her faults and deficiencies. It is emphasized that Reporting Officers should not be over influenced while making an assessment by any events immediately prior to writing of an Annual Confidential Report but an objective

assessment should be made through constant observation made during the entire period for which the report is to be made. While recording adverse remarks, the Reporting Officer should indicate the efforts made by him/her to get those defects removed. He/she should also provide necessary training and guidance wherever possible, the annual report should be based on such watchfulness and periodical inspections. Apart from comments on general qualities, such as integrity, intelligence, industry, conduct, behaviour towards superiors and subordinates, relations with fellow employees, work aptitude, etc. of the officer reported upon, the report should also contain a summing up in general terms of his/her good and bad qualities. Confidential Report should as a rule, give general appreciation of the character, conduct, qualities and aptitude of an officer reported upon and a reference to a specific incident should be made, if at all, only by way of illustration to support adverse comments of a general nature, as for example, in efficiency, delay, lack of initiative as well as enthusiasm for work assigned, judgement, etc. Suitable entries may also be made regarding the suggestions made by the officer reported upon which have been accepted and considered useful by office for achieving economy and high standard of efficiency. General remarks like 'Doubtful Character' are vague in nature and entries should be based on established facts and observations and not on mere suspicion.

- (v) At the same time, no one should be rewarded by exaggerated reports which are not based on facts. This may result in injustice to other meritorious officers/officials at the time of promotion; besides eroding overall organizational efficiency. With a view to ensuring objectivity, the following procedure may be kept in view:
 - (a) a written record of an individual's work should be kept in respect of exceptional events (good or bad) and entries made regarding the good and bad work done by the officer during the year at the time of writing the Annual Confidential Report;
 - (b) where an adverse remark is recorded in respect of an official having consistently good record, some details regarding the same should invariably be given;
 - (c) the report should give a clear opinion on the main points like character, integrity, industry, enthusiasm, etc.;
 - (d) devotion to duty is an important aspect on which clear opinion should be given in the Annual Confidential Report;
 - (e) there should be no hesitation on the part of the Reporting Officers to record adverse remarks in justified cases. No deserving adverse remarks should be omitted in the Annual Confidential Report by the Reporting Officer in order to avoid/save himself/herself from embarrassment;
 - (f) Reporting Officers should not be in a hurry to write all the reports on one day and enough time should be devoted in this regard. Care must be taken to ensure that Annual Confidential Report reflect all the qualities possessed by an individual reported upon.
- (vi) Reviewing and Endorsing Officers should acquaint themselves with the work of the official reported upon before making a review in the Annual Confidential Report. It is their duty to ensure that the Annual Confidential Reports reflect the true picture of the performance and personality of the officer. The Reviewing Officer must take care to verify the correctness of the remarks made by the Reporting Officer in the Annual Confidential Report and should make a proper and independent judgement of his/her own in the review. In particular if they disagree with the Reporting Officer, they should specify the item with which they are in disagreement and the extent of the disagreement. This applies where both adverse remarks are being overruled or favourable remarks are being overruled with adverse remarks.

11.5 Adverse Remarks

11.5.1 It is necessary that every employee should know that his/her defects are and how he/she can remove them. Past experience suggests that the best results are achieved only if every Reporting Officer realizes that it is his/her duty not only to make an objective assessment of his/her subordinate's work and qualities but also to give to him/her, at all times, the necessary advice, guidance and assistance to correct his/her faults and deficiencies. If this part of the Reporting Officer's duty is properly performed, there should be no difficulty about recording adverse entries because they would only refer to defects which had persisted despite the Reporting Officer's efforts to have them corrected. Accordingly, in mentioning any faults/defects, the Reporting Officer should also give an indication of the efforts he/she had made by way of guidance, admonition, etc., to get the defects removed and the result to such efforts.

11.5.2 It is, therefore, imperative that the Reporting Officers may adopt a language which when conveyed to the persons concerned gives a clear idea in unequivocal terms as to where they are lacking and how they can improve. The Accepting and Reviewing Officer should pay particular attention to the language of the entry.

11.5.3 Even if the Reporting Officer feels that although the matter is not important enough to call for departmental proceedings it is important enough to be mentioned specifically in the confidential report of the officer concerned, he/she should, before making such an entry, satisfy himself/herself that his/her own conclusion has been arrived at only after a reasonable opportunity has been given at the relevant time, to the officer reported upon to present his/her case relating to the incident.

11.5.4 If called upon to do so, the officer who gives critical or adverse remarks in the confidential report on the employee should be prepared to substantiate the same with concrete facts.

11.6 Communication of adverse remarks and below benchmark grading

11.6.1 An officer must not be kept ignorant about the adverse or critical assessment of his/her work and performance as assessed by his/her superior authorities, or below benchmark grading given to him/her. Accordingly, it is obligatory that adverse remarks/below benchmark grading in the confidential report of an officer should promptly be communicated to him/her in accordance with the prescribed procedure so that he/she is afforded an opportunity to represent against the communicated remarks and decision is taken in time on the representation. Communication of adverse remarks/below benchmark grading should be the rule and non-communication an exception. Where it is decided to exercise the discretion to refrain from communicating adverse remarks, the decision should be taken at a level one step higher than the Reviewing Officer.

11.6.2 The general principles for communication of adverse remarks provide that it is only the opinion as accepted by the highest authority, which need be considered from the point of view of communication of adverse remarks. The remarks recorded by the accepting officer in the ACR will stand to overrule the adverse remarks recorded by the reporting or/and Reviewing Officers on the same subject/item/character trait. Accordingly, the adverse remarks if any recorded by the reporting or Reviewing Officers if overruled by the accepting authorities need not be communicated to the Government servant.

11.6.3 The following general principles should be followed in communication of adverse remarks/below benchmark grading:—

- (a) The adverse remarks/below benchmark grading against an officer in his/her confidential report is communicated by an officer superior in rank to the one to whom the remarks are communicated.
- (b) All adverse entries should be communicated to the officer concerned latest by the 30th April of every year.
- (c) Where one adverse entry is made; whether it relates to a remediable or to an irreparable defect, it is communicated; but while doing so, the substance of the entire report, including what may have been said in praise of the officer is also communicated.
- (d) Where the report on an officer shows that he/she had made efforts to remedy or overcome defects mentioned in the preceding report, the fact is communicated to the officer in suitable form and a copy of such communication added to the confidential reports.
- (e) When a report is built up on the individual opinion as noted, of different departmental superiors in gradation, it is only the opinion as accepted by the highest authority which is considered for communication to the officer concerned.
- (f) An officer is not kept ignorant of the Reporting Officer's opinion when his/her service is not considered satisfactory; criticism should be communicated promptly and should indicate in suitable language the nature of the defects in question.
- (g) Earlier, below benchmark gradings were not being communicated to the concerned officers. However, with the adoption of DoP&T O.M. No. 21011/1/2010-Estt.A dated 13th April, 2010 [**Annexure-84**] in the Secretariat, below benchmark gradings in the case an employee, who is to be considered for promotion in a future DPC and his/her ACRs, which would be reckonable for assessment of his/her fitness in such future DPCs, contain final gradings which are below the benchmark for his/her promotion, before such ACRs are placed before the DPC,

the concerned employee is given a copy of the relevant ACR for his/her representation, if any, within 15 days of such communication. Only below benchmark ACR for the period relevant to promotion is sent to the concerned employee.

11.7 Representation against adverse remarks and below benchmark gradings

11.7.1 The representation against the communicated adverse remarks must be submitted within 10 days of the date of communication of adverse remarks. The Competent Authority may at its discretion entertain a representation made beyond this time limit if there is satisfactory explanation for the delay.

11.7.2 The representations against the below benchmark gradings must be submitted within 15 days of the receipt of copy of the relevant ACR.

11.8 Action on representation against adverse remarks and below benchmark gradings

11.8.1 Ordinarily the office should not enter into any controversy with officers/officials in the matter of adverse remarks communicated to them on the basis of their confidential reports. There may, however, be cases in which the adverse remarks are not made *bona-fide* or are based on a patent error of fact. An examination of all the representations is, therefore, called for. Where the preliminary examination of the representation does not *prima facie* establish that the adverse remarks are *malafide* or based on a patent error of fact, the representation is disposed off on the basis of general policy. Where, however, it appears *prima facie* that the remarks are not *bonafide* or are based on a clear error of fact, the representation is examined on merits and comments of the Reporting Officer, and if necessary, the Reviewing Officer obtained. If as a result, it is found that the adverse remarks were not justified, after obtaining the orders of the highest administrative authority, the adverse remarks so decided to be expunged is expunged and the officer concerned informed of the action taken. The Reporting Officer is also informed, and suitably warned where *malafide* intent is indicated. Recourse to expunction of remarks is considered only in cases of exceptional character after observing the prescribed procedure.

11.8.2 Representation against the remarks or for upgradation of final gradings received in case of below benchmark gradings should be examined by the competent authority in consultation with the Reporting and the Reviewing Officer, if any. While considering the representation, the competent authority has to decide the matter objectively in quasi-judicial manner on the contentions of the employee who has represented against the particular remarks/grading in the ACR and the views of the Reporting and Reviewing Officer if they are still in service on the points raised in the representation *vis-a-vis* the remarks/gradings given by them in the ACR. In case of upgradation of the final gradings given in the ACR, specific reasons therefor may also be given in the order of the competent authority.

11.9 Register of ACRs

11.9.1 To monitor the progress of writing of ACRs, a year-wise Register (through PAMS software) is maintained as per the following proforma:—

REGISTER OF ACR FOR THE YEAR—

Name of officer/official	Date of self appraisal	Date of reporting and designation of Reporting Officer	Date of Reviewing and designation of Reviewing Officer	Remarks (where action required on adverse remarks)

11.9.2. The Register is reviewed on a weekly basis and reminders issued in respect of overdue ACRs. In case reports are overdue by over 3 months the Officer is reminded demi-officially, pointing out that further delay in writing/reviewing the ACR would lead to adverse references being drawn. Since the monitoring is done through software the reminders are also issued through this system, after systematically updating the status.

11.10 Index Sheets

11.10.1 ACRs of officers/officials are to be placed in the ACR dossier, along with an Index Page on the following proforma:—

Index of Confidential Reports

1. Name of officer/official
2. Date of Birth
3. Date of appointment

Sl.No.	Period of ACR		Page number(s)	Remarks (mention any documents placed)
	From (date)	To (date)		

11.10.2 In case, ACR for a broken period of less than 3 months is not initiated appropriate entry is made in the remarks column. It may be noted that for a given period there will be only one ACR document.

11.11 What it should contain

11.11.1 It is well settled that confidential report should be performance-oriented, based on an objective assessment of the performance of the officer reported upon.

11.11.2 A confidential report should give full particulars of the official such as his/her name, designation and the office in which he/she works. Below the signature of the Reporting Officer and Countersigning Officer, both their names and designations should be written in capital letters or their rubber stamps affixed.

11.11.3 An assessment of certain qualities of general importance such as integrity, intelligence, keenness, industry, tact, attitude to superiors and subordinates, relations with fellow-employees, etc., should invariably find place in the report. In addition to the above, every confidential report should carry a general appreciation of the character, conduct and aptitudes and shortcomings of the officer reported upon. Suitable entries may also be made on points like, the fact the officer has attended an approved course of training or study, a substance of the report received from the head of such institution, outstanding performance in the field of sports, athletics and art, whether there is any physical defect, such as bad eye-sight, etc. it should also contain a summing up in general terms of the officer's good and bad qualities. Entries should normally reflect both the 'good' and the 'adverse aspects' in regard to the performance of the individual concerned.

11.11.4 There should be no hesitation on the part of the Reporting Officer to record adverse remarks in justified cases. Such entries should, however, be based on established facts and not on mere suspicion. Remarks like "doubtful character", "complaints received about taking illegal gratification", are not permissible.

11.11.5 An entry relating to penalty award should be recorded in the report for the year in which the punishment order is issued, indicating the period to which the incidents leading to the disciplinary proceedings relate.

11.11.6 Reference to specific incidents may be made, if at all, only by way of general nature, *e.g.* inefficiency, dilatoriness, lack of initiative or judgement, etc.

11.11.7 There may be cases where a specific incident is not important enough to call for disciplinary proceedings, but requires special mention in the confidential report. Before making such an entry, the Reporting Officer should satisfy himself/herself that his/her own conclusion has been arrived at only after a reasonable opportunity having been given to the official to present his/her case relating to that incident.

11.11.8 Every warning/reprimand/displeasure issued in writing need not automatically find a place in the confidential report. Only cases in which despite such warning, etc., the officer has not improved, appropriate mention of such warning, etc., may be made in the confidential report.

11.11.9 The column on "integrity" contained in the Annual Confidential Report is to be filled up in accordance with the following guidelines:—

- (a) Supervisory officer should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate is to be noted from time to time and action to verify the truth of such suspicion taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Administration. At the time of recording the Annual Confidential Report, this diary is to be consulted and the material in it

utilized for filling in the column relating to integrity. If the column is not filled on account of the unconfirmed nature of the suspicions, further action is to be taken in accordance with the following sub-paragraphs.

- (b) The column pertaining to integrity in the Character Roll is to be left blank and a separate secret note about the doubts and suspicions regarding the employee's integrity recorded simultaneously and followed up.
- (c) A copy of the secret note is to be sent together with the Character Roll to the next superior officer who is to ensure that the follow up action is taken expeditiously.
- (d) If, as a result of the follow-up action, an employee is exonerated, his/her integrity is to be certified and an entry made in the Character Roll by the officer in-charge for maintaining the ACR. For the purpose of monitoring the officer in-charge is to keep a separate list of ACR where the integrity of an employee has not been certified.
- (e) If suspicions regarding his/her integrity are confirmed, this fact is to be recorded and duly communicated to the employee concerned.
- (f) There may be cases in which after a secret report/note has been recorded expressing suspicion about an employee's integrity, the inquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In such a case, the employee's conduct is to be watched for a further period, and, in the meantime, he/she is to be, as far as practicable, kept away from positions in which there are opportunities for indulging in corrupt practices and thereafter action taken as indicated at (d) and (e) above.
- (g) There are occasions when a Reporting Officer cannot in fairness to himself/herself and to the employee reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him/her to make a secret report to the Head of the Department. Such instances can occur when the Reporting Officer has not had occasion to watch his/her work closely or when an employee has worked under the Reporting Officer only for a brief period or has been on long leave etc. In all such cases, the Reporting Officer is to make an entry in the integrity column to the effect that he/she has not watched the employee's work for sufficient time to be able to make any definite remarks or that he/she has heard nothing against the employee's integrity, as the case may be. This would be a factual statement to which there can be no objection. But it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him/her, as early as possible, so that he/she may be able to make a positive statement.
- (h) The remarks against the integrity column is to be made by the Reporting Officer in one of the three options mentioned below:—
 - (i) Beyond doubt
 - (ii) Since the integrity of the officer is doubtful, a secret note is attached.
 - (iii) Not watched the officer's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the officer.

11.11.10 It should be ensured that no employee is adversely affected by pre-judicial reports recorded without proper consideration. At the same time, none should be rewarded for extraneous considerations by excessively flattering reports which are not based on facts, which may prejudice just claims of relatively deserving officials.

11.12 General

11.12.1 The confidential reports dossier is the very foundation on which the career of a Government servant is built. It is, therefore, imperative that the various principles and procedures relating to preparation and maintenance of confidential reports and carefully observed.

11.12.2 It is the responsibility of Personal Section to ensure that annual confidential reports are properly maintained in respect of all persons working in the Secretariat.

11.12.3 CR files should be handled like confidential documents and kept in the personal custody of dealing Assistant required to maintain them and he/she should hand them to his/her successors in the office when he/she relinquishes charges. Whenever it is necessary to send them by post, they must be closed in a confidential cover and sent by registered post.

11.12.4 The annual confidential reports are linked to an official's advancement in his/her career, like crossing efficiency bar, promotion and the like.

PART - 2
ESTABLISHMENT (G) SECTION

CHAPTER - 12

RESPONSIBILITIES OF ESTABLISHMENT (GENERAL) SECTION

Establishment (G) Section is responsible for maintenance and safe custody of Service Books, Leave Accounts, LTC records and other service related matters of the Officers and Staff of the Rajya Sabha Secretariat and of personal staff of Hon'ble Chairman/Deputy Chairman/Leader of Opposition/Leader/Deputy Leader and Chief Whip of Parties/Groups. The responsibilities of this Section *inter-alia* include:—

- (a) Opening and maintenance of Service Books, sanction of leave and maintenance of leave records of all the officers and members of staff of the Secretariat and the updation of details thereof in the Personnel Administration Management System (PAMS).
- (b) Fixation of pay on first appointment and also on promotions.
- (c) Grant of annual increments of pay to incumbents in all the scales of pay.
- (d) Admissibility and grant of Leave Travel Concession.
- (e) Forwarding of applications to outside posts/deputation.
- (f) Processing of cases of resignation/technical resignation.
- (g) Grant of permission/approval under Conduct Rules for joining educational institutions/publishing of books and articles/transactions in movable/immovable property.
- (h) Reimbursement of Children Education Allowance.
 - (i) Maintenance of Annual Property Returns.
 - (j) Admissibility and grant of House Building Advances.
 - (k) Admissibility of Motor Car/Personal Computer/Scooter/Motor Cycle advances.
 - (l) Issuance of No Objection Certificate for obtaining Passport/Foreign travel.
- (m) Adoption of Government of India's Orders on subjects dealt by the Section.
- (n) Preparation of Pension papers and calculation of retirement benefits of retiring officials.

CHAPTER - 13

MAINTENANCE AND SAFE CUSTODY OF SERVICE BOOK

13.1 Maintenance and opening of Service Books

13.1.1 Establishment (General) Section is responsible for maintenance and safe custody of Service Books and leave accounts of the officers and staff of the Rajya Sabha Secretariat and personal staff of Hon'ble Chairman/Deputy Chairman/Leader of Opposition/Leader/Deputy Leader and Chief Whip of Parties/Groups.

13.1.2 The concerned Assistants are assigned the responsibility of opening of Service Books, their updation, maintenance and safe custody.

13.1.3 When appointment to any post is made in Rajya Sabha Secretariat/personal staff of Hon'ble Chairman/Deputy Chairman/Leader of Opposition/Leader/Deputy Leader and Chief Whip of Parties/Groups, a copy of the order of appointment issued by the Personnel Section is endorsed to Establishment (G) Section. The Assistant concerned after getting the requisite information and relevant documents relating to the employee from Personnel Section opens a Service Book for him/her.

13.1.4 The dealing Assistant (s) ensures that every new incumbent fills in Nomination Forms for Family Pension, Death-cum-Retirement Gratuity and Central Government Insurance Scheme [**Annexure-85**]. These nominations are put up to "Head of Office" *i.e.* Deputy Director/Joint Director of Estt. (G) Section for attestation and thereafter kept in the Service Book, as provided under Rule 53 of CCS (Pension) Rules, 1977.

13.1.5 If a person is appointed on transfer from some other Department/Ministry, Establishment (G) Section calls for his/her Service Book, Leave Account and other relevant service documents from his/her previous department. Thereafter, the same is maintained in the Section and further entries made in the Service Book.

13.2 Recording of entries in Service Books

13.2.1 Every significant stage in an employees' career, *viz.*, appointment, promotion, reversion, revision in the scale of pay, leave, increment, verification of service, etc. is recorded in the Service Book as provided in Supplementary Rule No. 199.

13.2.2 Every period of reversion from employment and every other interruption of service is noted with full details of its duration and entry made across the page of Service Book.

13.2.3 All entries in the Service Book and Leave Account Register are made by the Assistants concerned neatly and legibly immediately after the occurrence of the event and it is ensured that there are no over-writings or erasures. The corrections, if any, are made by cancelling the wrong entry by drawing a line and making the correction below it neatly. The correction is invariably attested by the competent authority in the manner laid in Supplementary Rule No. 199.

13.2.4 Earlier no separate entry regarding Home Town address was made and permanent Home Address was treated as Home Town address for the purpose of availing LTC. Now entry regarding Home Town address (for Leave Travel Concession purposes) is made on joining the service. Whenever LTC (Home Town or All India) is availed by the employee concerned, entries are recorded by Establishment (A/Cs) and Budget Section in the Service Book.

13.2.5 Entries regarding suspension/termination/resignation, retirement, GPF account No., etc. are also made in the Service Book of the employee and attested by Head of Office *i.e.* Deputy Director/Joint Director of Estt. (G) Section.

13.2.6 Besides above matters, entries regarding height, personal mark of identification, permanent Home Address are being made at the time of first appointment and attested by the Head of Office *i.e.* Deputy Director/Joint Director of Estt. (G) Section or any other officer duly authorized in this behalf. Additions and alterations, if any, are also similarly attested.

13.3 Recording of entries in the Service Book of the Officer on foreign service

13.3.1 If an official of this Secretariat is transferred to another office on foreign service terms, the entries regarding the date of transfer to foreign service and recovery of leave salary and pension contribution are made in the Service Book by the Pay & Accounts Officer as laid in Supplementary Rule No. 203.

13.4 Attestation of Service Books

13.4.1 The entries in the Service Books and Leave Accounts made by the Assistant(s) are attested by the Assistant Director/Executive Officer. Before attesting the entries, he shall ensure that the entries have been made correctly with reference to relevant Office Orders/Notifications.

13.4.2. With a view to ensuring that attestations have been made correctly and exercising general supervision in this regard, the Branch officer *i.e.* Deputy Director/Joint Director inspects some Service Books every year on a random basis. He/she shall append his/her signature thereon in token of having done so as mentioned in Decision (1) below Supplementary Rule No. 199.

13.5 Acceptance of Service Books

13.5.1 When a service book has been prepared, checked and attested, the employee concerned is asked to put his/her signature in the Service Book as a token of having seen the Service Book and accepted the entries made thereon. Before putting his/her signature, the Officer concerned *inter-alia* has to ensure that entries made thereon have been attested.

13.5.2 The officer concerned may on his/her own also request for perusal of his/her Service Book with a view to examining the entries. He/she shall be permitted to do so only once a year unless there are any special reasons for doing so earlier. In such special cases, permission of the Branch Officer *i.e.* Deputy Director/Joint Director is obtained before he/she is permitted to peruse the Service Book.

13.5.3 For the purpose of showing Service Books to the officers/staff and obtaining their signature therein as a token of acceptance of the entries, the Section issues a Circular [**Annexure-86**] in the month of July every year, *i.e.* the month of accrual of annual increment wherein the officers and staff are asked to ensure that nomination forms for Family Pension, Death-cum-Retirement Gratuity and Central Government Insurance Scheme are included in their Service Books, as per provisions contained in Supplementary Rule No. 202.

13.6 Issue of Identification Number

13.6.1 Each employee appointed by recruitment, transfer, deputation, etc. is given an identity number by this Section and a register in this regard is being maintained. The number so assigned is entered in PAMS database and mentioned on the personal file.

CHAPTER - 14

PERSONNEL ADMINISTRATION MANAGEMENT SYSTEM

14.1 Introduction

14.1.1 The Web based Application Personnel & Administrative Management System (PAMS) caters to the need of Personnel and Establishment (General) Section of the Rajya Sabha Secretariat.

14.1.2 Due to the problems felt in recording and retrieving of information pertaining to personal and other administrative matters, a need was felt for the creation of a Web Based System to address the problems.

14.2 Objectives

14.2.1 The objectives of PAMS are as under:—

- (i) To keep the computerized database of various details of Rajya Sabha Secretariat employees for easy retrieval through Web Based System.
- (ii) To reduce repetitive maintenance so as to minimize manual labour of staff, paper movement and for easy production of reports required by various levels of users.
- (iii) Generation of reports and reply to queries as and when required.

14.3 Overview

14.3.1 There are two Sections of Rajya Sabha Secretariat dealing with the personnel related matters who use this software. They are:—

- (i) Personnel Section
- (ii) Establishment (G) Section

14.3.2 The Estt. (G) Section is responsible for entering/updating in PAMS details relating to:—

- (i) General particulars of the employees
- (ii) Educational details
- (iii) Family particulars
- (iv) Leave records
- (v) LTC details
- (vi) Long Term Advances (like House Building Advance etc.).

14.4 Starting the Application

14.4.1 The client end software is first loaded on to the computer and the system administrator sets the password and other access features to access the software. To start the application in Windows, one has to click on the link given on the Rajya Sabha website, home page.

14.4.2 On clicking on the link, the application login page will be displayed in the internet browser.

14.4.3 User name and Password provided by the system Administrator has to be entered. Thereafter 'Submit' button is to be clicked. The home page will appear on the browser. The reset button will reset the fields on the login page and the 'forgot password' page will redirect the browser towards the 'forgot password' page.

14.5 Home page

14.5.1 After successful login, the home page screen appears. This screen shows the options on menu bar as, **Personnel, Establishment (G), Master Files, Reports, Master Reports, Sign Out.**

14.6 Personnel Menu Options

14.6.1 Various forms for the purpose of entering details of the employee are available under this option. The different forms carry different options, as given below:—

14.7 Personal Details:— (for Personnel Section and Estt.(G) Section)

14.7.1 This form contains the employee's details of a general nature. Entries in this form should be done very carefully only from the Service Book or other original sources, as this forms the basis of entries in all other forms. The employees' Personal File Number is entered in order to register a new employee record. Every field is necessary, so data should be entered in each field with great care and caution.

14.7.2 For entering a new record, the following steps are to be followed:—

(1) Registering New Employee:

- (i) Click on **New** button to enter a new record.
- (ii) Enter the new **Personal File No. (Employee Id.)** for new employee. This is an unique number *i.e.* no two employees can have same Personal File Number.
- (iii) Enter the data in each field. No field record should be left blank.
- (iv) Use the '**save**' button to save the details of the employee.
- (v) Use '**Clear**' button to clear the details in all the text fields.
- (vi) After entering the data in all the fields for a particular Personal File Number, click on '**Save**' button to save the entered information. The data will be saved.
- (vii) Click on '**Browse**' Button to select the Photo of the employee with that particular Personal File Number and then click on '**upload**' button to upload the photo of the employee.
- (viii) For entering another new record, click on '**Clear**' button and then click on '**New**' button. Again a blank form will appear for entering the details of next employee.

(2) Retrieval of existing employee information

If the details of an existing employee are to be viewed, then the name of the employee shown in the drop down list should be selected first. In it, the list of names of all employees along with their Personal File Number (Employee Id) will appear. The employee with particular Personal File number should be selected and on selecting the desired employee, the detailed information will appear on the screen.

(3) Updation/Modification of existing record

For this, the procedure detailed at (2) above has to be repeated for retrieval of the data which is needed to be modified. After an employee record is retrieved, changes may be made at the desired places and thereafter the same may be checked carefully before saving. Then **Update** button is to be clicked. The modifications will be saved.

(4) Deletion of an employee record

For this, repeat the *procedure* (2) for retrieval of the data which is needed to be deleted. Then **Delete** button is to be clicked. Care is to be exercised while pressing **Delete** button. As soon as this button is pressed, then related information of that employee will be deleted.

CHAPTER - 15

FIXATION OF PAY

15.1 Basic Pay

15.1.1 Sixth Central Pay Commission has devised the concept of running Pay Band and Grade Pay corresponding to a post. Now, the basic pay of an employee consists of two parts, namely pay in the Pay Band and the Grade Pay corresponding to the post upto the Pay Band 4 of Rs. 37400-67000 plus Grade Pay of Rs. 10,000/-. Pay in the Pay Band is a variable element which changes with annual increments or any additions/modifications in the pay. Grade Pay remains constant throughout the period an employee holds a particular post/responsibilities. Pay fixation of employees in revised scales is done as per the provisions enumerated in CCS (Revised Pay) Rules, 2008 [**Annexure-87**] read together with the Report of Fourth Parliamentary Pay Committee.

15.1.2 In case of direct appointment to a post, the pay is fixed as per Section II of the CCS (Revised Pay) Rules, 2008 (**same Annexure-87**) at the minimum of the pay band and grade pay of the post to which the employee has been appointed.

15.2 Exercising of Option

15.2.1 In case of promotion/appointment to a higher post, the employee is entitled to exercise an option in the prescribed form [**Annexure-88**] within one month from the date of promotion for fixation of his/her pay in the new post either straightaway from the date of his/her appointment to the new post or from the date of his/her next increment in the lower post *i.e.* 1st July. This option is not available if the appointment is on *ad-hoc* basis or on direct recruitment basis. Pay fixation on promotion is done by calculating one increment equal to 3% of the sum of pay in the pay band and the existing grade pay and the amount so arrived is rounded off to the next multiple of 10. This will be added to the existing pay in the pay band and the grade pay corresponding to the promotion post will be added in addition to the pay in the pay band.

15.2.2 In case an employee opts to get his/her pay fixed in the higher grade from the date of his/her promotion, he/she is given one increment in the lower post. Thereafter Grade Pay of the promoted post is given while computing his/her pay in the promoted post from the date of his/her promotion. In case he/she opts to get his/her pay fixed from the date of next annual increment, then, on the date of promotion, pay in the Pay Band shall continue unchanged but Grade Pay of the higher post is granted. Further refixation is done on the date of next annual increment *i.e.* 1st July. On that day, *i.e.* 1st July, the employee is first granted one annual increment and thereafter another on account of promotion. While computing the two increments, basic pay prior to date of promotion is taken into account.

15.2.3 After the fixation of pay has been checked and approved by Deputy Director/Joint Director, an Order shall be issued giving the following particulars:—

- (a) Name and Designation of the Officer whose pay is fixed.
- (b) The Pay Band and Grade Pay at which the pay is fixed in the new Pay Band.
- (c) The date from which the pay is fixed; and
- (d) The rule under which the pay is fixed.

15.2.4 Copies of the Order are endorsed to the (i) Pay & Accounts Office, (ii) Estt.(A/Cs) & Budget Section, (iii) Employee concerned and (iv) Pay Fixation Order Folder [**Annexure-89**].

15.3 General principles governing fixation of pay

15.3.1 General principles governing fixation of pay are contained in CCS (Revised Pay) Rules, 2008 adopted for application for officers and staff of this Secretariat [**Annexure-90**]. Any special cases *e.g.* fixation of pay of re-employed pensioners, etc. is regulated by special orders issued by the Ministry of Finance and Ministry of Personnel, Public Grievances and Pension and adopted by this Secretariat, from time to time.

15.4 Increments

15.4.1 There is a uniform date of annual increment *viz.* 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st July are eligible to be granted increment @ 3% of the sum of the pay in the Pay Band and grade pay, which is rounded off to the next multiple of 10. The amount of increment is added to the existing pay in the Pay Band to get his/her pay after increment.

CHAPTER-16

PROCEDURE FOR SANCTION OF REGULAR LEAVE AND MAINTENANCE OF LEAVE ACCOUNT OF EMPLOYEES

16.1 General condition : Leave, not a matter of right

16.1.1 CCS (Leave) Rules, 1972 duly adopted in this Secretariat regulates the leave conditions of the officials and members of the staff in this Secretariat. According to Rule 7 of CCS (Leave) Rules, 1972 leave cannot be claimed as a matter of right. It is at the discretion of the competent authority to grant leave, to refuse or revoke leave at any time according to the exigencies of public service.

16.2 Kinds of regular leave admissible

16.2.1 Various kinds of regular leave (*i.e.* other than Casual Leave) that can be granted to the officers and staff under the Central Civil Services (Leave) Rules, 1972, are (i) Earned Leave (ii) Half Pay leave (iii) Commuted Leave (iv) Leave Not Due (v) Extraordinary Leave (vi) Maternity Leave (vii) Paternity Leave (viii) Child Adoption Leave (ix) Child Care Leave (x) Study Leave.

- (i) **Earned Leave :** On the 1st of January and 1st of July every year, as per provisions of Rule 26 of the CCS (Leave) Rules 1972, 15 days of Earned Leave (@ $2\frac{1}{2}$ for each completed month of service) is credited in advance to the leave account of the employee. In case of an official appointed during the course of a half year, earned leave is credited to his/her leave account at the rate of $2\frac{1}{2}$ days for each completed calendar month of service which he/she is likely to render in a half year of the calendar year in which he/she is appointed. The credit for the half year in which an officer is due to retire or resigns from service, is afforded only @ $2\frac{1}{2}$ days per completed calendar month upto the date of retirement or resignation. In case an officer is removed or dismissed from service or dies while in service, credit of earned leave is allowed @ $2\frac{1}{2}$ days per completed calendar months preceding the calendar month in which he/she is removed or dismissed from service or dies in service, as the case may be. If an official avails of Extra Ordinary Leave, without Medical Certificate, during a half year, the credit to be afforded to his/her leave account at the commencement of the next half year is reduced by $1/10$ of the period of Extra Ordinary Leave availed of, subject to a maximum of 15 days, in the manner laid down in Rule 27 of the CCS (Leave) Rules, 1972. The Earned Leave account is maintained in whole days, fraction of a day being rounded off to the nearest day. Earned Leave can be accumulated up to a maximum of 300 days. According to Rule 26 (2) of the CCS (Leave) Rules, 1972. Earned Leave can be availed upto 180 days at a time.
- (ii) **Half Pay Leave :** On the 1st of January and 1st of July every year, as per provisions of Rule 29 of the CCS (Leave) Rules, 1972, 10 days of Half Pay Leave ($5/3$ for each completed month) is credited in advance, when a period of absence on suspension of a Government servant is treated as dies-non, then the credit will be reduced by $1/18$ th of period of dies-non during the previous half year, subject to a maximum of 10 days as provided in Rule 29 of CCS (Leave) Rules, 1972. It can be availed either with or without medical certificate.
- (iii) **Commuted Leave :** As per provisions of Rule 30 of the CCS (Leave) Rules, 1972, Commuted Leave not exceeding half the amount of Half Pay Leave due can be granted on medical certificate from Authorised Medical Attendant subject to the condition that the authority competent to grant the leave is satisfied that there is reasonable prospect of the officer returning to duty on its expiry. Twice the amount of commuted leave granted is debited against the Half Pay Leave at credit.
- (iv) **Leave Not due :** As per provision of Rule 31 of CCS (Leave) Rules, 1972, Leave not due may be granted to a permanent employee, who has no Half Pay Leave at credit, for a period not exceeding 360 days during the entire service. Such leave shall be debited against the Half pay leave the employee may earn subsequently. Leave not due may also be granted to temporary employees, suffering from T.B., Leprosy, Cancer or Mental illness provided that the employee has put in a minimum of one year's service and the request is supported by a medical certificate from Authorised Medical Attendant, besides fulfilment of other conditions as in the case of

permanent employees as laid down in Rule 31 (1-A) of CCS (Leave) Rules, 1972. Leave Not due may be granted without medical certificate (a) in continuation of maternity leave according to Rule 43(4) and (b) to a female government servant with less than two surviving children on adoption of a child less than a year old as per Rule 43-B of CCS (Leave) Rules, 1972.

- (v) **Extra Ordinary Leave :** As per Rule 32 (1) of the CCS (Leave) Rules, 1972, it can be granted to any officer in special circumstance when no other leave is due or when other leave is admissible, but the employee concerned applies in writing for the grant of Extra Ordinary Leave. Except in the case of a permanent employees and an employee in quasi-permanent capacity, the duration of Extra Ordinary Leave on any occasion shall not exceed 3 months without medical certificate, 6 months on production of medical certificate and 18 months in case of an employee undergoing treatment for cancer, mental illness, T.B. or pleurisy of T.B. origin, T.B. of any part of body and leprosy, and 24 months for prosecuting studies certified to be in the public interest, provided that the employee has completed one year continuous service.
- (vi) **Maternity Leave :** As per provision contained in Rule 43 (4) and DoPT OM No. 13018/2/2008-Estt.(L) dated 11.9.2008 [**Annexure-91**], which has been duly adopted in the Secretariat, a female govt. servant with less than two surviving children is entitled to 180 days Maternity Leave. It can also be granted in case of miscarriage including abortion, provided that the leave does not exceed 45 days and the application for the leave is supported by a medical certificate, as required under the Rule 19. Any leave (including Commuted Leave up to 60 days and leave not due) may be taken without production of medical certificate upto two years in continuation of Maternity Leave.
- (vii) **Child Care Leave :** According to DoPT OM No. 13018/2/2008-Estt. (L) dated the 11th September, 2008 [**Same Annexure-91**], which has been duly adopted in this Secretariat, women employees having minor children *i.e.* below the age of 18 years are entitled for Child Care Leave (CCL) for a maximum period of two years *i.e.* 730 days during their entire service to take care of their children at the time of need. Under no circumstances can any employee proceed on CCL without prior approval of the leave by the leave sanctioning authority and it can be availed only if the employee concerned has no Earned Leave at her credit. Like any other leave, Child Care Leave also can not be claimed as matter of right.

In addition to the conditions laid down in the Department of Personnel & Training OM of 11th September, 2008, the following guidelines/criteria [**Annexure-92**] have been set forth with the approval of Secretary General for compliance by women employees of the Secretariat:—

- (i) At any point of time, the number of women employees in a grade of a Service of this Secretariat, who can be sanctioned Child Care Leave, shall be upto 3% of sanctioned strength of that grade or one, whichever is more. (This would translate to about 10% of women strength in various grades).
- (ii) The persons, who have already been granted leave on the date of enforcement of these guidelines, shall also be included in the ceiling of 3% quota. However, if on the date of enforcement of these instructions, the number of women employees already sanctioned Child Care Leave exceeds this quota, the leave already granted shall not be cancelled.
- (iii) In case it is not possible to grant Child Care Leave to a women employee because of the quota restriction, then subject to her willingness to avail Child Care Leave as and when it is possible for the Secretariat to grant it, the date of application of the woman employee for Child Care Leave shall be deemed to be the priority date for grant of Child Care Leave to her.
- (iv) A woman employee having an earlier date of priority, shall have preference in grant of Child Care Leave over an employee, whose date of priority is of a later date. The Leave Sanctioning Authority, may, however, grant Child Care Leave to a women employee with a later date of priority in preference to those having earlier priority dates than her if Leave Sanctioning Authority is satisfied that the need of such employee is more pressing than others having priority date earlier to her.
- (v) Each application for a spell of Child Care Leave shall be treated as a separate application for the purposes of these guidelines.
- (vi) The Estt. (G) Section shall maintain a Register to indicate the date of priority for grant of Child Care Leave to various employees in various grades of various Services of the Secretariat.

- (vii) The Leave Sanctioning Authority may, however, grant Child Care Leave in excess of 3% quota as prescribed above in any one of the following cases:—
- (a) Personnel Section certifies that the staff position in that grade is comfortable and it will be possible for it to provide a substitute of the Officer proceeding on Child Care Leave; or
 - (b) If the Division Head of the Section/Branch/Division, where the Officer is working undertakes not to ask for a substitute during the leave period of the Officer proceeding on Child Care Leave; or
 - (c) Secretary-General decides to grant Child Care Leave.
- (viii) No application for Child Care Leave shall be entertained if made more than a month before the earliest date on which the employee intends to proceed on Child Care Leave.
- (ix) Child Care Leave cannot be claimed as a matter of right and under no circumstances can any employee proceed on Child Care Leave without prior proper approval of leave by the Leave Sanctioning Authority.
- (viii) **Paternity Leave :** A male government servant with less than two surviving children is entitled to Paternity Leave for 15 days during the confinement of his wife as per Rule 43-A of CCS (Leave) Rules, 1972. It can be availed 15 days before delivery or up to six months from the date of delivery of the child.

A male government servant with less than two surviving children, on valid adoption of a child below the age of one year is entitled for Paternity Leave for a period 15 days within a period of six months from the date of valid adoption.

- (ix) **Child Adoption Leave :** Rule 43-B of CCS (Leave) Rules, 1972, provides that a female government servant with less than two surviving children, on valid adoption of a child below the age of one year is entitled for child adoption leave for a period of 180 days immediately after the date of valid adoption. In continuation, any leave including commuted leave upto 60 days and leave not due, may be taken without medical certificate for a period of one year reduced by the age of the adopted child, without taking into account child adoption leave.
- (x) **Study Leave :** Rule 50(1) and (2) of CCS (Leave) Rules, 1972, provides that Study Leave is granted to government servants with not less than five years' service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his/her ability as a civil servant. Study Leave is not granted (a) for studies out of India if facilities for such studies exist in India (b) to an official due to retire within three years of return from the Study Leave. It shall not be granted unless it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest and it is for prosecution of studies in subjects other than academic or literary. The maximum amount of Study Leave that may be granted in twelve months at any one time and during the entire service, twenty four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

16.3 Sanctioning of Leave and Leave Sanctioning Authority

16.3.1 All officers and staff shall apply for grant of leave or extension of regular leave (*i.e.* E.L., HPL, Commuted Leave, Leave Not Due, EOL, Maternity Leave, Paternity Leave, Child Care Leave and Child Adoption Leave) in the prescribed form [Annexure-93] atleast 7 working days before the date of commencement of such leave, unless the circumstances are such that the leave can not be so applied in advance. All columns of the leave applications are to be filled in properly and no column, left blank. The Competent authority for recommending the leave and for sanctioning of regular leave are as shown in [Annexure-94]. No employee should proceed on leave unless leave has been sanctioned to him/her and that mere submission of leave application informing the office, is no guarantee of leave being sanctioned, even if leave has been recommended by his/her Controlling Officer.

16.3.3 The leave should be recommended by the competent authority. In case of staff working in various Sections, the concerned Deputy Director/Joint Director incharge is competent to recommend the leave.

16.3.4 The application for leave duly recommended, is received in Establishment (G) Section, where after verifying the admissibility of leave, it is put up in the Personal File of the employee concerned for sanction of leave by the appropriate authority.

16.4 Resumption of duty before the expiry of leave

16.4.1 No officer/staff is allowed to join duty before the expiry of the period of leave granted to him/her unless the leave sanctioning authority has permitted the employee to do so. Request to return to duty before the expiry of leave granted to an employee is to be made in writing. All such requests shall be forwarded with the recommendations of the competent authority.

16.5 Entries in Service Book and their attestation

16.5.1 When an employee resumes duty after availing leave, he has to submit a Joining Report. The joining report is put up and entries are made in the Service Book for attestation by Assistant Director/Executive Officer. Entry in this regard is made in PAMS also.

CHAPTER - 17

LEAVE TRAVEL CONCESSION (LTC)

17.1 Admissibility of LTC

17.1.1 Provisions of CCS (LTC) Rules, 1988 duly adopted in this Secretariat regulates the LTC facilities to the officers/ members of staff of the Secretariat. LTC can be availed by an employee who has completed on year of continuous service. LTC cannot be availed during holidays alone, but must be combined with regular leave or with casual leave. Concession of one block can be carried forward to the first year of the block and the family of the employee can travel in one or more groups.

17.1.2 Home Town LTC is admissible once in a block of two calendar years. An employee having his family at his Home Town can avail of this concession for himself alone every year instead of having it for both self and family once in two years. LTC to any place of India is admissible in lieu of one of the two journeys to Home Town in a block of four years. officials availing LTC to Home Town for self alone once every year, are not entitled to LTC to anywhere in India.

17.1.3 As per DoPT & OM Dated 23.9.2008 [**Annexure-95**], which has been duly adopted in the Secretariat, fresh recruits are allowed to travel to their Home Town along with their families on three occasions in a block of 4 years and to any place in India on the fourth occasion. This facility is available to the employees only for the first two blocks of four years applicable after joining the government for the first time. The block of 4 years will apply with reference to the initial date of joining the government, even though the employee changes the job within government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service.

17.1.4 Home Town once declared is final. However, the competent authority, in exceptional circumstances, can allow change of Home Town only once in entire service as per the provision laid in Rule 5 of CCS (LTC) Rules, 1988. To determine whether the Government servants' declaration may be accepted, the criteria mentioned below may be applied one after the other, where the preceding criterion is not satisfied:—

- (i) whether the place declared by Government servant is the one which requires his/her physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his/her entry into service, the Government servant had been visiting that place frequently.
- (ii) whether the Government servant owns residential property in that place or whether he/she is a member of a joint family having such property there.
- (iii) whether his/her near relations are resident in that place.
- (iv) whether, prior to his/her entry into Government service, the government servant had been living there for some years.

17.1.5 Applications for LTC should be submitted at least 3 weeks before the proposed date of journey in case advance is proposed to be claimed and in other cases, before 7 working days. The applicant has to clearly mention the intended place of visit and the names and details of family members accompanying him/her.

17.1.6 When the application for LTC is received in Establishment (G) Section along with the leave application and undertaking/declaration [**Annexure-96**], the Assistant concerned checks from the Service Book of the person concerned whether he/she has already availed the LTC for the block year for which he/she has applied for advance. If he/she has not availed of the LTC for that particular block year, necessary certificate is given in the advance form. After verification and attestation by Assistant Director/Executive Officer, the LTC advance form is forwarded to Establishment (A/Cs) & Budget Section for payment.

17.1.7 LTC Advance is restricted to 90% of the total fare. On completion of journey the employee submits the claim to Estt. (A/Cs) & Budget Section within one month of return journey. In case no advance has been drawn, the claim is to be submitted to Estt.(G) Section within 90 days of return journey. As and when the claim is received, the same is forwarded to

Establishment (A/Cs) & Budget Section for settlement along with a copy of sanction LTC. The entry in the Service Book regarding LTC is made by Establishment (A/Cs) & Budget Section after the claim is settled.

17.2 Encashment of Earned leave along with LTC

17.2.1 Government employees are allowed to encash ten days' earned leave at the time of availing LTC to the extent of 60 days during the entire career, subject to the condition that he/she must have at least 30 days Earned leave at his/her credit after deducting the amount of leave applied to be encashed. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. If both husband and wife are government servants, the present entitlement for availing LTC remains unchanged. However encashment of 10 days leave will be available to both, subject to a maximum of 60 days each during the entire career.

17.2.2 In accordance with DoPT OM dated the 24th November, 2009 [**Annexure-97**], which has been duly adopted in the Secretariat, employees who are entitled to LTC but opt for the facility of LTC provided to their spouses employed in PSUs/Corporation/Autonomous Bodies etc. and employees who are otherwise not entitled to LTC, on account of their spouse being employed in Indian Railways/National Airlines, who are entitled to privilege passes/concessional tickets are entitled to leave encashment while availing the LTC facility of their spouse/privilege passes/concessional tickets of their spouse, twice in a four year block of LTC.

CHAPTER - 18

ADVANCES

18.1 Advance for purchase of Motor Cycle/Scooter/Moped/Motor Car/Personal Computer

18.1.1 On receipt of an application for advance for purchase of Motor Car/Motor Cycle/Moped/Scooter/Personal Computer in Estt.(G) Section, the dealing Assistant concerned scrutinizes the application and ensure whether it is complete in all respects. The dealing Assistant also checks the following:—

- (a) whether the applicant is a permanent employee. If not, whether he/she has furnished a Surety Bond from a permanent employee of comparable or higher status than him/her.
- (b) whether the applicant has repaid Motor Car advance, if any, availed on an earlier occasion, in full together with interest thereon. If not, the present application shall be rejected and the employee concerned informed accordingly.
- (c) whether the amount of advance applied for and the number of instalments in which the same is proposed to be repaid are within the prescribed limits. If not the applicant shall be informed of these limitations to enable him to make necessary correction in the application form.
- (d) whether the applicant has obtained, where necessary, permission of the competent authority under CCS (Conduct) Rules, for purchase of a car. If not, he/she shall be asked to apply for such permission.
- (e) whether the applicant is in a position to repay the advance considering the recoveries and deductions already being made from his/her pay.
- (f) whether funds are available in the financial year in which the amount of the advance is to be paid.

18.1.2 After scrutiny, the file is put up for obtaining orders of Deputy Director/Joint Director concerned and thereafter passed on to Estt.(A/Cs) & Budget Section who process the applications for obtaining sanction of the competent authority.

18.1.3 However, cases seeking relaxation of eligibility criteria are examined and put up for grant of relaxation by the competent authority.

18.1.4 After the advance has been sanctioned, the sanction order to be issued by the Estt.(A/Cs) & Budget Section shall specify (i) the amount of advance (ii) date of commencement of recovery (iii) number and amount of instalments (iv) rate of interest (v) preconditions for disbursement including hypothecation of vehicle, transfer of registration, etc.

18.2 Eligibility criteria

18.2.1 Eligibility criteria and other conditions in respect of different advances granted to Government servants are listed in [Annexure-98].

18.3 House Building Advance (HBA)

18.3.1 House Building Advance is admissible to all permanent employees or employees with at least 10 years continuous service and is granted only once during the entire service career. If both the husband and wife are Government employees and are eligible for HBA, it shall be admissible to only one of them.

18.3.2 Purposes:

House Building Advance is granted for:

- (i) Construction of a new house of the plot owned by the employee or he/she and his/her spouse jointly.
- (ii) Purchase of a plot and construction of a house thereon.
- (iii) Purchase of a plot under Co-operative Schemes and construction of a house thereon or acquiring of a house through membership of Co-operative Group Housing Scheme.

- (iv) Purchase/construction of house under the Self Financing Schemes of State Housing Boards/Development Authority of Delhi, Bangalore, U.P., Lucknow, etc.
- (v) Outright purchase of a new ready-built house/flat from Housing Boards, Development Authorities and other statutory or semi - Government bodies and also from private registered builders, architects, house building societies, etc., but not from private individuals.
- (vi) Enlargement of living accommodation in an existing house owned by the employee or jointly with his/her spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling.
- (vii) Repayment of loan or advance taken from Government or HUDCO or private source even if the construction has already commenced, subject to certain conditions.
- (viii) Construction of residential portion only of the building of a plot which is earmarked as a shop-cum-residential plot in a residential colony.

18.3.3 General Conditions:

- (i) The applicant or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.
- (ii) The title of the land should be clear.

18.3.4 Conditions to be fulfilled:

- (i) The house/flat should be newly built and should not have been lived in since its construction.
- (ii) It is to be acquired on outright purchase basis and not on hire purchase basis.
- (iii) The government servant gets the right to mortgage the house/flat to the President of India.
- (iv) The total cost of the house/flat does not exceed the prescribed cost ceiling.
- (v) The cost of the house/flat has not already been paid by the applicant.
- (vi) In case of purchase from Registered Builders, the house/flat should be got valued by registered valuers.

18.3.5 Documents to accompany the application form:

(a) In case of purchase through a Govt./semi-Govt. organization:—

1. An attested copy of a letter from the Allotting Authority with the following details:—
 - (a) the cost of the house/flat; (b) conditions of sale; (c) accommodation available therein; whether the official is permitted to mortgage the land and the house/flat in favour of the President of India.
2. An attested copy of the draft lease/sale deed for land and house/flat.

(b) In case of purchase from Co-operative Society:—

1. A letter from Registrar of Co-operative Societies indicating whether the Society is registered with him.
2. An attested copy of the society's title deed in respect of the land on which the house/flat has been built.
3. an affidavit from the Society that the land is free from all encumbrances.
4. A certificate from the Society's lawyer that the properties are free from encumbrances.
5. An attested copy of the offer of sale indicating—(a) the total cost of the house/flat —cost of land and house/flat being shown separately; (b) terms of allotment; and (c) terms of payment, etc.
6. A copy of the plan and detailed specifications adopted in the construction.
7. Accommodation available therein.
8. A letter from the Society stating there is no objection to the house/flat being mortgaged to the President of India.

9. Attested copy of the draft sale deed to be executed in favour of the applicant.
10. An attested copy of the by-laws of the Society.

(c) In case of purchase from Registered Builders:—

1. Valuation certificate by registered valuers.
2. Letter from the selling agency/individual indicating the price and willingness to hand over a clearly distinguishable flat/house within two months.
3. Non-encumbrance certificate.

18.3.6 Cost ceiling:

18.3.6.1 134 times of pay in the pay band subject to a minimum of Rs. 7.5 lakh and maximum of Rs. 30 lakh. The cost ceiling may be relaxed up to 25% in individual cases on merit.

18.3.6.2 If both husband and wife are employed in Central/State Govt., public undertaking, semi Government institutions or local bodies, the pay of both of them will be taken into consideration for calculating the cost ceiling.

18.3.7 Amount of advance:

(i) Construction of a new house	} 34 times of the pay in the Pay Band or Rs. 7.50 lakh lakhs or cost of the house or repaying capacity whichever is the least.
(ii) Purchasing a plot and constructing a house	
(iii) Purchasing a ready built house or flat	
(iv) enlargement of existing house	-34 times of the pay in the Pay Band or Rs. 1,80,000/- or repaying capacity whichever is the least.
(v) Construction of a house in rural area	-80% of the cost or 34 times of pay in the pay band or Rs. 7.50 lakhs or repaying capacity which ever is the least.
(vi) enlargement of existing house in rural area	-34 times of pay in the pay band or Rs. 1,80,000/- or repaying capacity which ever is the least.

18.3.8 Repaying capacity:

The repaying capacity will be computed on the following basis:—

Officials retiring after 20 years	— 40% of basic pay
Officials retiring after 10 years but not later than 20 years	— 40% of basic pay + 65% of retirement Gratuity
Officials retiring within 10 years	— 50% of basic pay + 75% of retirement Gratuity

18.3.9 Procedure for dealing with applications

18.3.9.1 The dealing Assistant on receipt of application checks the particulars given in the application form (**Annexure-99**) by the employee and the documents attached to it in accordance with the Rule issued by the Ministry of Urban Development on the subject from time to time such as (i) date of joining service, (ii) post held, (iii) whether permanent or temporary and if temporary whether he/she has rendered 10 years of service as required under rules (iv) date of superannuation (v) gratuity admissible (vi) whether the advance applied for is within the rules, if not whether the case requires relaxation in rules (vii) repaying capacity (viii) cost ceiling limit (ix) estimate (x) covered area of the proposed construction (xi) whether the plan furnished by the officer has been approved by the authorities (xii) Non encumbrance certificate, etc. or other documents as required under the Rules.

18.3.9.2 After satisfying that the application and the documents furnished by the applicant are in order, it is submitted to Secretary General for approval. On receipt of the approval, formal sanction to the grant of advance will be accorded. The sanction order issued for House Building Advance shall specify:

- (i) total advance sanctioned and conditions attached (e.g. insurance; regular payment of municipal taxes etc);
- (ii) schedule of disbursement of the advance;
- (iii) the date of commencement of recovery, number of instalments and amount;
- (iv) the rate of interest; and
- (v) preconditions for disbursement including execution of mortgage deeds etc.

18.3.9.3 The Section also makes arrangements to complete the prescribed formalities such as execution of agreement, Mortgage Deed, Surety Bond, etc. in the prescribed forms [**Annexure-100**] and then authorizes disbursement of an appropriate amount of the sanctioned advance to the applicant.

18.3.9.4 To keep a record of the House Building Advance sanctioned and payments/recoveries made on account of sanction of HBA or other long term advances, entry is made in the relevant module of the PAMS software giving the details of the kind and amount of loan, etc. For subsequent monitoring a House Building Advance Register [**Annexure-101**] is maintained.

18.3.10 Execution of Mortgage Deed

18.3.10.1 There are three different criteria for execution of Mortgage Deed:

- (i) In case of construction of House on a plot, first instalment of advance is released after the execution of mortgage deed.
- (ii) In case of purchase of ready built House/flat from State Housing Boards/Development Authorities etc., payment is made in one lumpsum and mortgage deed is executed within three months of the drawal of the advance.
- (iii) In case of purchase of House/flat under 'Self-financing Housing Schemes' or 'Co-operative Group Housing Societies', mortgage deed is executed within three months from the date of possession of the flat.

18.3.10.2 A separate file in the name of the employee is opened in respect of the House Building Advance and all papers relating to the transaction are filed thereto and not in the personal file.

CHAPTER - 19

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

19.1 Children Education Allowance Scheme

19.1.1 As per DOPT OM dated 2.9.2008 [**Annexure-102**] and further clarifications dated 11.11.2008 [**Annexure-103**] and 13.11.2009 [**Annexure-104**] Reimbursement of Children Education Allowance is admissible to all the employees irrespective of their pay for the first two children studying in a recognized school from classes nursery to twelfth including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education upto 20 years, and 22 years in case of children with disabilities. Even if a child fails in a particular class, the reimbursement shall not be stopped.

19.1.2 Reimbursement for the following items can be claimed under this Scheme—Tuition fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes.

19.2 Hostel Subsidy

19.2.1 Hostel subsidy means expenses incurred by the Government servant if he has to keep his children in the hostel of a residential school away from the station at which he is posted/or is residing. It may include expenses towards boarding, lodging and expenses as detailed in para 19.1.2 above. Hostel subsidy will be reimbursed upto the maximum limit of Rs. 3000- per month per child subject to a maximum of 2 children. However, both hostel subsidy and children education allowance cannot be availed concurrently.

19.2.2. The annual ceiling fixed for reimbursement of Children Education Allowance is Rs. 12,000/-. The above limits is automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. For children with disabilities, reimbursement is made at double the normal rates and the annual ceiling is Rs. 24,000/-. Reimbursement is made on the submission of original receipts on the basis of self-certification by the Government servant.

19.2.3 The request for reimbursement of tuition fee is received in the prescribed form [**Annexure-105**] available in Establishment (G) Section. The receipt is diarized by the diarist and given to the concerned dealing Assistant. The dealing Assistant checks the claim from the records available. The date of birth of the child is verified from the Service Book records to ensure that it does not exceed age of twenty/twenty two. After verifying the claim, the receipt is put up for the sanction of admissible amount to the Deputy Director/Joint Director. Thereafter, the file is sent to the Establishment (A/Cs) & Budget Section for payment.

CHAPTER - 20

PERMISSION/INTIMATION UNDER CONDUCT RULES

20.1 Joining Educational Institutions

20.1.1. Form of application—As laid down in Government of India's decision No. 4, below Rule 3C of CCS (Conduct) Rules, before seeking admission to an educational institution (Governmental or private) or attending a course of study for University Degrees or Diplomas outside office hours, employee shall apply for prior permission of the Secretariat. Application shall be submitted through the Branch Officer to Estt.(G) Section. Prior permission shall also be necessary when an employee wants to study privately for any course or Examination without joining any institution.

20.1.2 Conditions to be imposed while granting permission—Permission for seeking admission to an educational institution, is granted, on the following conditions:—

- (i) that, the study will in no way interfere with his/her official duties;
- (ii) that, no leave for the preparation of examination for the said course of study will be granted to him/her. Leave for the actual days of the examination may, however, be granted to him/her subject to the exigencies of the official work;
- (iii) that, any other condition that may be laid down from time to time in the exigencies of office work will also be abided by him/her; and
- (iv) that, the permission may be withdrawn at any moment without assigning any reasons.

20.1.3 Competent authority—The dealing Assistant scrutinizes the application in the light of the instructions contained in the foregoing paragraphs and thereafter, submits it to the Assistant Director/Executive Officer. The authority competent to grant permission to the employee for joining educational institution or attending a course of study is the Deputy Director/Joint Director incharge of Estt.(G) Section, who may, where circumstances so necessitate, put up such cases to Joint Secretary (Admn.) for orders. After final orders have been passed, the same is communicated to the employee concerned.

20.2 Publishing of Books and Articles

20.2.1 Prior permission necessary for publishing a book or contributing an article—No employee shall publish a book or contribute an article in a book or newspaper or other periodical publication without the prior permission of the Secretary-General.

20.2.2 Procedure for obtaining permission—An employee intending to publish a book or contribute an article in a newspaper/journal/book is required to submit an application along with manuscript copy of the proposed book/article through the Branch Officer to Estt.(G) Section for obtaining prior permission of this Secretariat.

20.2.3 Estt.(G) Section scrutinizes the manuscript with a view to find out whether or not it contravenes any of the provisions of CCS (Conduct) Rules. If the manuscript is in a language other than English and it is not possible for Estt.(G) Section to scrutinize it, Joint Secretary incharge of Estt.,(G) Section may refer the manuscript to Translation Section if it is in Hindi and to Interpreters Section if it is in any other language, for English Translation thereof.

20.2.4 After the manuscript has been scrutinized, it shall be put up to Joint Secretary incharge of Estt.(G) Section for orders. Decision arrived at is communicated to the employee concerned in writing.

20.3 Transactions in Property

20.3.1 Movable, Immovable and valuable property—Every officer belonging to Groups 'A' and 'B' on his/her appointment to any service or post in the Secretariat shall submit a return of his/her assets and liabilities, in such forms [Annexure-106] as may be prescribed for the purpose, giving the full particulars regarding:—

- (i) the immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage, either in his/her own name or in the name of any member of him/her family or in the name of any other person;
- (ii) shares, debentures and cash including bank deposits inherited by him/her or similarly owned, acquired, or held by him/her;
- (iii) other movable property inherited by him/her or similarly owned, acquired or held by him/her ; and
- (iv) debts and other liabilities incurred by him/her directly or indirectly.

The above provision does not ordinarily apply to employee belonging to Group "C" but Secretary-General, in his discretion, may direct that it shall apply to any such employee or class of employees.

20.3.2 Transactions in Immovable Property—Transaction, acquisition, disposal of any immovable property by lease, mortgage, purchase, sale, gift or otherwise by an officer either in his/her own name or in the name of any member of his/her family shall be entered only with the previous knowledge of the Competent Authority [**Annexure-107**]. The previous sanction of the Competent Authority shall be obtained by the officer if any such transaction is with a person having official dealings with the officers under provisions of the Rule 18(2) of the CCS (Conduct) Rules.

20.3.3 Annual Property Returns—Every officer holding any post in Groups 'A' & 'B' is required to submit an annual return giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her or held by him/her in lease or mortgage either in his/her own or in the name of any member of his/her family or in the name of any other person. The return shall be submitted in the prescribed form [**Annexure-108**] within one month from the date of appointment and subsequently in the month of January every year. The initial return shall show the position as on the date of the officer's appointment and subsequent return as on 1st January of the year in which these are submitted. For submission of Annual Return, a circular [**Annexure-109**] shall be issued on the 1st January every year to all officers and staff members asking them to submit their annual property returns in the prescribed form by 31st January positively. In spite of this Circular, any officer/member of staff fails to do the needful in time, a reminder Circular [**Annexure-110**] is issued in the third week of January. The returns shall be treated as secret and shall, after scrutiny as may be considered necessary, be kept in the personal file of the individuals concerned.

20.3.4 Transactions in Movable Property—An officer/staff member who enters into a transaction in respect of movable property either in his/her own name or in the name of a member of his/her family, shall, within one month from the date of such transaction, report the same to the Secretary-General if the value of such property exceeds Rs. 20,000/- in case of a Government servant holding any Group 'A' or Group 'B' posts or Rs. 15000/- in the case of Government servant holding any Group 'C' post. [**Annexure-111**]. The previous sanction of the Secretary-General shall be obtained by the officer/staff member if any such transaction is with a person having official dealings with the officer/staff member under provisions of the Rule 18(3) of the CCS (Conduct) Rules.

CHAPTER - 21

DEPUTATION/RESIGNATION/TERMINATION OF LIEN

21.1 Deputation

21.1.1 The term 'deputation' covers only those appointments that are made by transfer on a temporary basis, provided the transfer is outside the normal field of deployment and in the public interest and the transfer is to an organization, employees of which are paid salary from the Consolidated Fund of India or the Consolidated Fund of a State. An employee has to be confirmed before he/she proceeds on deputation. The period of deputation shall ordinarily be for a period not exceeding 3 years. The borrowing Organization may, however, grant extension upto 4th year and for the 5th year with the approval of the lending organization. There shall be a mandatory 'cooling off' period of 3 years after every period of deputation/foreign service upto Joint Secretary level posts and one year for Additional Secretary level posts.

21.1.2 The application for deputation to other Ministries/Departments after scrutiny and verification is referred to Personnel Section for disciplinary/vigilance clearance in respect of the individual concerned. After obtaining the clearance from Personnel Section, the application is scrutinized and the eligibility is verified. If the employee fulfils the eligibility, his/her application is processed and after approval (from Joint Director in case of non-gazetted and from Secretary-General in case of gazetted) is forwarded to the concerned organization.

21.1.3 In case a Minister/Hon'ble Deputy Chairman/Leader of Opposition desires the services of an employee in his/her personal staff, subject to the pay scale being the same or more, willingness of the employee is ascertained, thereafter, he/she is relieved of his duties. As per the clarification given by DoPT, temporary employees cannot go on deputation in the personal staff of the said dignitaries [Annexure-112].

21.1.4 If an offer of appointment on deputation basis in respect of an employee, is received in the section, the offer is forwarded to Personnel Section for obtaining orders of Secretary-General for relieving the employee concerned from the Secretariat. After obtaining the orders of Secretary-General, the required Office Order/Notification is issued by the Personnel Section. The official is relieved of his/her duties and his/her Service Book/Last Pay Certificate is sent to the concerned Department after making entries regarding the deputation in the Service Book.

21.1.5 An employee on deputation to the Rajya Sabha Secretariat has the option to draw pay either in the scale of pay of the deputation post fixed under the normal rules or his/her basic pay in the parent department from time to time plus personal pay, if any, and deputation (duty) allowance.

21.2 Rates of deputation (Duty) Allowance: [Annexure-113]

- | | | |
|-----------------------------|---|---|
| [A] Within the same station | - | 5% of Basic Pay subject to a maximum of Rs. 2000/- p.m. |
| (b) In other cases | - | 10% of Basic Pay subject to maximum of Rs. 4,000/- p.m. |

Basic Pay from time to time plus Deputation (Duty) Allowance should not exceed the maximum of the PB-4 (Rs. 67000) plus the grade pay of the post held on deputation, subject to the grade pay not exceeding Rs. 10,000.

21.3 Resignation

21.3.1 An employee quitting service on resignation is not entitled to any Pension, Gratuity or terminal benefits. He/she is, however, entitled to cash equivalent to the extent of half of earned leave at his/her credit, subject to a maximum of 150 days.

21.3.2 In case of resignation, the file is put up for orders of Secretary-General (for non-gazetted staff)/Hon'ble Chairman, Rajya Sabha (for gazetted staff) and thereafter, Office Order/Notification is issued to that effect. The accounts of the employee are settled by Establishment [A/Cs) and Budget Section after obtaining the No Dues Certificate from the sections concerned.

21.3.3 When an employee applies for a post in the same or another department through proper channel and on selection he/she is asked to resign the previous post for administrative reasons then the resignation is treated as 'technical

formality'. The benefit of past service is allowed for purpose of fixation of pay in the new post and the leave at his/her credit is carried forward.

21.3.4 In case of employees who wish to take up appointment in other organizations, the resignation is accepted on 'technical grounds', if the application has been forwarded through the Secretariat. The person is relieved of the duties to take up the new appointment after obtaining the orders of the Secretary-General. The Service Book and Last Pay Certificate of the employee is sent to the concerned organization after obtaining 'No Dues Certificate' from the concerned sections.

21.4 Termination of Lien

21.4.1 In case of permanent Government servants, his/her lien is retained in the parent department for a period of two years. He/she should either revert to the parent department within that period or resign from the parent department at the end of that period. An undertaking [**Annexure-114**] to abide by these conditions is taken from the Government servant at the time of forwarding the application to other offices.

21.4.2 In exceptional cases, where it would take some time for the other department to confirm such Government servants due to some administrative reasons, the permanent Government servant may be permitted to retain their lien in the parent department for one more year. According to FR SR Rule 13 (2) & (5), while granting such permission, a fresh undertaking similar to the one taken earlier may be taken from the permanent Government servant by the parent department.

21.4.3 On receipt of a communication from the borrowing Department that the employee has been confirmed in that department and subsequently the employee resigns from the services of the Rajya Sabha Secretariat, the lien of the employee is terminated in the Rajya Sabha Secretariat, after obtaining the orders of the Secretary-General.

CHAPTER - 22

PENSION AND RETIREMENT BENEFITS

22.1 Retirement

22.1.1 The age prescribed for retirement on superannuation is 60 years for all employees of the Rajya Sabha Secretariat. Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained. An employee whose date of birth falls on the first of the month, retires on the afternoon of the last day of the preceding month and the day of retirement is deemed to be a working day. In case of voluntary retirement, the day of retirement will be treated as a 'non-working day'.

22.2 Pension

22.2.1 A recurring monthly pension is admissible to permanent employees recruited on or before 1.1.2004, who retire or are retired with a qualifying service of not less than ten years. Temporary employees who retire on superannuation or invalidation after rendering not less than *ten years of service or who retire voluntarily after 20 years continuous service are also eligible for pension.

22.2.2 New Pension Scheme

22.2.3 As per Government of India, Ministry of Finance OM No.1(7)(2)/2003/TA/67-74, dated 4.2.2004, which was duly adopted in the Secretariat, the Government of India have introduced a new Defined Contributin Pension Scheme replacing the existing system of Defined Benefit Pension System. The New Pension Scheme came into operation with effect from 1.1.2004 and is applicable to all new entrants to Central Government service, except to Armed Forces, joining Government service on or after 1.1.2004. The said O.M. has been adopted in this Secretariat.

22.2.4 Some of the salient features of the New Pension Scheme are as follows:—

1. The New Pension Scheme will work on defined contribution basis and will have two tiers—Tiers I and II. Contribution to Tier-I is mandatory for all government servants joining government service on or after 1.1.2004, whereas Tier-II will be optional and at the discretion of government servants.
2. In Tier-I, government servants will have to make a contribution of 10% of his basic pay *plus* DA, which will be deducted from his salary bill every month by PAO concerned. The government will make an equal matching contribution.
3. Tier-I contributions [And the investment returns) will be kept in a non-withdrawable Pension Tier-I Account. Tier-II contributions will be kept in a separate account that will be withdrawable at the option of the government servant. Government will not make any contribution to Tier-II account.
4. The existing provisions of Defined Benefit Pension and GPF would not be available to new government servants joining government service on or after 1.1.2004.
5. A government servant can exit at or after the age of 60 years from the Tier-I of the scheme. At exit, it would be mandatory for him to invest 40 per cent of pension wealth to purchase an annuity (from an IRDA, regulated Life Insurance Company), which will provide for pension for the lifetime of the employee and his dependent parents/spouse. In the case of government servants who leave the Scheme before attaining the age of 60, the mandatory annuitization would be 80% of the pension wealth.

22.2.5 Once a government servant has rendered the qualifying service of 20 years, pension is paid at 50% of the emoluments last drawn or average emoluments received during the last 10 months, whichever is more beneficial to him/her. In case where the govt. servant is entitled to pension on completion of 10 years of qualifying service*, pension is paid at

*As per the extant provisions, only Ex-servicemen and compassionate appointees are eligible for full pension after 10 years of regular service in this Secretariat.

50% of the last pay drawn or 50% of the average emoluments received during the last 10 months, whichever is more beneficial to him/her. The amount of pension shall be subject to a minimum of Rs. 3500/- p.m. and maximum of Rs. 45,000/- p.m.

22.3 Retirement Gratuity

22.3.1 It is admissible to all employees who retire after completion of 5 years of qualifying service at the rate of one-fourth of emoluments for each completed six monthly period of qualifying service subject to a maximum of 16½ times the emoluments or Rs. 10,00,000/- (Rs. 10 lakhs), whichever is less.

22.3.2 Every pensioner is eligible to commute a portion of his/her monthly pension not exceeding 40% for a lump sum payment which is the commuted value of that portion of the pension.

22.3.3 A list of retiring employees is received from the Personnel Section at least two years before the due date of retirement. Action for finalizing Pension papers [**Annexure-115**] of the retiring employees is initiated six months before the date of retirement. As soon as the list is received, a note [**Annexure-116**] to the G.A. Section, Establishment [A/Cs] & Budget Section, Notice Office, Research & Library Section, Rajya Sabha Secretariat Co-operative Thrift & Credit Society Ltd., CPIC is sent with the request to furnish the 'No Dues Certificates' within a stipulated period which is generally three months before the date of retirement. These Sections are required to furnish the information in time to Establishment (G) Section.

22.3.4 Meanwhile, the Service Record of the individual is verified and the entries made in Service Book are checked for attestation. The total service period is scrutinised for ascertaining Qualifying Service.

22.3.5 Two months before the date of retirement, the papers received from the retiring employee and Sections concerned as indicated above are scrutinized. The pension papers are filled up and the file is put up for sanction of Pension/Family Pension, Commutation of Pension, Death-cum-retirement Gratuity of the Deputy Director/Joint Director and thereafter sent to Pay & Accounts Office, Rajya Sabha for preparing pension so that the retiring person gets the dues admissible to him/her on the day of retirement. The required Notification (for gazetted officers)/Office Order (for non-gazetted employees) is issued on the last working day of the month/or on the 1st day of the next month in which the employee is retired. After issue of the Notification/Office Order, the file is submitted for sanction of cash equivalent of leave salary admissible for the number of days of Earned Leave and Half Pay Leave at the credit of the employee on the last day of service, subject to a maximum of 300 days.

22.3.6 In case of death of an employee, the action for preparation of family pension starts as soon as the death certificate is received. Note to various Sections for 'No Dues Certificate' is sent and the service record of the individual is verified. The family pension case is prepared immediately on receipt of pension papers from the family of the deceased employee and sent to the Pay & Accounts Office, Rajya Sabha for necessary action.

22.3.7 In case of an employee who is missing, the family pension is sanctioned after a period of six months from the date of registration of an FIR with the police. The request for furnishing No Dues Certificate to the concerned Sections is sent. As soon as the pension papers, indemnity bond, etc. and No Dues Certificate are received from the Sections, pension papers are prepared and sent to Pay & Accounts Office for necessary action.

CHAPTER - 23

NO DEMAND CERTIFICATE

23.1 No Demand Certificate

23.1.1 The last payment of pay or allowances shall not be made to the employee who is due to quit the service by resignation and 10% of the gratuity amount withheld in case of employee who is due to quit the service by retirement, dismissal, death or otherwise, until;

- (i) he/she has made over charge of all office property in his/her possession (*e.g.* Identity Card, Laminated Pass, books borrowed from Parliament/Staff Library/Research & Library Section, etc.) and has furnished a "No Demand Certificate" from the Sections/Branches of the Secretariat.
- (ii) if he/she is a member of the Central Secretariat Library, he/she has furnished a "No Demand Certificate" from that Library.
- (iii) if he/she is in possession of Government accommodation, has furnished a "No Demand Certificate" from G.A. Section.
- (iv) an intimation is sent to the Secretary, Rajya Sabha Secretariat Thrift & Credit Society to finalise the accounts.

23.2 Final payment

23.2.1 On receipt of No Demand Certificates [**Annexure-117**] from the Sections/Branches of the Secretariat including Estt. [A/Cs) & Budget Section, Pay & Accounts Office is requested to make arrangements to make final payment of dues to the officer concerned.

PART - 3
DISTRIBUTION SECTION

CHAPTER - 24

RESPONSIBILITIES OF THE DISTRIBUTION SECTION

Distribution Section (D Section) is the only Section in the Secretariat which works round the clock throughout the year. It is bestowed upon with the following responsibilities:—

- (a) Distribution of all letters, papers, publications received from outside agencies and various Sections of the Secretariat;
- (b) Circulation of Parliamentary papers like List of Business, Bulletin Part-I and Part-II, Bills, Question Lists, Synopsis, Committees Notices, Reports, etc. and other documents to Members of Rajya Sabha, Ministers, Ministries, Officers of the Secretariat and others and Members of Lok Sabha who are Members of Rajya Sabha Secretariat administered Committees;
- (c) Making copies of Rajya Sabha debates, Committee Notices, reports, circulars, notifications and other papers received from various sections;
- (d) Bulk photocopying and making sets of papers, reports, documents, etc.;
- (e) Maintenance of accounts of service Postage Stamps used in franking Machine;
- (f) Maintenance of Xerox Machines, copy printing Machines, Address write machine, stitching machine, etc.;
- (g) Upkeep of three-wheelers, bikes and bicycles allotted to the Section;
- (h) Updating of addresses of members in address write machine;
- (i) Delivering/collecting various Parliamentary Papers and documents from/to Govt. of India Press.

CHAPTER - 25

RECEIPT AND DISTRIBUTION OF DAK

25.1 Receipt of Dak

25.1.1 All ordinary communications intended for the Secretariat sent either through post or by special messenger is received in the Section. All such incoming receipts are received from 10 AM to 1 PM and from 2 PM to 6 PM, on all working days and immediate receipts are received at all times.

25.1.2 All official dak except secret or confidential covers shall, in the first instance, be opened and categorized. Secret and Confidential covers not addressed by name to an Officer shall be opened by the Assistant Director/Executive Officer of Distribution Section.

25.1.3 All receipts shall be time and date stamped and numbered in a blank space, care being taken to see that no part of the stamp mutilates the written portion of the letter in any way. If there is no sufficient blank space on the front portion of the letter, stamping shall be done at the back, care shall also be taken to see that date on the stamp is legible. If the date is not legible, the letter shall be stamped again and no room shall be left for doubt in regard to time of receipt of any dak.

25.1.4 The receipt clerk shall then mark the receipts to the Section concerned and sort them out accordingly. For this purpose he shall maintain an upto date list of subjects dealt with by each Section. In case of doubt, he shall consult the Head of the Section. After marking of receipts, the dak shall be sorted out and put in the respective pigeon holes of officers and sections provided for this purpose.

25.1.5 Private mail meant for the staff of this Secretariat, shall also be sorted out section-wise by the receipt clerk(s) and put in respective pigeon holes.

25.1.6 Notices given by the Members under rules of Procedure and Conduct of Business in Rajya Sabha shall, if received in the Section by post, be immediately passed on to the Section concerned after entering them in the relevant Receipt Register. Distribution Section shall indicate on every such notice the date and time of its receipt before it is sent to the Section concerned and inform the Head of the Section of having done so.

25.2 Distribution of circulars etc.

25.2.1 Copies of the Instructional and office orders, circulars, notifications, etc. shall be passed on to the General Dak Clerk concerned for distribution to officers and sections. As soon as these are received, they shall be put in the respective pigeon holes by the Receipt Clerk.

25.2.2 Where books, reports and other publications are received as enclosures to a letter they shall be carefully checked and kept in an almirah. When these books or publications are sent to the Sections concerned, they should be counted and the signature of the head of the Section/Assistant concerned obtained in token of delivery thereof.

25.2.3 All ordinary receipts meant for the Secretariat including office orders and circulars, etc. of the Secretariat, shall be sorted out and put into concerned pigeon holes of various Sections of the secretariat. These receipts shall be sent for delivery twice a day, at 10.30 AM and 2.30 PM. Immediate dak shall be passed on to officers and sections as when received. However, in case no messenger is available, PAs/PSs to Officers and sections shall be requested over telephone to collect their dak from the section. The dealing assistant/receipt clerk shall make necessary entries in the movement Register regarding distribution/disposal of all papers received in the Section.

25.3 Wrongly marked receipts

25.3.1 In case a letter has been wrongly marked to a section, that section shall immediately return the letter through a messenger. The Receipt Clerk shall then obtain instructions from the Head of the Section for its disposal. In no case shall he/she send it to another section without consulting the Head of the Section. In case the Head of the Section has any doubt he/she shall make telephonic enquiries from the section concerned before he/she finally marked the letter to a section.

25.4 All receipts to be disposed of the same day

25.4.1 Nothing received in the section shall remain undisposed of at the end of the day. Communication received for a particular section at late hour *i.e.* after office hours shall be delivered to recipient on the next day.

CHAPTER - 26

DESPATCH OF PARLIAMENTARY PAPERS OF MPs

26.1 Functions

26.1.1 MP Despatch seat shall be responsible for despatch of all communications (except those emanating from various committee sections) to the Members of Parliament (both Lok Sabha and Rajya Sabha) as also the circulation of Parliamentary papers to the Members of Rajya Sabha and Ministries/Departments of the Government of India. It shall be the responsibility of this seat to maintain up-to-date information about the address of communication of Members.

26.2 Address list of Members

26.2.1 On the receipt of addresses of the Members from the Notice Office/Table Office, these shall be carefully noted in the master copy of the address list of Members as also in the relevant Register. If any change in the addresses is intimated come to the notice of the section, it shall be promptly incorporated in the master copy of the address list of Members.

26.2.2 The instruction from Members regarding Parliamentary Papers during inter-session period, if any, conveyed by the Members shall be carefully noted by the Despatchers in their master copy of the address list of Members for strict compliance. In the absence of any instructions, the communications shall continue to be sent at Delhi addresses.

26.3 Compliance with Members' Instruction in regard to Despatch of Papers

26.3.1 As soon as a communication is received from a Member regarding the delivery of his/her Parliamentary Papers at some specific address with immediate effect, or from a specified date, an entry to this effect shall be carefully made in the master copy of the list. The communication shall then be initialled by the despatcher concerned and submitted to the shift Incharge who shall satisfy himself/herself that the instructions have been correctly noted in the master copy by the Dispatchers.

26.4 Envelopes for Parliamentary Papers

26.4.1 Generally square size envelopes shall be used for the despatch of Parliamentary Papers to M.Ps. The addresses of MPs on the envelopes shall be printed on the addressograph Machine by the addressograph Clerk. The Despatcher shall carefully check each cover with regard to name and address and ensure that it is correct.

26.5 Checking of Changes in the style of Names and Addresses in the Addressograph list

26.5.1 As soon as intimation is received from a member regarding any change in his/her address, the Despatcher on duty at the time shall note down the change in the Register. The addressograph Clerk shall correct the list on that very day, take out the reproduction of the corrected list, paste in the relevant column of the Register and submit the same to the Despatch seat. The Despatch Clerk on duty shall check the change carefully and put up the Register to the Shift Incharge, who shall check the address with the original communication and sign the entry after proper verification.

26.6 Despatch of Miscellaneous Communication

26.6.1 As soon as any communication meant for the Members either of Rajya Sabha or Lok Sabha is received from sections in the Secretariat, Master copy of the List of Members shall be consulted to see that the member concerned has not given any specific instructions with regard to the despatch of his/her communication. In the case of Lok Sabha Members, position shall be ascertained from the Lok Sabha Secretariat.

26.7 Despatch of Communication by Post

26.7.1 If the communication is to be sent by post, it shall be entered in the dak register and the serial No. of the entry in the Register shall be indicated in the left hand corner of the envelope and initialled by Despatcher before the handing over the envelopes to the Daftry for affixing franking stamps. The Daftry shall affix the stamps or frank the envelopes, as the case may be, according to the weight and return the covers to the Despatcher concerned for filling in the value of the postage in the respective Dak Register. In the case of letters sent by registered post, it shall be the responsibility of the

Despatcher concerned to ensure that the postal receipt has been obtained and pasted in the Dak Register against the relevant entry.

26.8 Despatch of Communications at the Local Addresses

26.8.1 As for the Dak meant for despatch at local addresses, it shall be entered in the Messengers Books of the relevant beats and serially numbered. The serial Nos. shall be indicated on the covers to enable the Messengers to locate the entries and obtain the signatures of the recipients in the Messengers Books quickly. Before the Messengers Books are handed over to the Messengers for delivery, entry shall be made in the Register. If by chance any communications remains undelivered, the reasons for its non-delivery shall be recorded in the relevant column of the register, which shall be submitted to Head of the section every morning.

26.9 Despatch of letters received from Members of Parliament to Ministries and others

26.9.1 Distribution Section will undertake the despatch of letters received from Members of Parliament, which are addressed, only to the Ministers at their local addresses and Ministries, Government of India in Delhi. The letter meant for outside Delhi or other than the Ministers and Ministries and Government of India, shall not be delivered.

26.10 Despatch of Cheques and Demand Drafts

26.10.1 On receipt of the Cheques or Demand Drafts, if any, the Despatcher on duty shall in the first instance insure—

- (i) That the cheques have been attached to the correct forwarding letters;
- (ii) That the amount of the cheques is the same as mentioned in the forwarding letter;
- (iii) That the address of the Member has been correctly given as intimated by him/her;
- (iv) That the covers are not mixed up while despatching. Just before an envelop is pasted, the content shall be verified to ensure accuracy;
- (v) That the envelops meant for outstation members are sent by registered A.D. post;
- (vi) That the covers containing the cheques meant for local delivery are pasted before despatch and the Messengers are instructed to deliver the cheques only to member concerned or in his/her absence to some other responsible person. Messengers are also required to get full signatures and time of delivery in Messengers Books; and
- (vii) That where covers are franked instead of affixing stamps, special care shall be taken to see that the content are not mixed up.

26.10.2 During the inter-session period, the cheques shall be despatched according to the instructions of Members or concerned section. Where there are no instructions, the cheques shall be dispatched at the Permanent addresses of Members by Registered A.D. Post.

26.10.3 Cheques received by 12 noon shall be despatched the same day. In cases where certain immediate cheques intended for despatch on a particular day are received, every endeavour shall be made to despatch them on that very day.

26.10.4 Distribution of Invitation Cards for "At Home" at Rashtrapati Bhawan on Republic Day and Independence Day—

- (i) On receipt of the Invitation Cards for the President's "At Home" on Republic Day, and Independence Day the forwarding Communication thereof shall invariably be put up by the Distribution Section for the information of the A.D./E.O.
- (ii) The Invitation Cards shall be handed over to MP Despatch seat for proper check to see whether the Cards have been received for all the sitting Members and no Member has been omitted. If any discrepancy is noted, it shall be brought to the notice of the Head of the section who shall contact the President's Secretariat and have the position clarified. The names of members for whom the Invitation Cards have been received shall then be tick-marked on the list of Members.
- (iii) Distribution Section shall take immediate action to distribute the Invitation Cards at the local addresses of the Members through the Messengers who shall be instructed to obtain signatures in token of delivery. In no case, the cards shall be delivered without obtaining signatures.

- (iv) Utmost care shall be taken to see that there is no delay in distribution of cards to members.
- (v) After the function is over, the undelivered invitation cards for the "At Home" by the President on Republic Day or Independence Day shall be returned to the Invitation Section, President Secretariat.
- (vi) Invitation cards for official functions held by Hon'ble Chairman, Deputy Chairman, Secretary-General meant for distribution to Members and Officers and distribution by the section concerned directly.
- (vii) Invitation cards to official and other functions hosted by Ministers of Government of India meant for distribution to Members and Officers are distributed by Distribution Section with the approval of the Secretary General.
- (viii) Invitation cards and papers of a non-official nature are not entertained for distribution.

26.10.5 As soon as orders of the circulation of such papers/Invitation Cards are received, efforts shall be made to distribute them the same day, as far as possible.

26.11 Delivery of Papers to Members of the Lok Sabha

26.11.1 As and when any letter is received for despatch to Members of Lok Sabha, as per arrangement agreed upon, a Performa with the name, etc. of the member to whom the papers are to be sent shall filled in and sent to Lok Sabha Secretariat through a messenger. The Lok Sabha Secretariat shall check the address and return the same duly signed through the same messenger after indicating the places where the papers should be sent. The papers shall then be despatched to the address as indicated by the Lok Sabha Secretariat. In no case the papers shall be sent to an address not verified from the Lok Sabha Secretariat.

26.11.2 Similar facility shall be offered to the Lok Sabha Secretariat as and when desired by them in the case of Rajya Sabha Members.

26.12 Despatch of Parliamentary Papers

26.12.1 Parliamentary papers which are generally received for distribution to Members of Parliament and the Ministries of the Government of India from various Branches are as follows:—

Legislative Section	—	List of Amendment to President's Address, Calender of sitting.
Table Office	—	Bulletin-Part-I and Part-II, List of Business.
Bill Office	—	Bills (Government or Private Members). Notices of Amendments to Bill and Resolutions, Corrigenda to Bills.
Question Branch	—	Final Lists of Questions, Corrigenda to Final Lists of Questions, Letters to MPs regarding Questions and replies to questions.
Notice Office	—	Visitor's Cards
Synopsis Section	—	Synopsis of Debates.

26.13 Distribution of Parliamentary Papers in English/Hindi

26.13.1 Most of these Parliamentary Papers, viz., Bulletins, List of Business, Bills, List of Questions, Synopsis of Debates, etc. are printed in English as well as in Hindi. Members on their elections make a choice to which particular version of papers they would like to have. The information thus furnished by the Members shall be maintained in a separate List. To ensure despatch of correct version of papers, respective pigeon-holes of the Members shall be marked accordingly. For instance, for the Members desiring "Hindi" version of papers; the pigeon-holes shall be marked "H" and those desiring English and Hindi versions shall be marked as 'B'. In the case of Members who require their papers in English versions, their pigeon-holes need not to be marked with any sign.

26.13.2 The world 'H' shall denote Hindi version of those papers which are available in Hindi plus those papers in English version for which Hindi versions is not available. 'B' shall denote both versions, i.e. all papers in English as well as Hindi versions, Rest of the members shall be supplied with any other papers except those of Hindi versions.

26.13.3 There may be some members who may require papers only in Hindi version. In their case their pigeon-holes shall be marked "Only H". These members shall not be supplied with any other papers except those of Hindi versions.

26.14 List of papers

26.14.1 Whenever general circulation takes place, Parliamentary Papers to Members and Ministries shall accompany the List of Papers (both in English and Hindi) in which various papers shall be shown under their respective categories. This shall enable the members to check up the Parliamentary papers quickly.

26.15 Circulation of Parliamentary papers to MPs during the Inter-Session period

26.15.1 During the inter-session period, Parliamentary papers including Bulletin Part-II shall be distributed twice a week *i.e.* on Tuesday and Friday unless specific instruction to the contrary are received from any section.

26.15.2 If any urgent communication is received for circulation on the same day, it shall be immediately placed before the Head of the Branch and his/her direction, sought. Head of the section shall be shown all the papers meant for circulation immediately on receipt irrespective of the fact, whether they are urgent or ordinary.

26.15.3 Papers, Booklets, Reports etc. received from various Ministries for distribution to members shall not ordinarily be circulated alongwith Parliamentary papers. Such papers shall be circulated through the Publications counter during the Session period. If, however, the paper is desired by the Section to be distributed alongwith the Parliamentary Papers, specific orders of the Head of the Section shall be obtained.

26.15.4 On days of circulation, the Despatchers shall prepare the circulation list clearly indicating the Members to whom the papers are to be sent at Delhi addresses and the members to whom the papers are to be sent at permanent Addresses and pass it on to the Addressograph Clerk for printing of the envelopes of a particular size. This list shall be based strictly on the information supplied by the members themselves.

26.15.5 As soon as the printed envelopes are received these shall be checked with the circulation list so that noover may be missing. The covers after proper scrutiny shall be marked 'H', 'B' or 'only H' according to the List maintained in the section. Despatchers shall then handover the covers required to be sent out by post first to the daftries so that they may put the correct sets of parliamentary papers into the covers and affix the stamps according to their weight. The Despatcher on duty shall keep strict watch on his/her work to see that the covers are sent out to the Post Office, as early as possible.

26.15.6 Covers meant for distribution locally, shall be sorted out in different Beats and handed over to the Messengers for distribution the same evening.

26.15.7 A day before the circulation is due, senior Despatcher shall apprise the A.D./E.O. so that he/she may detail the Messengers on duty accordingly.

26.15.8 The aforesaid process shall be in operation upto a week before the commencement of the Session after which all Members who have not sent any definite instructions regarding their absence from Delhi shall be treated to have arrived in Delhi and their Parliamentary Papers shall be sent at their local addresses.

26.16 Circulation of papers and publications to members

26.16.1 The Rajya Sabha Secretariat may circulate to Members either at their residences, papers, documents and reports received for circulation of Members from the Ministries and Departments of the Government of India.

Provided that the Rajya Sabha Secretariat shall not undertake circulation of a paper, document or report marked 'Confidential' or 'Secret', unless it is meant for the members of a Parliamentary Committee and is connected with their business:

Provided further that the Chairman may, if he thinks fit direct that a paper, document or report forwarded to the Rajya Sabha Secretariat for circulation to members may not be circulated.

26.16.2 The Rajya Sabha Secretariat shall not undertake circulation of any paper, document, report or other material received direct from:

- (a) State Government;
- (b) Foreign Mission;
- (c) Private bodies or individuals; and
- (d) Members of Parliament, unless the paper received from them are connected with the business of the House.

26.16.3 Steps to avoid delay in circulation of Parliamentary papers

- (i) The Personnel Section will post sufficient Sessional attendants in the Distribution Section one week before the commencement of the Session.
- (ii) The Executive Officer and Assistant Directors in-charge of Distribution Section, Table Office, Printing Section will be in constant touch with each other to ensure that advance action is taken in respect of List of Questions, List of Business and other papers received late in the day from the Table Office/Question Section/Printing Section.
- (iii) To the extent possible, Distribution Section will forward documents to the Government of India Press for printing as and when received rather than waiting for bunching of documents, to be forwarded to the press.
- (iv) The Printing Section will ensure that necessary instructions are issued to the Government Press to complete the Printing work in the night itself and to supply Parliamentary papers to Distribution in the early morning.
- (v) J.D. and D.D. in-charge of distribution Section will keep a close watch on the performance of the Section to ensure that there is absolutely no delay in circulation of papers.

26.17 Issue of Summons and other connected papers during the inter-session period

26.17.1 As soon as intimation about the issue of the Summons and other connected papers is received from the Legislative Section, the Despatchers on duty shall at once go ahead to complete all Preliminaries *i.e.* H. & B. preparation of Local beat list, post journal, etc. As per practice now in vogue the Summons will be issued to the Members at their permanent as well as Local Addresses. The Summons shall be sent through Regd. Post/A.D./Speed Post at their permanent addresses on the appointed day as per instructions received from Legislative Section.

26.17.2 Ordinarily, no paper other than—

- (i) Provisional Calendar of Sitting;
- (ii) Bulletin-Part-II, containing paragraphs regarding commencement of the Session; and
- (iii) Chart showing last dates of the receipt of Notices of Questions and date of ballot, shall be sent alongwith the Summons.

26.17.3 Assistant Director/Executive Officer and Executive Assistant alongwith other staff of the section deputed for the purpose shall check the names typed on the Summons and also check the addresses of the Members on the covers, etc. Since the Summons are individually addressed to the Members, these shall be put in their respective covers carefully.

26.17.4 The summons to Members shall be issued by Registered A.D. Post/Speed Post at their permanent addresses as per the instruction from Legislative Section. For this purpose, Parliament House Annexe Post Office shall also be informed to make the necessary arrangement so far as their role is concerned.

26.17.5 The Summons to members at Delhi address shall be set through "D" Section Messengers. The Messengers shall obtain the signature of each members in token of receipt of Summon by them as per the instructions of Legislative Section without obtaining their signature.

26.17.6 In case the residences of some Members are found locked they will be tried again next morning/evening but the covers containing Summons shall not be dropped.

26.17.7 The circulation list duly signed by the Members shall be returned by the Messengers concerned to the Distribution Section and a list showing the names of those Members whose Summons could not be delivered will be prepared. After two/three days of failure to get the message delivered at the address orders of Secretary General shall be obtained for dropping the Summons without obtaining signature.

26.17.8 If a Summons sent under Registered A.D. Post/Speed at the permanent address of Member is received back undelivered, it shall be submitted to the Branch Officer for further order in matter.

26.18 Distribution of Bulletins, etc. to officers and Sections during inter-session period

26.18.1 Usually Bulletins, etc. are circulated to Joint Secretaries and above. It will also be circulated to those on the basis of functional requirements as per the approved lists.

26.19 Circulation of Parliamentary Papers to Members of Parliament during the Session period

26.19.1 A week before the commencement of each Session, despatch of Parliamentary papers at the permanent addresses shall be discontinued altogether, and all Members who have not sent any definite instructions regarding their absence from Delhi, shall be treated to have arrived in Delhi and their Parliamentary Papers shall be sent at their local address. The despatch of the Parliamentary papers now will be done on daily basis.

26.19.2 The Papers of those Members who have given specific instructions about the despatch of their papers during the Session period, shall be dispatched according to their instruction.

26.19.3 The above procedure shall not, however, apply to miscellaneous communications emanating from various sections *e.g.* Question Memos, intimations regarding cheques, etc. Before the despatch of such communications, due care shall be exercised to ascertain the presence or otherwise of the Members in Delhi. Such Communications shall not form part of the routine Parliamentary Papers of those Members from whom no intimation has been received. Since communications addressed to Members shall, as far as possible be sent duly entered in the Messenger Books and signature obtained.

26.19.4 In order to meet *ad hoc* demands of Members for Parliamentary Papers either from their home town or at Delhi at least 10 complete extra sets shall be prepared and maintained in Distribution Section.

26.20 Application from M.Ps for leave of absence

26.20.1 If any intimation is received from the Table Office about the leave of absence having been applied for by a Member, a careful note with regard to the period for which he/she has applied for leave as also the address at which he/she shall be available during the period of his absence shall be kept. In the absence of instructions, the Parliamentary Papers shall be sent at the address indicated in the application. The papers relating to leave, etc. of the member received from Table Office for the Section, shall be kept in his/her personal file.

26.21 Preparation of Circulation List and Printing of envelopes

26.21.1 The Despatcher on duty in the morning shall prepare the Circulation List with utmost care as early as possible on the basis of the information contained in the Master Copy of the List of Members and pass on the Circulation List to the Addressograph Clerk for printing of the envelopes. The Addressograph Clerk shall print the Envelopes and put them in the respective pigeon-holes of the M.Ps. The Addressograph Clerk shall also supply to the section a complete set of covers for persons to whom the Parliamentary Papers are required to be supplied besides the M.Ps.

26.22 Dispatch of Miscellaneous Communications with Parliamentary Papers

26.22.1 Various other communication of routine nature *viz.* Visitors Cards, Invitation Card, Question Memo, Replies to questions, Authors copies of Speeches, etc. shall be sent out alongwith the Parliamentary Papers. As soon as these communications are received the Despatcher on duty shall indicate thereon the serial No. as shown in the master copy of the List of Members and arrange them separately in a chronological order. Before these papers are put in the respective pigeon-holes of the Members, entry shall be made in the Register.

26.23 Marking, sorting and despatch of Authors' copies of Speeches

26.23.1 The authors' copies of speeches are marked, sorted out and supplied to the members concerned every day for correction and for this purpose a specified No. of copies are cyclostyled on one side of the paper only.

26.24 Authors' copies of speeches relating to Part I Debate

26.24.1 The despatch clerk on duty during day shall keep a careful watch over the receipt or master copy of part I Debate from the Reporters with a view to ensure their quick resographing. As soon as the pages have been resographed, the Despatcher shall collect the paper meant for authors' and start marking the speeches. He shall underline the name of the members on the pages on the basis of one page for each members.

26.24.2 After the speeches have been marked, these shall be sorted out to form a complete set for each speaker and then stitched. The Despatch Clerk shall take special care to see that all the pages containing the speech of a member are included in the lot being sent to him/her.

26.24.3 A slip indicating the target date and time for return by the Member *i.e.* 12.00 noon., within twenty four hour from days after the date when the speech was delivered shall be attached on each bunch and shall be delivered to the Members concerned at their residences alongwith Parliamentary Papers. For example, the transcript of speeches made by

members on 17th shall be sent to them on 18th morning and they will be required to return the corrected version to the Editing (English) section by 12.00 noon on 19th.

26.25 Authors' copies relating to part II Debate

26.25.1 The work shall be attended to by the whole Night Duty Clerk.

26.25.2 As regards marking, sorting, despatch, etc. of the speeches, the procedure as defined in paras 26.24.1 and 26.24.2 for Part I of the resographed debate shall be followed and the copies of the speeches shall be sent at the residences of the Members along with the Parliamentary Papers.

26.25.3 As the case of Part I debate, the target date and time for the return of the speeches by the members should be the same as has been laid down in para 26.24.3 by 12.00 Noon two days after the date when the speech was made.

26.25.4 Before the speeches are put in the respective pigeon-holes of the Members, Serial Nos. of the Members shall be entered in the Movement Register.

26.26 Supply of duplicate copies of speeches

26.26.1 If a member has requested for additional copies of his speech, he shall be supplied with only one additional copy and for the remaining copies the Member shall be requested to purchase these from the Sales and Archieve Section. Copies of the speeches of back dates shall also be supplied similarly, if not printed.

26.27 Supply of copies of speeches to M.Ps other than their own speeches

26.27.1 If any member asks for a copy of the speech of another Member, he shall not be supplied with a copy. The request of the Member shall be submitted to the Head of the section for necessary action. If, however, the request is for a copy of the speech of any Minister, Minister of State or Deputy Minister, a copy shall be supplied in the normal course.

26.28 Delivery of Parliamentary papers at the residences of M.Ps.

26.28.1 In order to ensure prompt delivery of Parliamentary papers at the residences of M.Ps.the entire area surrounded by residences of M.Ps. shall be divided in 18 convenient Beats. It shall be ensured that all the messengers are made fully familiar with the areas of Delhi and New Delhi and with the residences of M.Ps.

26.29 Utilisation of newly recruited Messenger for delivery of paper

26.29.1 If some newly recruited Messengers are posted, they shall be grouped with the experienced hands for the purpose of giving them training in regard to the prompt and expeditious delivery of Parliamentary Papers; and to acquaint them with the areas of Delhi and New Delhi and the various localities in which the Members reside.

26.30 Preparation of Beat Lists

26.30.1 Beat Lists shall be prepared daily by the Despatchers on duty in the morning to enable the messengers to take possession of all the covers of their beat correctly before delivery.

26.31 Checking of envelopes with the Beat List

26.31.1 After all the papers have been put in the pigeon-hole, the covers containing Parliamentary papers shall be taken out by the Messengers from the respective pigeon-holes of the M.Ps. strictly in accordance with the Beat Lists-After the Covers have been taken out by the Messengers these shall be properly counted and checked with the Beat List. Messengers shall satisfy themselves that the No. of covers corresponds with the No. of covers noted on the beat lists and sign the beat lists in token of its correctness.

26.32 Delivery of Parliamentary Papers to M.Ps. residing far away

26.32.1 Parliamentary papers to M.Ps. who live far away shall be sent through the despatch Riders with vehicles. Normally he shall be available, but in case he is not available for one reason or the other, the matter shall be immediately brought to the notice of the head of the section or Duty-in-Charge, who shall arrange for the Staff Car. If the Staff Car too cannot be made available, delivery shall be arranged through messengers.

26.32.2 Sometimes it may so happen that the motor cycle/scooter/van may break down in transit. In that case the Despatch Rider shall as early as possible telephone to the Duty-in-Charge who shall contact the Head of the Section for his/her orders. The Duty-in-charge shall then inform the Despatch Rider accordingly. If per chance the Head of the Section is

not available, the duty-in-charge shall solicit the order of the Branch Officer. If it is considered that the papers with the despatch rider are so urgent that their late delivery is likely to cause inconvenience to the Member in the discharge of his duties, the Head of the Branch shall be so informed and if he directs that the Despatch Rider, Scooter, Van Driver should be asked to leave the Motor Cycle/Van in some safe place and proceed by Scooter and in very exceptional circumstances by a Taxi to deliver the Dak. Before authorizing the use of Scooter or Taxi, the Head of the Section shall obtain the orders of the Branch Officer. The expenses incurred by the Despatch Rider in this connection shall be reimbursed to him/her by the office.

26.33 Supply of Parliamentary papers to members on their election to Rajya Sabha

26.33.1 As soon as election of a Member to Rajya Sabha is officially notified by Table Office, the concerned staff of Table Office shall be contacted with a view to obtain his/her correct name and address for despatch of his/her Parliamentary papers.

26.33.2 If the election of a Member is held sufficient in advance of the commencement of a session, the following papers shall be supplied to him/her at his/her home address by Regd. A.D./Speed Post as is done in case of in consultation with Legislative section:

1. Summons
2. Calendar of Sittings
3. Bulletins-Part II containing Questions procedure

26.34 Reports and other publications shall not be supplied until Member has taken oath

26.34.1 If the election is held only a few days before a session or in the midst of a session, no papers shall be sent to the Member at his/her home address but his/her arrival in Delhi shall be awaited when in addition to the papers mentioned above Parliamentary Papers such as List of Questions, List of Business, etc. issued to Members normally a week before the commencement of a session shall also be sent to him/her. If the Member does not come to attend the Session within a fortnight, his/her papers shall be sent to his/her home address in consultation with Legislative Section. If, however, a special request is made by a Member, that he/she be supplied with all the Parliamentary Papers immediately, after his/her election the matter shall be brought to the notice of Head of the Section and the papers supplied under his/her directions.

26.35 Distribution of Parliamentary papers to Ministries/Department of the Government of India, Officers and Sections of the Secretariat

26.35.1 Parliamentary papers intended for Ministries/Departments of the Government of India, Officers and Sections of the Secretariat, shall be distributed. Whenever a new Ministry is created or some changes take place in the Ministerial set up, the Chart shall be immediately corrected after obtaining orders from the Head of the section.

26.36 Distribution of papers to Ministries during the inter-session period

26.36.1 During the inter-session period the Parliamentary papers shall be delivered to Ministries through the Messengers of the Secretariat simultaneously with the circulation of papers to the Members. To ensure quick delivery of these papers to the Ministries, entire dak shall be divided in different beats. With the change in the location of any Ministry or the Department, the beat list shall be accordingly corrected to avoid any wrong delivery. After the papers have been delivered, beat lists brought back duly signed by the Messenger, shall be carefully checked by the Despatcher on duty and initialled. In the event of any lapse being noticed, the matter shall be brought to the notice of the Duty-in-charge, who shall seek clarifications from the Messenger concerned.

26.37 Distribution of Parliamentary Papers to the Ministries during Session period

26.37.1 A week before the commencement of each Session, supply of papers to the Ministries through the Secretariat Messengers shall be stopped. The papers shall be collected by Ministries themselves through their own Messengers every morning as per instructions contained in the Secretariat O.M. issued to all the Ministries/Departments sufficiently in advance before the commencement of each Session.

26.37.2 Sets of Parliamentary papers for the Ministries shall be prepared by the daftries at night strictly in accordance with the mailing list and put in the pigeon-holes of the Ministries. However, the Messengers of the Ministries shall be allowed to take their papers only after Parliamentary papers meant for the Members have been put in the pigeon-holes.

26.38 Delivery of papers to the authorized Messenger of the Ministries

26.38.1 Parliamentary Papers shall not be handed over to the Messenger of the Ministries without verifying their *bona fide* so that papers are not delivered to any unauthorized person. Before the papers are handed over, the night duty-in-

charge shall examine the passes of the Messenger concerned to see whether they have been authorized by their respective Ministries to collect the papers from this Secretariat.

26.38.2 While handing over the dak in the morning, the Duty-in-Charge shall see that full signatures of the Messenger of the Ministries are obtained in the Register which shall be checked daily by the Assistant on duty in the morning.

26.39 Delivery of urgent communication to officers of the Ministries at their residences

26.39.1 No communication shall be issued to any officer of the Ministry at his/her residence unless the Section concerned has enquired from that officer as to whether he/she shall receive it at his/her residence and the communication is accompanied by a note from the section concerned on this behalf. In case a communication is not accompanied by a note, the Head of the Branch concerned shall be contacted and his/her instructions obtained. If he/she too has left office, the matter shall be brought to the notice of Head of 'D' Section and his orders sought.

26.39.2 Before any communication is sent, correct name and address of the officer concerned shall be verified from the Night Duty Section of the Ministry concerned. It shall be ensured that the communications which are to be delivered at the residences of the Officers are delivered by 20.00 hours at the latest. In the event of late receipt of any such communication at night, it shall be got delivered to the officers concerned next morning by 8.00 hours at the latest, unless there are specific instructions for delivery at any other time.

CHAPTER - 27

GENERAL DESPATCH

27.1 Despatch of General Dak

27.1.1 All outgoing letters whether by post or through Peon Books addressed to Ministries, Departments of the Government of India etc. and various others shall be dispatched through General Despatch.

27.2 Time of Despatch

27.2.1 Dak for local delivery shall be dispatched daily at 10.30 hours and 14.30 hours. During the Session period keeping in view the urgency of dak, there shall be a special delivery of dak at 17.00 hours.

27.2.2 Local dak shall normally be divided into the following fifteen beats/Areas:

- (i) North Block, South Block, Rashtrapati Bhawan, Sena Bhawan, Rajaji Marg, DRDO Bhawan, E-Block, etc.
- (ii) Nirman Bhawan, Udyog Bhawan, Vayu Bhawan, Vigyan Bhawan, 10-Janpath, 24, Akbar Road, 6, M.A. Road, National Archives, etc.
- (iii) Shastri Bhawan, Rail Bhawan, Krishi Bhawan, Rajiv Gandhi Bhawan, National Archives, etc.
- (iv) Parliament-I, Transport Bhawan, Parliament Street, Red Cross Society, Reserve Bank of India, Akashwani Bhawan, Yojna Bhawan, Dak Bhawan, Sardar Patel Bhawan, Nirvachan Sadan, Jeevan Deep Building, Jeevan Tara Building, Connaught Place, R.K. Ashram, Kali Bari, Hanuman Mandir, Gole Market, Mandir Marg, etc.
- (v) Parliament-II, Sharam Shakti Bhawan, INS Building, CASHIAR Building, UNIVARTA, Sanchar Bhawan, Chanderlok Building, Vidyut Bhawan, Western Court, K.G. Marg, Mandi House, Himachal Bhawan, Banga Bhawan, Maharashtra Sadan etc.
- (vi) Inder Prashta Bhawan, Baroda House, ITO, Chandni Chowk, Civil Line, Shahadra, Noida, Greater Noida, Okhla, Lajpat Nagar, Nehru Place, etc.
- (vii) North Avenue side.
- (viii) R.K. Puram side.
- (ix) C.G.G. Complex side.
- (x) Chanakya Puri side.
- (xi) Parliament House.
- (xii) Parliament House Annexe.
- (xiii) Parliament Library Building.

27.3 Procedure of Despatch of Letters

27.3.1 The Dispatcher shall sort out incoming dak for (i) Local delivery through peon books and (ii) by post. The letters for local delivery shall be entered in the respective peon books. The process of entering letters in the peon books shall continue throughout the day. Letters should under no circumstances be allowed to accumulate for entry in the messenger books.

27.3.2 As soon as a letter is entered in the messenger book, the Dispatcher shall write the word 'Issued/Issued with enclosures' as the case may be on the office copy. He shall also append his/her initials with date on the office copy. Thereafter, the Dispatcher shall put those office copies in the pigeon holes of the section concerned for return.

27.3.3 The Dispatchers in the section are responsible for despatch of letters received by them throughout the day. The letters received for despatch shall be so divided between the Dispatchers that there is no delay in despatch of

communications. The person who writes the word "issued" or "issued with enclosure" as the case may be, on the office copy of the letter shall be held responsible for any delay or mistake in the issue of the letter.

27.3.4 At 10.00 hours and 14.00 hours, the Despatcher on duty in General Despatch shall scrutinize the dak already entered in the Peon Books by the Despatchers the previous night/forenoon. At 10.30 hours and again at 14.30 hours, the supervisor on duty shall handover the dak to messengers for delivery after ensuring that all communications received till that time including the communications to be sent for delivery 'By Special Messenger' have been entered in the peon books for despatch. All communications received after 14.00 hours which cannot go out with the dak at 14.30 hours shall be deemed to have been received for the next day and accordingly shall be dispatched by messenger at 10.30 hours the next day. The name of the Messenger shall be indicated in the peon book Movement Register against the areas for which he/she has been given dak by the Despatcher on duty in General Despatch. The serial number of peon books and the number of communications entered in each shall also be indicated in the relevant columns of the register. The messengers shall be asked to check up the dak with the help of the peon books. In case of any doubt about a particular letter or any letter found wrongly entered, they shall inform the Despatcher who shall do the needful immediately.

27.3.5 The Peon Book Movement Register shall be prepared in the following format:—

Beat/ Area	Name of Dr/Messenger	No. of letters	Time of leaving the Section of DR for despatch	Time of arrival of DR after despatch	No. of letters undelivered	Remarks	Initials of Dealing Assistant
---------------	-------------------------	----------------------	--	--	----------------------------------	---------	--

27.4 Checking of Messenger Books

27.4.1 When the messengers return after delivery of the letters given to them in the morning, the Despatcher shall check all the messenger books to ensure that the letters taken by messenger have been correctly delivered and signatures of the recipients obtained. The Despatcher shall also put his initials to the effect that he/she has checked the messenger books. In case any letter has been delivered wrongly or signatures have not been obtained by a messenger, the fact shall be brought to the notice of the Duty-in-Charge for guidance. Remarks in this respect shall also be noted in the Peon Book Movement Register against the name of the messenger who had taken that particular letter. The peon books of each Despatch Unit shall be checked by the duty-in-charge.

27.5 Letters to be sent by Special Messenger

27.5.1 Only urgent and important letters may be sent through Special Messengers. Normally letters required to be sent by Special Messenger shall be received in 'D' Section by 10.00 hours and 14.00 hours. In case where letters/documents are required to be issued through 'SPECIAL MESSENGER', authorization by the Divisional Officers/Head of Service concerned is required. Advance written intimation should also be given to 'D' Section so that it may keep a messenger ready and no inconvenience is caused on this account. If for any reason, a letter required to be sent by special messenger cannot be dispatched in time, the fact stating the exact position shall immediately be brought to the notice of the Head of the Section.

27.6 Despatch of immediate letters addressed to officers by name after office hours

27.6.1 Immediate letters or files addressed by name to an officer of a Ministry or Department required to be sent at once, after office hours, shall not be sent at his/her residence unless specific instructions to that effect are given in writing by the Branch Officer or in his absence the head of the concerned division. If no such instructions signed by the Branch Officer accompany the letter, the head of the Branch or A.D./E.O. shall be contacted and instructions obtained regarding its despatch. If it is too late for this, the Head of Distribution Section shall take a decision regarding this matter and if he/she is in doubt he shall consult the Branch Officer of the section concerned or the Branch Officer or Divisional Officer of the Distribution Section and obtain necessary instructions.

27.7 Despatch of Dak by Registered Post

27.7.1 The communications required to be sent by post shall be entered in the Dak Register. The name and address of the addressee and the number of the communications shall be written legibly in the register. The Despatch Clerk shall hand over the letters so entered after indicating the serial numbers of the Dak Register on the left hand cover of the envelopes containing the letters to the Daftry who shall have them franked. The Daftry, after doing the needful, shall give back these letters to the Despatch Clerk who shall indicate the value of postage in the Dak Register against the relevant entries.

27.7.2 The Despatchers shall ensure that all postal receipts obtained from the Post Office in respect of letters sent by Registered/Speed Post are pasted on the inter-leaves in the Dak Register and that the postal receipt number is indicated against the relevant entry.

27.7.3 In case a postal receipt is found missing the Despatcher shall immediately bring to the notice of the Duty-in-Charge in the Section and take further action according to his/her directions.

27.8 Totaling of account and preparation of analysis

27.8.1 At the end of the day, the Despatcher shall indicate the totals of expenditure on franked letters in the register at the end of each page. The total expenditure on stamps should be added up on every sheet and the final balance for each day should be properly struck. The Despatcher who writes the last entry on a particular page should total up the expenditure in respect of that page. After checking up the day's expenditure the Despatcher shall prepare analysis of the amount so spent by way of postage stamps item-wise for submission to the Head of the Section the next morning.

27.9 Issue of Telegrams

27.9.1 No local telegram shall be accepted in Distribution Section for issue. In case such telegrams are received, the matter shall forthwith be brought to the notice of the A.D./E.O. concerned, who shall, after examining the case, take orders of the competent authority in case recourse to such action is inevitable.

27.9.2 Telegrams other than local ones received for issue shall not be required to be prepaid in cash or in postage stamps but issued under the Credit Account System.

27.9.3 All telegrams issued under the *Credit Account System shall be entered in a separate register meant for the purpose.

27.9.4 It shall be ensured that the entries made in respect of a telegram issued under credit account are not made in Postage stamps register or *vice-versa*.

27.9.5 Despatchers shall ensure that all receipts for telegrams issued under credit account are pasted against the relevant entries in the respective register and receipt numbers and value indicated against each telegram.

27.10 Despatch of advance copies of Questions

27.10.1 At 14.00 hours and at the end of each day, Question Branch shall send advance copies of notices of questions to Distribution Section for issue to the various Ministries and Departments of the Government of India. The Questions meant for each Ministry shall be accompanied by a covering Memo which the Question Branch shall send in duplicate. The Despatcher shall check the number of the questions with those shown in the Memo and sign on the duplicate copy of the Memo in token of having received them.

27.11 Despatch of U.O. Notes, Memos and Letters relating to Questions

27.11.1 U.O. Notes, O.Ms. and letter for Ministers relating to questions shall also be sent like-wise by the Question Branch. The Despatcher shall send them alongwith the advance copies of Questions meant for respective Ministers.

27.11.2 After receipt of advance copies of questions and U.O. notes relating to questions, etc., the Despatcher shall tick mark the covers containing advance copies of questions and U.O. notes, etc., against the names of the relevant Ministries in the Register meant for this purpose. During session period advance copies and U.O. Notes, etc., shall not be sent to Ministries through Peon Books. These are collected by the Ministries alongwith their Parliamentary Papers and during the inter-session period they are sent through Peon Books.

27.12 Giving of figures of the work done

27.12.1 The Despatcher on duty shall also indicate the figures of despatch every month in the prescribed form for inclusion in the Annual Administrative Report and hand it over to the Assistant on duty.

*A Credit account has been opened in the name of Secretariat with the Central Telegraph Office. The same facilities also exist with the International Telegraph Office, Bangla Saheb Road and the Parliament House/Parliament House Annexe Post Office, New Delhi.

CHAPTER - 28

WORKING OF NIGHT SHIFT

28.1 Rotation of staff

28.1.1 During the Session period, the Sr. Executive Assistant/Executive Assistant/Sr. Clerk, in D. Section shall be rotated in the shift in such a way that one Sr. Executive Assistant/Executive Assistant/Sr. Clerk is always available for the Night Shift as its In-charge to manage the affairs.

28.1.2 The Exe. Assistant/Sr. Clerk in the Day shift shall be vigilant during the day, specially during the peak hours of work. As soon as he receives any papers for circulation, it shall be his/her responsibility to see that the material is accompanied by proper circulation order and that the requisite number of copies thereof have reached the section. He shall also ensure whether the section has forwarded approved entries in respect of miscellaneous papers intended to be circulated by them, for inclusion in the 'List of Papers'. If he/she finds any lacuna in it, he/she shall immediately contact the section concerned and get the position clarified.

28.2 Taking over Charge by Night Shift In-charge

28.2.1 As soon as the Night Shift In-charge reports for duty, he/she shall take complete charge from the Day Shift In-charge in regard to the papers meant for circulation, Resographing work, staff position etc., before he/she relieves the Day Shift In-charge he/she shall ensure that all the papers meant for circulation are accompanied by relevant circulation orders and these have been entered in the Circuation Register. Day Shift In-Charge shall also apprise the Night Shift In-charge of all developments which may be of any importance to him in the execution of his/her jobs at night. After he/she has taken over from the Day Shift In-charge, the Night Shift In-charge shall see all the tables to judge for himself/herself the quantum of work and whether there is any bottleneck anywhere. If he/she finds that there is a bottleneck somewhere, he/she shall utilize the services of other staff and get the work cleared without any further delay. If necessary, he/she may detain the requisite staff either from the Night Shift or from the the Day Shift with the permission of Head of the section.

28.3 Handling of Multigraphing work

28.3.1 The Night Shift In-charge shall see the amount of Resographing work and allot the necessary priority for each item. He/She shall ensure that the Committee work and the Debate work are taken up by the operators simultaneously so that the despatch of Committee papers is not delayed. Night Shift In-charge shall determine the quantum of work as soon as he/she resumes duty and detain the Operators accordingly. If the Operators are detained beyond their rostered hours of duty it shall be entirely the responsibility of the Night Shift In-charge to justify their overstay.

28.4 Despatch of evening dak

28.4.1 The Day Shift In-charge shall ensure that all urgent communications, heavy packets of Committee papers, material requiring signatures of recipients, etc. received late in the evening before the arrival of the Night Shift In-charge, are made ready for despatch as soon as these are received. whatever material is ready by 20.00 hours, the Night Shift In-charge shall get it cleared by that hour. If he apprehends any delay in the despatch of some urgent work beyond 20.00 hours, he/she shall detain a Messenger or two for that job to avoid holding up distribution of other papers as well.

28.5 Checking of Resographed Debates

28.5.1 Sets of Part I and Part II resographed Debates shall be physically checked by the Night Shift In-charge before these are stitched by the Daftries. If he/she comes across any faulty set, he/she shall direct the daftries to exercise cent-per check of all the sets. The sets of debates shall be checked and marked by the Night Shift In-charge himself/herself as per mailing list.

28.6 Supply of extra copies of debates to Ministries

28.6.1 Ordinarily, the Ministries shall not be supplied with more than two copies of any portion of the debates and that too if it concerns them. The Day Shift In-charge shall daily scrutinize all the requisitions for extra copies of Debates and sort

out the requisitions of those Ministries who have asked for more than two copies and obtain orders in regard thereto. No Ministry/Department except those on the regular Mailing List, shall be supplied with a complete set of Debate without specific orders. Requisitions from Ministries regarding supplementaries of various Questions shall be attended to by the Night Shift In-charge.

28.7 Supply of extra copies of speeches to Members

28.7.1 Requisitions from Members for extra copies of their speeches shall also be attended to by the Night Shift In-charge. Ordinarily the Members shall not be supplied with more than one extra copy of their own speeches.

28.7.2 No Member shall be supplied with a copy of the speech of another Member. If, however, he/she asks for a copy of the speech of a Minister, he/she may be supplied with a copy thereof.

28.8 Liaison with the Government of India Press

28.8.1 The Night Shift In-charge shall keep himself/herself in constant touch with the overseer on duty in the Government of India Press and get himself/herself acquainted with the progress of papers from time to time.

28.8.2 A register Showing the time of receipt of Parliamentary papers from the Government of India Press in the following format shall be maintained by the Night Duty In-charge.

Time of receipt of Parliamentary Papers of the Government of India Press	Time of Arrival at D. Branch	Time at which delivery of P.P. started
--	------------------------------	--

28.8.3 To adhere to the time schedule the Night Shift In-charge shall contact the press to ascertain the correct position. The scooter/van driver shall be sent to the Press at 5.00 p.m. hours sharp with the lists of jobs after determining the amount of load involved. The scooter/van driver shall be instructed that immediately on arrival in the Press, he/she may check up the jobs as mentioned in the list of jobs and contact the Night Shift In-charge on the telephone before he/she leaves the Press with the work. If the Night Shift In-charge finds that the Press have not been able to complete some particular job meant for circulation the same night, he/she shall ascertain the correct position as also the reasons for its delay from the overseer on duty and if he/she apprehends delay in the distribution of papers to members on that account, he/she shall apprise the head of the Section over telephone and obtain his/her orders.

28.8.4 The Night Shift In-charge shall daily prepare the statement of all the jobs received from the printers at night in duplicate, for submission to higher authorities and the Printing Section to enable them to take suitable remedial measures in regard to the items delayed by the Press.

28.9 Preparation of list of papers

28.9.1 After the Night Shift In-charge has ascertained the position about the Parliamentary papers, he/she shall prepare the list of papers in English and Hindi for Members and Ministries separately on the basis of the circulation orders received.

28.9.2 Before the list of papers are resographed, the Night Shift In-charge shall carefully check the "List of Papers" with a complete set of papers, prepared by the Daftries for Members and Ministries to see that that no paper is missing from the set. The list of papers shall not be given for resographing until all the papers meant for circulation have been received from the Press.

28.9.3 The Night Shift In-charge shall sort out the material, meant for circulation and hand it over to the daftries for putting them in the respective pigeon holes of the Members and the Ministries. The daftries shall be instructed to check up the printed copies before putting them in and sort out the defective copies, if they come across any. It shall also be made clear to the daftries that if any defective copy finds its way to any Member the daftry concerned shall be held responsible for it.

28.10 Checking of pigeon holes of Members

28.10.1 The Night Shift In-charge shall daily check all the pigeon holes of Members with the circulation list sufficiently in advance at night.

28.10.2 After the daftries have put all the papers including the list of papers into the pigeon holes, the Night Shift In-charge shall conduct test check of Papers (at least one pigeon hole on each rack). He shall take special care to see that

the daftries have put the papers according to the choice of Members *Viz.*, Hindi only, both English and Hindi versions. etc. as per indications on the pigeon holes. Indications given on the various pigeon holes denote as follows:—

'H'— Hindi versions of papers only.

'B'— Both, versions, *viz.*, English and Hindi.

"H-only" Hindi papers and nothing else.

28.10.3 When the Night Shift In-charge has satisfied himself/herself about the correctness of sets he/she shall order the messengers to start folding, etc. of sets and putting them into respective covers. The Night Shift In-charge shall exercise more care when the sets are in the process of fold and filling into the covers to avoid putting of papers of one Member in the cover of another Member.

28.10.4 The Night Shift In-charge shall scrutinize the beat list prepared by despatch clerk to see that the relevant informations *viz.* number of covers, name of messengers, etc. has been indicated thereon. This beat list shall be distributed to the messengers by the Night Shift In-charge each day and the messengers shall take out the covers strictly in accordance with the beat list entrusted to them.

28.11 Departure of messengers for distribution of papers to Members

28.11.1 Messengers shall not be allowed to leave office until the Night Shift In-charge has satisfied himself/herself that the messengers have correctly taken possession of their entire dak.

28.12 Preparation of sets of Parliamentary Papers for Officers, Branches and Ministries

28.12.1 After the papers for Members have been sent out, daftries shall undertake preparation of sets for Ministries, Officers and Sections strictly in accordance with the distribution chart. Night Shift In-charge shall conduct a test check of these sets with the 'List of Papers'.

28.13 Supply of Parliamentary Papers to Officers and Sections

28.13.1 Parliamentary Papers will be supplied to the officers and sections which are directly connected with the Business of the House. If required, others may get the Parliamentary Papers downloaded through internet. In case any section need any Parliamentary Papers in printed form the same may be procured from the office of the respective Divisional Heads.

28.14 Training of newly recruited Messengers

General

28.14.1 The newly recruited messengers detained for duty at night, for the first time, shall be imparted training in regard to distribution of dak, by the Night Shift In-charge.

28.14.2 All such messengers shall be given necessary instructions and asked to follow the instructions.

28.15 Checking of messenger books

28.15.1 The peon books brought back by the messengers after delivery of dak at night shall be checked and initialled by the Night Shift In-charge. If during the course of his checking, he/she finds any lapse, he/she shall enquire into the matter and settle the doubt.

28.15.2 In the event of any letter remaining undelivered at night, it shall be handed over next day to the messengers of that beat for delivery after he/she has distributed the Parliamentary Papers. The Messengers shall be directed to return the messenger books after delivery of such communications in the morning itself.

28.16 Attendance Register

28.16.1 Night Shift In-charge shall see that the staff on duty at night signs the Attendance Register and gives their time of arrival and departure daily.

28.16.2 In the case of staff detained beyond their rostered hours of duty, the Night Shift In-charge shall prepare a separate Attendance Sheet and make the persons concerned to record the time of their arrival and departure in his presence. The Night Shift In-charge shall attest the time of arrival and departure of the persons concerned and record reasons justifying their stay. He/she shall record his/her own time of arrival and departure also.

CHAPTER-29

DESPATCH OF COMMITTEE WORK

29.1 Despatch of papers relating to Committees

29.1.1 Distribution Section shall deal with despatch of all papers/communications relating to Committees emanating from various section.

29.2 Procedure for receipt of papers for despatch

29.2.1 Papers received from any section shall be personally received by the Despatch Clerk in Distribution Section or in his/her absence by some other responsible person. The persons concerned shall ensure that the papers/communications have been received together with necessary instructions for issue and also the enclosures meant to be forwarded with the papers/communications have been sent by the section concerned. In case of any doubt in regard to the instructions given for issue or circulation, etc., the matter shall be brought to the notice of that section immediately and the doubts clarified.

29.3 Maintenance of Lists of Members of various committees and sets of all sizes of addressographed envelopes

29.3.1 The Distribution Section shall maintain up-to-date Lists of Members of the various Parliamentary Committees showing their Delhi and permanent addresses. Sets of envelopes for each Committee (in different sizes of envelopes) shall be kept ready with the addresses of the members printed on them on the addressograph machine.

29.3.2 In case there is a change in the address of a member, the correction shall be carried out immediately in the list and printed envelopes.

29.3.3 When one set of envelopes has been exhausted, a fresh set shall be printed and kept in reserve for future use.

29.3.4 Before issuing papers relating to Committee, the Despatch Clerk shall check with the master copy of the List of Members of the Committee, that all the addresses are correct.

29.4 Distinction of papers of various Committees

29.4.1 Each envelope containing papers relating to the various Committees shall be printed with the name of the Committee in order to enable Members to distinguish at a glance between the Committee Papers and other Parliamentary papers.

29.4.2 Such papers even when sent along with other Parliamentary papers, shall be put in a separate envelope bearing the name of the Committee.

29.5 Despatch of voluminous paper/communications relating to Committees

29.5.1 With a view to putting a curb on delay in distribution of papers which is primarily due to the late receipt of resographing work particularly from the Committee section relating to the multigraphing of their bulky questionnaire, memoranda, draft reports, etc., and their circulation to the Members the same night, the section concerned shall extend their full co-operation in implementing the following remedial measures:—

- (i) All sections particularly sections dealing with department-related Parliamentary Standing Committees should get the photocopying work of reports etc. done from Distribution Section as soon as they are approved/translated, preferably during day time, instead of waiting till the last date of circulation. Handwritten reports should be sent in stencil form *i.e.* one photocopied set on normal photocopier paper. Intimation regarding circulation of reports and other papers etc. required to be circulated the same day should invariably be given to Distribution Section latest by 4.00 p.m.
- (ii) Material from the Committee section for sending to the Members of the Committees should be sent to 'D' section by 16.00 hours latest during the inter-session period and by 18.00 hours latest during the session periods;

- (iii) The number of copies to be Resographed should be precisely indicated after careful assessment so as to obviate re-multigraphing as well as waste.

29.6 Committee papers other than miscellaneous papers for circulation to members of Committee

29.6.1 Papers which are required to be circulated to all Members of a particular *Ad-hoc* or Parliamentary Committee are treated as Committee papers. Such papers on receipt from any Committee Section if they are complete in all respects and are ready for despatch shall be kept on Despatch Table. The material, if needed to be resographed shall be entered in the record register and given to the operator for Resographing the required number of copies. The Operators after they have taken out copies of the material shall keep them at Despatch Table if their sets are not to be prepared. In case their sets are required to be made the operators shall keep them at Daftry table. The Daftry shall prepare sets thereafter, as per instructions from the Despatch Clerk on duty.

29.7 Handling of Secret/Confidential papers

29.7.1 In case the material is secret or confidential, the daftry, after the papers have been put in the covers, shall paste them, or seal them as the case may be.

29.8 Despatch of communications other than Committee Papers

29.8.1 Miscellaneous communications for despatch other than papers for circulation to Members of various Parliamentary and *Ad-hoc* Committees shall be sent by the section concerned along with addressed envelopes irrespective of the fact whether the communication is required to be sent at local address or permanent address. As soon as a communication is received along with an envelope, the Despatcher in the first instance shall read the instructions given by the section regarding despatch of the letter. After going through the instructions carefully he/she shall mark on the office copy of the communication 'Issued' or 'issued with enclosures'-as the case may be. He/she shall also append his/her initials with date on the office copy and return it to the section concerned.

29.9 Despatch of Miscellaneous communications at Local addresses of Ministries and officers of the Ministries

29.9.1 The Despatcher shall enter all such communications which are required to be sent at local addresses in the area-wise messenger books maintained in the Section. The local dak addressed to the Ministries and officers of the Ministries by name other than Members shall be divided among the following thirteen areas:—

1. North Block and South Block
2. Shastri Bhawan
3. Nirman Bhawan
4. Parliament Street-I
5. Parliament Street-II
6. C.G.O. Complex
7. I.P. Estate
8. R.K. Puram
9. Chankya Puri
10. Parliament House-I
11. Parliament House-II
12. Parliament House Annexe-I
13. Parliament House Annexe-II
14. Parliament Library Building
15. North Avenue

29.9.2 The communications shall be entered in the respective messenger books along with the name of the messenger taking the dak against the relevant entry.

29.10 Dak received from the offices of Chairmen of Parliamentary Committees

29.10.1 The official dak pertaining to the working of the Parliament or the Committees concerned for dispatch from the offices of the Chairmen shall be accompanied with proper, office copy and authenticated list of names and addresses of the addressees.

29.11 Delivery of communications to officers of Ministries at their residences after office hours

29.11.1 In the ordinary course all letters etc. for local delivery shall be dispatched to reach their respective addresses during the normal working hours.

29.11.2 Letters etc. marked 'Immediate' or 'Issue at once' when addressed by name to any officer of any Ministry or Department and sent for issue after office hours shall not be sent to the residence of the officer unless specific instructions to that effect are given by the Head of the section or the Officer concerned.

29.11.3 During the Session periods, copies of notices of meetings fixed for the following day shall be delivered by 07.00 hours in the next morning through the Night Duty Messenger.

29.11.4 After having delivered their dak, the messengers shall report to the Duty Clerk, who shall check the messenger books in order to satisfy himself/herself about the correct delivery of the dak. In cases of non-delivery of such papers, he/she shall contact the Head of 'D' Section on telephone for necessary instructions. No letter shall be sent to an officer at his/her residence unless the letter is forwarded with a note signed by the Section Officer or the head of that section stating that the letter has to be sent at the residence of the officer, after office hours and that the officer concerned has agreed to accept the communication. The section concerned shall ascertain the residential address of the officer concerned and indicate it in the note. In case a letter is not accompanied by such a note the Distribution section shall at once contact the Head of the section concerned and obtain instructions regarding its despatch. If it is too late for this, the Head of 'D' Section shall take a decision regarding this matter and if he/she is in doubt he/she shall consult the Section officer of the section concerned or the Divisional Officer of 'D' Section and obtain instructions.

29.11.5 'D' Section shall ensure that letters which are to be delivered at the residences of the Officers are delivered by 20.00 hours at the latest.

29.12 Despatch of Committee Papers to members etc. at Local addresses

29.12.1 The local dak addressed to Committee Members shall be divided into the following 16 beats as per the Parliamentary dak:—

1. YAMUNAPAR D/R
2. CIVILLINES D/R
3. VASANT VIHAR D/R
4. HOUZ KHAS D/R
5. LODHI ROAD D/R
6. NORTH AVENUE (S)
7. NORTH AVENUE (L)
8. SOUTH AVENUE (S)
9. SOUTH AVENUE (L)
10. B.K.S. MARG
11. S.J. SADAN
12. V.P. HOUSE
13. FERROZ SHAH ROAD
14. R.P. ROAD
15. MEENA BAGH
16. TUGHLAK ROAD
17. SAFDARJUNG ROAD
18. TEEN MURTI MARG

29.12.2 Endorsements of Committee papers which are generally meant for Officers of the Ministries shall be entered in the Messenger Books in the same way as miscellaneous papers and other communications.

29.13 Delivery of Committee papers to members of Lok Sabha who are members of various Committees

29.13.1 The following procedure shall be followed by the Despatch Clerks while sending papers to the members of the Lok Sabha:—

- (i) As and when any letter is received for despatch to a Member of Lok Sabha the dispatcher shall verify the names and addresses of Member to whom papers are to be sent from Distribution Branch, Lok Sabha Secretariat;
- (ii) The papers shall then be dispatched to the addresses indicated by the Lok Sabha Secretariat. In no case, shall the papers be sent to Members without verification of address.
- (iii) Similar information shall be supplied by the Distribution Section to the Lok Sabha Secretariat as and when required by them in case of Members of Rajya Sabha.

29.14 Members who live in far away places

29.14.1 Normally, the Despatch Rider/Van Driver shall, be available for the distribution of papers to Members living far away. In case they are not available or the motor cycle/van is out of order, arrangements shall be made to have the letters delivered by the staff car, if the staff car is readily available. If the staff car is not available, arrangements shall be made to send special messenger on cycles. If for any reason this also is not practicable and the despatch of papers is-likely to be delayed, the Member concerned shall be contacted on telephone by 'D' Section and given a list of all the important papers meant for him/her. The papers shall then be delivered to him/her when he/she comes to Parliament House next morning.

29.14.2 In case the Head of 'D' Section is not in office, the Despatcher shall telephone to him at his/her residence as soon as it is known that any arrangement for delivery of letter has failed. The Head of the Section shall then take further action according to the exigencies of the matter.

29.14.3 In case the motor cycle, Scooter/Van goes out of order on the way, Despatch Rider/Van Driver shall telephone, the Head of the Section and obtain his orders for further action. When such a situation arises the Despatch Rider/Van Driver shall be asked to leave the Motor Cycle/Van at some safe place nearby under the custody of some responsible person and proceed by Scooter and in very exceptional circumstances by taxi to deliver the dak. The expenses incurred by the Despatch Rider/Van Driver shall be reimbursed by office.

29.14.4 No efforts shall be spared to deliver papers in time. In case of any difficulty the Head of 'D' Section shall contact the Divisional Officer of 'D' Section and shall apprise him/her of the situation and take further action as per directions.

29.15 Compliance with Member's instructions in regard to despatch of papers

29.15.1 In case a member gives any instruction regarding despatch of papers to him/her, the despatch clerk shall make an entry of the Members' instructions in the master copy of the List of Members and put his/her initials on the note and submit it to the Head of the Branch for his/her information.

29.15.2 The Head of the Section shall then satisfy himself that at all the clerks in the Distribution Section have seen the instructions and have made a special note in their respective printed lists of Members.

29.16 Checking of Messenger Books

29.16.1 After the messenger have come back after delivery of Dak given to them in the morning, the messenger books shall be checked by the despatch clerk to ensure that the letters entered therein have been delivered correctly and in time. In case of non-delivery or wrong delivery of letter, the messenger concerned shall be asked to explain the reasons therefore. The position so explained by the messenger shall thereafter be recorded in messenger book. The dispatch clerk shall simultaneously take immediate action for its quick disposal. The same procedure regarding checking of messenger books shall be followed in the evening and before leaving office when the messengers have come back after delivery of afternoon dak.

29.16.2 On receipt back of Messenger Books, the Despatch Clerk shall also check that the recipients have given time and date of receipt of the communications in the Messenger Books. If the recipient does not indicate the time and date in the Messenger Books, the Messenger shall himself/herself note in the presence of the recipient. The Messenger shall ensure that date and time have been noted in all cases.

29.17. Letters to be sent by post

29.17.1 Letters to be sent by post within the country shall either be franked or stamped. But letters to be posted outside the country shall only be franked. All such letters shall be entered in the Postage Register.

29.17.2 After the letters have been franked or service stamped and entered in the respective registers the serial of the Postage Register as the case may be shall be indicated on the lower left hand corner of the envelope or the post card so that

the value affixed by the 'Daftly' may be shown against the relevant entry Registers. The Despatch Clerk shall ensure that no letter is posted without being entered in the Registers. The same procedure shall be adopted in case of letters to be sent by except that an indication to this effect shall be given in the 'Remarks' column of the Service Postage Register.

29.18 Letters to be sent by Registered Post

29.18.1 The same procedure as in the case of letters by ordinary post or Speed Post shall be followed in respect of Registered letters or letter by Speed Post. It shall be ensured that the postal receipts in respect of the letters sent by Registered/Speed Post are obtained from the Post Office and pasted on the flyleaves in the Dak registers and their numbers indicated against the relevant entries in the Postage Register.

29.19 Letters to be sent by Registered A.D. Post

29.19.1 In addition to the procedure followed in the case of letters to be sent by Registered Post, the Registered A.D.s when received back from the parties concerned shall be sent to the concerned Branches/Sections.

29.20 Despatch of Telegrams

29.20.1 Telegrams received for issue to Members of various Committees shall be, entered in the Telegrams Register immediately after carefully verifying the addresses of those Members. The receipt of the telegrams so obtained from the Telegraph Office shall be pasted in the Telegram Register against the relevant entry or kept in separate envelopes.

29.21 Issue of Local Telegram

29.21.1 If any telegram is received for issue to a Member at his/her local address the matter shall immediately be brought to the notice of the Head of 'D' Branch and his/her orders obtained. Normally a telegram shall not be issued at the local address of a Member unless otherwise directed.

CHAPTER - 30

MISCELLANEOUS

30.1 Detaining of staff on Duty

30.1.1 The Section shall work round the clock. The Section will function in convenient shifts as follows:

Duty Roster
From 0900 hours to 1700 hours
From 1000 hours to 1800 hours
From 1400 hours to 2200 hours
From 2000 hours to 1000 hours

30.1.2 The Section shall also function on Saturdays, Sundays and other Holidays during inter-session period with the following skeleton staff for undertaking works of urgent work:

1. One Despatch Clerk
2. One Despatch Rider
3. One Messenger

30.1.3 Officers/sections shall have to send intimation to the section in advance duly forwarded by their Divisional Heads for any other anticipated major work on Saturdays, Sundays and other holidays so that the adequate staff in addition to the skeleton staff are put on duty.

30.1.4 All persons in the section shall be rotated in such a way that the maximum manpower is available during peak hours of work. The Sr. Executive Assistants/Assistants shall be rotated in such a way that one Assistant is always available after the A.D./E.O. has left the office. During the Session periods, one Sr. Executive Assistant/Executive Assistant/Sr. Clerk shall be put as Night shift In-charge.

30.1.5 Every Friday morning the section shall prepare a duty roster for Saturday, Sunday and the next week holidays and submit for the approval for the Divisional Head. It will be the responsibility of the individual staff members to ascertain from the E.O/A.D regarding their duty roster and the duties on Saturdays, Sundays and Holidays.

30.1.6 The staff on duty shall sign the Attendance Register in the presence of the A.D./E.O./Assistant on duty/Night Shift In-charge and invariably indicate the time of arrival and departure below their initials. The Register shall be submitted regularly to the Branch Officer.

30.2 Franking Machine

30.2.1 Postal Franking Machines as per the requirement of Rajya Sabha Secretariat has been acquired and is being maintained in 'D' Section. The value of service postage stamps in the machine will be got re-filled from the G.P.O., New Delhi by 'D' Section as and when required. The amount is paid by cheque drawn in favour of Post Master, G.P.O., New Delhi issued by the Estt. Accounts & Budget Section. An account register for the Franking Machine(s) is maintained in the prescribed form. One Daftary is placed In-charge of the machine(s).

30.2.2 A register for the Franking Machine shall be maintained by the Daftary in the prescribed form each day. The meter will be noted and the expenditure indicated in the appropriate column by the Daftary. He/She shall complete the entries in the register in respect of the previous day and submit them to the Head of the Section who will verify the entries, check them up with the despatch register and sign against the entries.

30.2.3 A monthly account of the expenditure of the Franking Machine(s) will be submitted to the Head of the Branch in the prescribed form.

30.3 Maintenance of Stationery in Stores

Procurement of Stationery

30.3.1 A consolidated indent for stationery shall be prepared in duplicate and submitted monthly to the Stores Section according to the anticipated requirements and not exceeding the scales prescribed under the orders. When articles of stationery are supplied by Stores Section, the Clerk shall physically check each article before these are taken on charge. If any articles are found to be unserviceable or from the obsolete stock, the Clerk shall refuse to accept them and bring the matter to the notice of the Head of the Section and the Deputy Director/Joint Director. The obsolete or rotten articles, if supplied, shall not be accepted.

30.4 Preparation of mailing and Printing of Envelopes

30.4.1 Addressograph Clerk shall prepare list of all the members showing names and addresses of the members. Separate List shall be prepared for the permanent as well as the local addresses. He/She shall also prepare List of Members of various Parliamentary Committees and other parties borne on the standing mailing lists for distribution of Committee papers, Debates, Reports of various Committees and other documents. After he/she has prepared the lists, he/she shall take print out of the same and pass it to the Despatch Clerks concerned for checking. Unless the lists have been checked, the clerk shall not print the envelopes. After the Despatch Assistant/Sr. Clerks have checked the printed list the Addressograph Clerk shall carry out the corrections, if any, in the lists.

30.5 Carrying out changes in the mailing list

30.5.1 All subsequent changes in the names and addresses either of the Members or any other party shall be entered in the Register by the Despatch Clerk to enable the Addressograph Clerk to do the needful at once. Before making use of the set of envelopes the Despatch Clerks shall ensure from the Register that the changes required to be carried out have been carried out by the Addressograph Clerk. The Despatch Clerks shall also conduct test check of the envelopes.

30.6 Resographing/Multigraphing

30.6.1 Materials from section for multigraphing shall be accompanied by a requisition slip. No material shall be accepted in the section without the proper requisition slips duly signed by the Head of the section. The materials shall be received by the clerk concerned in the section, who shall enter them in the Register, allot the job number, fill the necessary columns of the requisition slip and pass them on to the Resographer without any delay. The Operators shall enter the jobs in the Daily Statement of work and ensure that the jobs are completed in order of priority allotted to them. In case of any doubt about the priority to be assigned to the jobs, the senior operator shall take the orders of the A.D./E.O./Duty-in-charge on difficulty due to rush of work, breakdown of the machines, etc. The Clerk concerned shall keep a strict watch over the intake of jobs. If he/she finds that the jobs already received by him are heavy and it may not be possible for the operators to cope with the work within the stipulated time, he/she shall bring it to the notice of the Head of the Section or in his/her absence to the next senior person in the section to enable him/her to settle the matter with the sections concerned.

The following procedure shall be followed by the section for sending materials to Distribution Section for multigraphing and preparing sets of lengthy Questionnaire, memoranda and bulky Draft Reports and their circulation the same day or the night:

- (i) Material for Resographing shall be sent by Sections to Distribution Section not later than 4 PM on each day and not later than 5 PM in case of urgent and immediate work so that the work is completed in time. Where the material is a 100 or more pages multigraphing, the pages shall be got in advance inconvenient batches instead of sending the entire lot for multigraphing and circulation the same evening/night so that there is no last minute rush or bottleneck.
- (ii) Committee Section shall send the material for sending to the Members to "D" Section by 16.00 hours latest during the inter-session period and by 18.00 hours latest during the Session periods.
- (iii) 24 hours clear notice shall be given in writing if more than 100 pages are required to be Resographed and circulated in the same day.
- (iv) The number of copies to be Resographed shall be precisely indicated after careful assessment so as to avoid waste.

30.7 Multigraphing of secret and confidential documents

30.7.1 All Secret and confidential materials shall be received by the Head of the Section who shall arrange to get them Resographed in his/her presence. If, however, any such material is required to be Resographed by any officer in his/her own presence, the needful shall be done without any delay. The copies made and all trial sheets and original matter shall be returned to the Officer in whose presence the copies have been made. No unauthorized extra copies of such paper shall be made.

30.8 Maintenance of register of confidential and secret documents

30.8.1 Whenever such a job is handled by the Operators, an entry shall be made in the Register and the signature of the Officer obtained. All entries made in this Register shall be countersigned by the Head of the Section.

30.9 Multigraphing of secret and confidential report of Committees

30.9.1 In the case of confidential and Secrets Reports of various Committees utmost care shall be exercised by the Operators to maintain secrecy and no extra copies shall be made. After the copies have been resographed, all trial sheets shall be destroyed in the presence of the assistant on duty. The original shall be kept under lock and key and returned to Section concerned next morning.

30.10 Preparation of sets of secret and confidential reports

30.10.1 The Confidential materials shall be serially numbered by the Despatch Clerk according to the instructions received from the Section concerned. The material shall be kept in safe custody and sheets of papers, bearing impression which are wasted in the process of resographing, shall be destroyed.

30.11 Record of papers Resographed

30.11.1 The Operators shall retain a copy each of all the papers multigraphed other than Restricted/Confidential and indicate thereon the name of the Operator, the time of multigraphing and the number of copies resographed. The entry thereof shall be made in Record Register.

30.12 Maintenance of account of resograph master/inks and copier paper

30.12.1 The Operators shall maintain a proper account of the copier paper and the resograph master/inks obtained by them from the Store Room. The stores obtained shall be entered in the Stock and Issue Register. In no case these articles shall be kept open. At the close of the day's work, the Operator on duty shall prepare the daily statements of work, the paper and the inks/masters consumed etc. wherein the wastage of paper shall also be shown and submit the same to the Clerk concerned next morning. The Head of the Section shall conduct surprise physical test checks of copier paper, Resograph Masters/inks and the wastage daily. The waste paper shall be torn in the presence of the Head of the Section. If during the course of his/her checking he/she finds any discrepancy, he/she shall bring it to the notice of the Branch Officer.

30.13 Maintenance of resograph machines

30.13.1 The Operators shall before leaving office, clean their machines and properly cover them, day-to-day maintenance of machines shall be entirely their responsibility. The Senior Operator attending office in the morning shall conduct a text-check of all the machines and if he/she finds defect in any machine, he/she shall report the matter to the Store Clerk, who shall call for the mechanic immediately to put the machines in proper working order. In case there is any delay in attending to the repair of the machine the matter shall be brought promptly to the notice of Head of Section/Branch Officer/Divisional Officer.

30.14 Maintenance of stitching and cutting machines

30.14.1 The Senior Daftry on duty shall ensure that the machine(s) is kept in perfect working order. If he/she finds any defect in any of these machine(s), he/she shall report the matter to the Store Clerk/Head of the Section who shall arrange for the repairs of the defective machine through Stores Section. If the machine is not repaired within 24 hours in Session and 72 hours in the Inter-Session period, the matter shall be brought to the notice of the Branch Officer who shall discuss it personally with the Divisional Officer so that effective action is taken to put the machines right without further delay.



**Parliament of India
Rajya Sabha**

SECTIONAL MANUAL OF OFFICE PROCEDURE (SMOP)

ADMINISTRATION BRANCH

(PERSONNEL SECTION, ESTABLISHMENT (G) SECTION & DISTRIBUTION SECTION)

Volume-II

**Rajya Sabha Secretariat
(O & M Section)
September, 2010**

First Edition September, 2010

Rajya Sabha Secretariat
<http://parliamentofindia.nic.in>
email:rsom@sansad.nic.in

Price: ₹ 455 (For Volumes I & II)

CONTENTS

PART-1 PERSONNEL SECTION

Annexure	PAGES
1. The Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957	1-18
2. The Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order 2009	19-39
3. Sample Order for creation of temporary gazetted post in the Rajya Sabha Secretariat	40
4. Statement showing permanent and temporary/tenure posts in the Secretariat grade-wise	41-44
5. Statement showing the cadre-wise breakup of temporary posts (including tenure posts), in the Secretariat	45-55
6. Statement showing the number of temporary posts other than tenure posts ripe/proposed for conversion into permanent ones & the remaining posts available for continuance	56-60
7. Statement showing tenure posts in the Rajya Sabha Secretariat & JIC	61-62
8. Age relaxations for Direct recruitment posts	63
9. Sample Note in case of Direct recruitment to Gazetted/Non-gazetted post in the Rajya Sabha Secretariat ..	64
10. Attestation Form	65-72
11. Sample communications for verification of character and antecedents of candidate for the post of [Name of the post]	73
12. Sample communications and formats of Medical Examination Reports for Groups 'A', 'B' & 'C' posts including posts in Parliament Security Service	74-77
13. Form of caste certificate to be produced by SC/ST/OBC candidate	78-79
14. Office Memorandum on Information regarding verification of character and antecedents and medical examination of candidate proposed to be appointed to a Direct Recruitment post in Rajya Sabha Secretariat ...	80
15. Sample Offer of Appointment to candidates already employed in Government service	81-82
16. Sample Offer of Appointment to fresh candidates	83-84
17. Form for declaration of marital status	85
18. Form of oath/affirmation	86
19. Joining Report Form	87
20. Sample Office Order issued at the time of appointment to a non-gazetted post (in case of fresh candidate)	88
21. Sample Office Order issued at the time of appointment to a non-gazetted post (in case of candidate already in Government service)	89
22. Sample Notification issued at the time of appointment to a gazetted post	90
23. R&CS Order dated 15.01.1958 regarding regulation of seniority of officers of the Rajya Sabha Secretariat ..	91
24. DoP&T Office Memorandum No. 22011/7/86-Estt.(D) dated 03.07.1986 regarding consolidated orders on seniority	92-95
25. DoP&T Office Memorandum No. 20011/5/90-Estt.(D) dated 04.11.1992 regarding delinking of seniority from confirmation	96-97

Annexure	PAGES
26. DoP&T Office Memorandum No. 20011/1/2006-Estt.(D) dated 03.03.2008 regarding consolidated instructions on seniority contained in DoP&T O.M. No. 22011/7/86-Estt. (D) dated 3-7-1986-Clarification regarding	98-100
27. Scheme for Compassionate Appointment 1998	101-112
28. Proforma regarding employment of dependents of Governemnt servants dying while in service/retired on invalid pension	113-114
29. Sample of sworn affidavit to be submitted by candidate for compassionate appointment	115
30. Declaration/Undertaking to be submitted by candidate for compassionate appointment	116
31. The Salary and Allowances of Leader of Opposition in Parliament Act, 1977 and rules made thereunder ..	117-132
32. The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998 and rules made thereunder	133-137
33. Guidelines on appointment of the personal staff of Chairpersons of Parliamentary Committees on co-terminus basis	138-139
34. Surety Bond	140
35. Sample Notification/Office Order issued in respect of co-terminus appointee	141-142
36. Sample Notification/Office Order regarding termination of service of co-terminus appointees	143-144
37. Statements showing the sanctioned tenure posts for the Hon'ble Chairman, the Deputy Chairman, the Leader of Opposition and Chairmen, Parliamentary Committees	145-150
38. DoP&T Office Memorandum No. F. No. 16012/30/2008-Estt.(Allowance) dated 08.04.2009 regarding engagement of consultants as per provisions contained in FGR, 2005	151
39. Order regarding creation of temporary gazetted posts of Joint Secretary in the Rajya Sabha Secretariat	152
40. Sample proposal submitted to DPC	153
41. DoP&T Office Memorandum No. 22011/2/2002-Estt.(D) dated 06.01.2006 regarding DPC Guidelines — Review of size of zone of consideration	154-155
42. DoP&T Office Memorandum No. F. No. 35034/7/97-Estt.(D) dated 08.02.2002 regarding revised guidelines on procedure for no supersession in selection/promotion	156-158
43. DoP&T Office Memorandum No. 35035/7/97-Estt.(D) dated 16.02.2005 regarding DPC Guidelines for no supersession of promotion	159-160
44. DoP&T Office Memorandum No. 22011/3/2007-Estt.(D) dated 18.02.2008 regarding revised guidelines for Benchmark prescription for promotion at the level for JS and above	161-162
45. DoP&T Office Memorandum No. 20034/5/2002-Estt.(D) 04.08.2004 regarding validity of panel for promotion in the case of those who are on long leave	163-164
46. DoP&T Office Memroandum No. 6/8/2009-Estt(Pay II) dated 17.06.2010 regarding deputation of Central Government Employees to ex-cadre posts under Central/State Governments and on Foreign Service to Central/State PSUs/Autonomous Bodies	165-166
47. DoP&T Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 regarding terms & conditions of conditions of transfer on deputation/foreign service of Central Government employees	167-173
48. Order dated 25-06-2007 regarding creation/reduction of temporary gazetted and non-gazetted posts in the Rajya Sabha Secretariat	174-178
49. R&CS Order (No. 5/2009) and (No. 6/2009) dated 26.11.2009 regarding scheme of <i>in-situ</i> promotion and introduction of time scale promotions in the Verbatim Reporting Service and Simultaneous Interpretation Service respectively	179-182

Annexure	PAGES
50. R&CS Order (No. 1/2010) dated 15.01.2010 regarding Assured Financial Upgradation Scheme	183-186
51. Sample Notification issued at the time of promotion on regular basis	187
52. Sample Notification issued at the time of promotion on <i>ad-hoc</i> basis	188
53. Sample Office Order issued at the time of promotion on regular basis	189
54. Sample Office Order issued at the time of promotion on <i>ad-hoc</i> basis	190
55. Form GFR 33 (Certification of transfer of charge)	191
56. Sample Note in case of promotion to grades, which is vacancy based	192-193
57. Sample Note in case of promotion to grades with combined cadre strength, which is time-bound	194-195
58. Sample Note in case of promotion to the lower grade of the grades with combined cadre strength, which is vacancy based	196-197
59. DoP&T Office Memorandum No. 20011/5/90-Estt.(D) dated 04.11.1992 regarding delinking of seniority from confirmation	198
60. Sample Notification/Order issued regarding confirmation of officials in the Secretariat	199-200
61. M.H.A. Resolution No. 27/25/68-Est.(SCT) dated 25.03.1970 & DoP&T Office Memorandum No. 36012/31/90-Estt.(SCT) dated 13.08.1990 regarding percentage of reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes	201-202
62. Model roster of reservation with reference to posts for direct recruitment on all India basis by open competition	203-208
63. Model roster of reservation with reference to posts for direct recruitment on all India basis otherwise than by open competition	209-212
64. Model roster for cadre strength up to 13 posts	213
65. Model roster of reservation with reference to posts	214-219
66. Model roster for promotion to grade with cadre strength up to 13 posts	220
67. DoP&T Office Memorandum No. 36012/17/2002-Estt.(Res) dated 06.11.2003 regarding non-permissibility of exchange of reservation between SCs & STs	221-223
68. Statement showing the organisation structure of the Rajya Sabha Secretariat	224-225
69. Consolidated statement showing the Normal Tenure for persons appointed on posts requiring special expertise	226-227
70. Sample Office Order for Transfer/posting	228
71. Circular dated 17.04.2002 regarding maintenance of Discipline	229
72. Sample statements regarding posting/allocation of work	230-235
73. Circular dated 17.09.1993 regarding setting up of Grievance Committee to look into requests/grievances of officers/members of staff of Rajya Sabha	236
74. Circular dated 25.04.2008 regarding creation of Rajya Sabha Secretariat Employees Association	237-247
75. Office Order Part-I No. 5/2009-Personnel dated 30.6.2009 regarding prevention of Sexual Harassment of Women at places of work	248-249
76. Fundamental Rules 11 & 17(1)	250
77. CCS (Conduct) Rules, 1964	251-259

Annexure	PAGES
78. Sample Order regarding suspension of an employee	260
79. Sample Chargesheet	261-263
80. Sample Order regarding appointment of Inquiring Authority	264
81. Sample Order regarding appointment of Presiding Officer	265
82. Sample Order regarding appointment of Inquiry Officer	266
83. Sample Order regarding imposition of charges	267
84. DoP&T Office Memorandum No. 21011/1/2010-Estt. A dated 13.04.2010 regarding below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for upgradation of the final grading	268-269
PART - 2	
ESTABLISHMENT (GENERAL) SECTION	
85. Nomination forms for DCRG, Family Pension & Insurance	273-277
86. Sample Circular regarding annual verification	278
87. CCS (Revised Pay) Rules, 2008	279-288
88. Option form for fixation of pay	289
89. Sample Pay fixation Order	290
90. R&CS Order regarding adoption of orders	291-292
91. DoPT OM No. 13018/2/2008-Estt.(L) dated 11.8.2008 regarding enhancement of Maternity Leave and introduction of Child Care Leave	293
92. Circular regarding guidelines on Child Care Leave	294-295
93. Application for leave or extension of leave	296
94. Circular regarding recommendation/sancion of leave	297
95. DoPT OM No. 31011/4/2008-Estt.(A) dated 23.9.2008 relating to LTC	298-299
96. Certificate to be given at the time of availing LTC	300
97. DOPT OM No. 14028/2/2009-Estt.(L) regarding Encashment of leave along with LTC	301-302
98. Eligibility criteria for grant of Advances	303
99. House Building Advance application form	304-306
100. Form of agreement/Surety Bond	307-310
101. House Building Advance register	311
102. DoPT OM No. 12011/03/2008-Estt. (Allowance) regarding Reimbursement under Children Education Allowance Scheme	312-313
103. DoPT OM No. 12011/03/2008-Estt. (Allowance) regarding Children Education Allowance—clarification	314-315
104. DoPT OM No. 12011/03/2008-Estt. (Allowance) regarding Children Education Allowance Hostel Subsidy—clarification	316
105. Reimbursement under Children Education Allowance Scheme	317-318
106. Statement of Assets and Liabilities	319-324

Annexure	PAGES
107. Form for giving intimation or seeking previous sanction under Rule 18(2) of the CCS (Conduct) Rules, 1964, for transaction in respect of Immovable property	325-326
108. Statement of Immovable property return for the year	327
109. Circular for furnishing of annual return regarding immovable property	328
110. Reminder Circular for furnishing of annual return regarding immovable property	329
111. Form for giving intimation or seeking previous sanction under Rule 18(3) of the CCS (Conduct) Rules, 1964, for transaction in respect of movable property	330-331
112. Clarification from DoPT regarding co-terminus appointment	332
113. DoPT OM No. 2/22(B)/2008-Estt. (Pay II) dated 3.9.2008 regarding grant of Deputation (Duty) Allowance	333
114. Undertaking	334
115. Pension forms	335-347
116. Note to various Sections regarding retirement	348
117. Form of 'No Demand Certificate'	349-350

**ANNEXURES OF
PART-1**

(PERSONNEL SECTION)

THE
RAJYA SABHA SECRETARIAT
(Recruitment and Conditions of Service)
Rules, 1957

THE RAJYA SABHA SECRETARIAT (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 1957*

S.R.O. 844—In exercise of the powers conferred by clause (3) of article 98 of the Constitution of India, the President, after consultation with the Chairman of the Rajya Sabha, hereby makes the following rules regulating the recruitment, and the conditions of service of persons appointed, to the secretarial staff of the Rajya Sabha, namely:—

Part I.—General

1. **Short title and commencement.**—(1) These rules may be called the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957.

(2) They shall come into force at once.

2. **Definitions**—In these rules, unless the context otherwise requires:—

- (a) "Chairman" means the Chairman of the Rajya Sabha;
- (b) "Constitution" means the Constitution of India;
- (c) "Deputation" means the temporary transfer or loan of the services of an officer from or to the Secretariat to or from any office outside the Secretariat;
- (d) "Disciplinary Authority", in relation to the imposition of a penalty on an officer, means the authority competent under these rules to impose on him that penalty;
- (e) "Ministry of Finance" means the Ministry of Finance of the Government of India;
- (f) "Officer" means a person appointed to, or borne on the cadre of, the secretarial staff of the Rajya Sabha;
- (g) "Post" means a post in the Secretariat and post shall be deemed to be a post in Class I, Class II, Class III or Class IV, according as such post is specified in Class I, Class II, Class III or Class IV, as the case may be, in the Second Schedule;
- (h) "Pre-1931 entrant" means a Government servant in continuous employment of the Government of India from the 16th August 1947 or any earlier date and who—

either

was in continuous Government service in a substantive or other capacity from a date prior to the 16th July 1931, and was not governed by the Revised Rates of Pay Rules, 1933;

or

entered Government service on or after the 16th July, 1931, but was wholly exempted from the operation of the Revised Rates of Pay Rules, 1933, by special orders.

Explanation.—Service of a Government servant re-employed after retirement shall not be deemed to be continuous for the purpose of this clause. On re-employment, he shall not be treated as a pre-1931 entrant.

- (i) "Schedule" means a Schedule to these rules;
- (j) "Secretary" means the Secretary of the Rajya Sabha;
- (k) "Secretariat" means the Rajya Sabha Secretariat;
- (l) "an officer in Class I, Class II, Class III or Class IV" means an officer holding a post specified in Class I, Class II, Class III or Class IV as shown in the Second Schedule.

*Published in the Gazette of India Extraordinary, Part II—Section 3, dated the 15th March, 1957.

3. Strength and composition of the Secretariat.—(1) There shall be in the Secretariat:—

- (a) Such number of permanent posts as are specified in the First Schedule; and
- (b) Such number of temporary posts of the categories specified in the Second Schedule as the Chairman may, from time to time, by order sanction:

Provided that no order sanctioning the creation of a temporary post in Class I, above the rank of Under Secretary, shall be issued by the Chairman except after consultation with the Ministry of Finance.

(2) The Chairman may, from time to time, amend the First Schedule by increasing or reducing the number of posts specified therein or by adding thereto any new category of post or posts:

Provided that when such amendment relates to a post in Class I or Class II, no order sanctioning the amendment shall be made by the Chairman except after consultation with the Ministry of Finance.

Part II.—Recruitment

4. Method of recruitment.—(1) Recruitment to a post or class of posts may be made by one or more of the following methods, namely:—

- (a) by promotion of a person employed in the Secretariat;
- (b) by permanent transfer or deputation of a person serving outside the Secretariat in connection with the affairs of the Union or of a State;
- (c) by direct recruitment.

(2) The Chairman may, from time to time, by general or special order—

- (a) specify the method or methods by which recruitment to a post or class of posts shall be made;
- (b) in case of recruitment by more than one such method, determine the proportion of vacancies to be filled by each method; and
- (c) in case of direct recruitment, specify the manner in which such recruitment shall be made.

5. Qualifications for appointment.—The qualifications required for appointment to the various categories of posts by departmental promotion otherwise shall be such as the Chairman may, from time to time, by general or special order, specify.

6. Appointing Authority.—All appointment to the posts shall be made by the Chairman:—

Provided that the Chairman may, by general or special order, delegate to the Secretary or any other officer of the Secretariat, this power to make appointments to any post or class of posts specified in such order other than posts in Class I.

Chairman, Rajya Sabha Order, dated the 16th April, 1957:—

"In exercise of the powers conferred by the proviso to rule 6 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, I hereby delegate to the Secretary of the Rajya Sabha my powers to make appointments to the classes of posts specified below:—

- (1) All posts in Class II (Gazetted and Non-Gazetted).
- (2) All posts in Class III.
- (3) All posts in Class IV."

Chairman, Rajya Sabha Order, dated the 17th December, 1973:—

"In exercise of the powers conferred by the proviso to rule 6 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, I delegate to the Secretary-General of the Rajya Sabha, as from the 15th day of November, 1973 that is to say, the date on which the Secretary of the Rajya Sabha was re-designated as Secretary-General of the Rajya Sabha my power to make appointments to the classes of posts specified below:—

- (1) All posts in Class II (Gazetted and Non-Gazetted).

- (2) All posts in Class III.
- (3) All posts in Class IV."

7. **Probation.**—Every person appointed to a permanent post by direct recruitment, with a view to his eventual substantive appointment to that post, shall be on probation for a period of two years:

Provided that the period of probation may, in the case of any particular person or post, be extended or reduced by order of the authority competent under rule 6 to make appointment to the post for the time being held by such person or to such particular post, as the case may be.

Part III.—Pay, Leave, Pension and Certain other Conditions of Service

8. **Pay Leave, Pension and Age of Compulsory Retirement.**—Subject to the provisions of rules 11 and 12,—

- (a) the pay or scale of pay attached to each of the posts specified in column 1 of the Second Schedule shall be as set out against it in column 3 of that Schedule:

Provided that in the case of a pre-1931 entrant, who has not elected the pay or the scale of pay so set out, the pay or scale of pay attached to the post held by him shall be the pay or scale of pay as set out against it in column 2 of that Schedule;

- (b) The rules relating to the grant of leave and pension to officers and the age at which they shall be required to retire from service shall be as set out in the Third and Fourth Schedules;
- (c) notwithstanding anything in clause (a) or clause (b) the holder of the post of Secretary at the time these rules come into force shall be governed in the matter of pay, leave, pension and age of retirement, by the provisions specified in the Fifth Schedule;
- (d) the Chairman may, from time to time, by general or special order, after consultation with the Ministry of Finance, amend any provision in the Second, Third and Fourth Schedules.

9. **Seniority of Officers.**—The seniority of officers shall be determined in accordance with such provisions as the Chairman may, from time to time, by general or special order, make.

10. **Other Conditions of Service.**—In respect of all other matters regulating the conditions of service of officers for which no provision or insufficient provision has been made in these rules, officers shall be governed by such rules as are applicable to the officers holding corresponding posts in the Central Secretariat, subject to such modifications, variations or exceptions, if any, in such rules, as the Chairman may, after consultation with the Ministry of Finance, from time to time by order specify.

Explanation.—For the purposes of this rule, the posts specified in column 1 of the Sixth Schedule shall correspond to the posts in the Central Secretariat specified in the corresponding entries in column 2 of that Schedule.

11. **Relaxation in exceptional cases.**—Where the Chairman is satisfied that the operation of any rule or provision in the matter of the conditions of service of an officer causes undue hardship in any particular case, the Chairman may, after consultation with the Ministry of Finance, by order dispense with, or relax the requirements of, that rule or provision to such extent and subject to such conditions as may be considered necessary for dealing with the case in a just and equitable manner.

12. **Conditions of Service of officers on deputation to the Secretariat.**—An officer while on deputation to the Secretariat may be permitted to retain, to such extent and subject to such conditions as may be determined by the Chairman after consultation with the Ministry of Finance, the terms and conditions of service which were applicable to him immediately before his deputation to the Secretariat.

Part IV.—Control and Discipline

13. **Control.**—All officers shall be subject to the superintendence and control of the Chairman.

14. **Penalties.**—The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an officer, namely:—

- (i) censure;
- (ii) withholding of increments or promotion;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused to the Union by negligence or breach of orders;
- (iv) reduction in rank including reduction to a lower post or time-scale, or to a lower stage in a time-scale;
- (v) compulsory retirement;
- (vi) removal from service in the Secretariat which shall not be a disqualification for future employment;
- (vii) dismissal from service in the Secretariat which shall ordinarily be a disqualification for future employment.

Explanations.—(1) The termination of employment of an officer or reversion of an officer to his permanent post during or at the end of the period of probation, or the termination of employment of a temporary officer in accordance with the terms of his appointment or in accordance with the terms of the agreement under which he is employed or the replacement of the services of an officer whose services have been borrowed from any office outside the Secretariat at the disposal of the authority which had lent the services does not amount to removal or dismissal within the meaning of this rule.

(2) The stoppage of an officer at the efficiency bar in the time scale of his pay on the ground of his unfitness to cross the bar does not amount to withholding of increments or promotion within the meaning of this rule.

(3) A refusal to promote an officer, after due consideration of his case to a post or grade to which promotions are made by selection does not amount to withholding of promotion within the meaning of this rule.

(4) The reversion to a lower post of an officer who is officiating in a higher post, after trial in the higher post or for administrative reasons (such as, the return of the permanent incumbent from leave or deputation, availability of a more suitable officer and the like) does not amount to reduction in rank within the meaning of this rule.

(5) The compulsory retirement of an officer in accordance with the provisions relating to his superannuation or retirement shall not amount to a penalty under this rule.

(6) The withholding of increments of an officer for failure to pass a departmental examination in accordance with the rules or orders governing the post or the terms of his appointment does not amount to withholding of increment within the meaning of this rule.

15. **Disciplinary Authorities.**—Subject to the provisions of these rules, the Chairman shall have the power to impose any of the penalties specified in rule 14 on any officer:

Provided that the Chairman may, subject to the provisions of article 311 of the Constitution, by general or special order, delegate to the Secretary or any other officer the power to impose in accordance with the provisions of these rules any of the said penalties on any officer other than an officer in Class I.

Chairman, Rajya Sabha, Order dated, the 5th August, 1957 :—

"In exercise of the powers conferred by the proviso to rule 15 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, I hereby delegate to the Secretary of the Rajya Sabha the power to impose, in accordance with the provisions of the said Rules, any of the penalties specified in rule 14 of those Rules on any officer other than an officer in Class I."

Chairman, Rajya Sabha, Order dated 17th December, 1973:—

"In exercise of the powers conferred by the proviso to rule 15 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rule, 1957, I delegate to the Secretary-General of the Rajya Sabha as from the 15th day of November, 1973 (that is to say, the date on which the Secretary of the Rajya Sabha was re-designated as Secretary-General of the Rajya Sabha) the powers to impose, in accordance with the provisions of the said Rules, any of the penalties specified in rule 14 of the said Rules on any officer other than an officer in Class I."

16. Procedure for imposing major penalties—(1) Without pre-judice to the provisions of the Public Servants' (Inquiries) Act, 1850, no order shall be passed imposing any of the penalties specified in clauses (iv) to (vii) on rule 14 of an officer unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded an opportunity of defending himself in the manner hereinafter provided.

(2) The grounds on which it is proposed to take action shall be reduced to the form of a definite charge of charges which shall be communicated to the officer charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case.

(3) The Officer shall be required, within such time as may be considered by the Disciplinary Authority to be reasonably adequate in the circumstances of the case, to put in a written statement of his defence and to state whether he desire to be heard in person.

(4) The officer charged may ask for permission to inspect and take notes from official records for the purpose of preparing his written statement, provided that the Disciplinary Authority may, for reasons to be recorded in writing, refuse him such permission if in its opinion such records are not strictly relevant to the case or it is not desirable in the public interest to grant such permission.

(5) After the written statement is received from the officer in accordance with sub-rule (3), or, if no such written statement is received within the time allowed, the Disciplinary Authority may, if it considers it necessary, appoint a Board of Inquiry or an Inquiry Officer to Inquire into the charges framed against the officer and shall have the charges inquired into as provided in sub-rule (6). If the Disciplinary Authority does not consider it necessary to appoint a Board of Inquiry or an Inquiry Officer, the Disciplinary Authority shall itself inquire into the charges in such manner as it deems fit.

(6) If the officer desires to be heard in person, he shall be so heard. If he desires that an oral inquiry be held, or if the Disciplinary Authority so directs, an oral inquiry shall be held by the Board of Inquiry or the Inquiry Officer, as the case may be. At such Inquiry, evidence shall be taken as to such of the allegations as are not admitted and the officer charged shall be entitled to cross-examine the witnesses who give evidence in person and to have such witnesses called as he may wish:

Provided that the Board of Inquiry or the Inquiry Officer, as the case may be, may, for reasons to be recorded in writing, refuse to call any witness whose evidence is, in the opinion of the Board or Officer, not relevant or material.

(7) At the conclusion of the inquiry, the authority inquiring into the charges shall prepare a report of the inquiry recording its findings on each of the charges together with the reasons therefor. If, in the opinion of such authority, the proceedings of the inquiry establish charges different from those originally framed, it may record its findings on such charges.

Provided that the findings on such charges shall not be recorded unless the officer charged has admitted the facts constituting them or has had an opportunity of defending himself against them.

(8) The record of the inquiry shall include—

(i) the charges framed against the officer and the statement of allegations furnished to him under sub-rule (2);

(ii) his written statement of defence, if any;

(iii) the evidence recorded in the course of inquiry;

(iv) the orders, if any, made by the Disciplinary Authority and the authority making the inquiry in regard to the inquiry; and

(v) a report setting out the findings on each charges and the reasons therefor.

(9) The Disciplinary Authority shall, if it is not the inquiring authority, consider the record of the inquiry and determine which of the findings of the Board of Inquiry or of the Inquiry Officer, as the case may be, it accepts.

(10) If the Disciplinary Authority, having regard to the findings recorded or accepted by it, is of the opinion that any of the penalties specified in clauses (iv) to (vii) or rule 14 should be imposed, it shall—

(a) furnish to the officer a copy of the report of the inquiry together with a statement of such findings; and

- (b) give him a notice stating the action proposed to be taken in regard to him and calling upon him to submit within a specified time, such representation as he may wish to make against the proposed action:

Provided that if the Disciplinary Authority disagrees with any part or the whole of the findings of the Board of Inquiry or the Inquiry Officer, the point or points of such disagreement together with a brief statement of the grounds therefor after shall also be communicated to the officer.

(11) The Disciplinary Authority shall, determine, having regard to the findings recorded or accepted by it, and the representation, if any, made by the officer under sub-rule (10), what penalty if any, should be imposed on the officer and pass appropriate orders on the case and the orders so passed shall be communicated to the officer.

(12) Notwithstanding anything contained in this rule, it shall be lawful for the Disciplinary Authority to waive, for good and sufficient reasons to be recorded in writing, any of the provisions of this rule excepting sub-rule (10) in any exceptional case where such authority is satisfied that there is difficulty in strictly complying with such provisions and that compliance with such provision can be waived without any injustice to the officer concerned.

17. Procedure for imposing minor penalties.—(1) No order shall be passed imposing any of the penalties specified in clauses (i) to (iii) of rule 14 on an officer except after—

- (a) the officer is informed in writing of the proposal to take action against him and of the allegations on which such action is proposed to be taken and he is given an opportunity to make any representation which he may wish to make; and
 - (b) such representation, if any, is taken into consideration by the Disciplinary Authority;
- and the order so passed shall be communicated to the officer.

(2) The record of proceedings in such cases shall include—

- (i) a copy of the intimation to the officer of the proposal to take action against him;
- (ii) a copy of the statement of allegations communicated to him;
- (iii) his representation; if any; and
- (iv) the orders on the case together with the reasons therefor.

18. Special procedure in certain cases.—The provisions of rules 16 and 17 shall not apply—

- (a) where the penalty is imposed on an officer on the ground of conduct which has led to his conviction on a criminal charge;
- (b) where the authority empowered to impose the penalty is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules; or
- (c) where the President is satisfied that in the interest of the security of the State it is not expedient to follow such procedure,

and in any such case, the Disciplinary Authority may, after consideration of the circumstances of the case pass such order thereon as it deems fit.

19. Suspension pending disciplinary proceedings.—(1) If having regard to the nature of the charges and the circumstances in any case, the Disciplinary Authority who initiates any disciplinary proceedings is satisfied that it is necessary or desirable to place under suspension the officer against whom such proceedings are started, it may—

- (a) if the officer is serving in the Secretariat, pass an order placing him under suspension, or
- (b) if the officer is serving outside the Secretariat, request the borrowing authority to place him under suspension, pending the conclusion of the inquiry and the passing of the final order in the case.

(2) An officer who is detained to custody, whether on a criminal charge or otherwise, for a period longer than forty-eight hours, shall be deemed to have been suspended under this rule.

(3) An officer against whom a criminal charge is pending may at the discretion of the Disciplinary Authority, be placed under suspension until the termination of the proceedings if the charge is connected with his position as an officer of the Secretariat or is likely to embarrass him in the discharge of his duties in the Secretariat or involves moral turpitude:

Provided that in the case of an officer on deputation to the Secretariat, the Secretariat shall without delay inform the lending authority of the circumstances in which that officer was placed under suspension.

(4) An officer who is placed under suspension shall during the period of such suspension be entitled to receive payment as a subsistence allowance of such amount as the Chairman may, from time to time by general or special order, specify.

20. Disciplinary action against an officer on deputation outside the Secretariat.—(1) Where the services of an officer are lent to the Central Government or any authority subordinate thereto for any work in any office outside the Secretariat or to a State Government or an authority subordinate thereto or to a local or other authority (hereinafter in this rule referred to as "the borrowing authority") the borrowing authority shall have the powers of the Disciplinary Authority under these rules for the purpose of placing him under suspension and for the purpose of taking disciplinary proceedings against him:

Provided that the borrowing authority shall forthwith inform the Secretariat of the circumstances leading the order of his suspension or the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding taken against the officer—

(i) if the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iii) of rule 14 should be imposed on the officer, it may in consultation with the Secretariat pass such orders on the case as it deems necessary:

Provided that, in the event of a difference of opinion between the borrowing authority and the Secretariat, the services of the officer shall be replaced at the disposal of the Secretariat;

(b) if the borrowing authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) or rule 14 should be imposed on the officer, it shall replace his services at the disposal of the Secretariat and transmit to it the proceedings of the inquiry and thereupon the Disciplinary Authority may pass such order on the case as it deems necessary after complying with the provisions of sub-rules (10) and (11) of rule 16:

Provided that the Disciplinary Authority may instead of making an order under this clause on the record of the inquiry transmitted by the borrowing authority, hold such further inquiry as it may deem necessary.

21. Disciplinary action against an officer on deputation to the Secretariat.—(1) Where an order of suspension is made or a disciplinary proceeding is taken against an officer whose services have been borrowed from the Central Government or State Government or an authority subordinate to the Central Government or a State Government or a local or other authority, the authority lending his services (hereinafter in this rule referred to as "the lending authority") shall forthwith be informed of the circumstances leading to the order of his suspension or the commencement of the disciplinary proceeding against him, as the case may be.

(2) In the light of the findings in the disciplinary proceeding taken against the officer—

(a) if the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (i) to (iii) of rule 14 should be imposed on the officer, it may, after consultation with the lending authority, pass such orders on the case as it deems necessary:

Provided that, in the event of a difference of opinion between the Secretariat and the lending authority, the services of the officer shall be replaced at the disposal of the lending authority;

(b) if the Disciplinary Authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of rule 14 should be imposed on the officer, the services of such officer shall be replaced at the disposal of the lending authority and the record of the inquiry shall be transmitted to such authority for such action as it deems necessary.

Part V.—Appeal and Review

22. Right of Appeal.—(1) An appeal shall lie to the Secretary against any order passed by any authority subordinate to the Secretary imposing any penalty specified in rule 14.

(2) An appeal shall lie to the Chairman against any order passed originally, or on appeal, by the Secretary imposing or confirming any penalty specified in rule 14.

(3) The orders of the Chairman whether passed originally or on appeal shall be final.

23. Form and Contents of Appeal.—(1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall be addressed to the authority to whom the appeal lies and shall—

- (a) contain all material statements and arguments relied on by the appellant;
- (b) contain no disrespectful or improper language; and
- (c) be complete in itself.

24. Submission of Appeals.—Every appeal shall be submitted to the authority which made the order appealed against:

Provided that a copy of the appeal may be submitted direct to the appellate authority.

25. Withholding of Appeals.—(1) The authority which made the order appealed against may withhold the appeal if—

- (a) it is an appeal against an order from which no appeal lies, or
- (b) it does not comply with the provisions of rule 23, or
- (c) it is not preferred within three months after the date on which the order appealed against was received by the appellant, and no reasonable cause is shown for the delay, or
- (d) it is repetition of a previous appeal which has already been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case:

Provided that an appeal withheld on the ground only that it does not comply with the provisions of rule 23 shall be returned to the appellant, and, if re-submitted within one month thereof after compliance with the said provisions, shall not be withheld.

(2) In every case in which an appeal is withheld the appellant shall be informed of the fact and the reasons therefor.

(3) On the first day each of January, and July every year, a list of appeals withheld by any authority under sub-rule (1) during the preceding six months together with the reasons for withholding them shall be furnished by that authority to the appellate authority.

26. Transmission of Appeals.—(1) The authority which made the order appealed against shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld under rule 25, together with its comments thereon and the relevant records.

(2) The appellate authority to whom the appeal lies may direct transmission to it of any appeal withheld under rule 25 and thereupon such appeal and the relevant records shall be transmitted to that authority together with the comments of the authority withholding the appeal.

27. Consideration of Appeals.—In deciding an appeal the appellate authority shall consider—

- (a) whether the procedure prescribed in these rules has been complied with, and if not, whether such non-compliance has resulted in violation of any provisions of the Constitution or in failure of justice;
- (b) whether the findings are justified; and
- (c) whether the penalty imposed is excessive, adequate or inadequate, and pass orders—
 - (i) setting aside, reducing confirming or enhancing the penalty; and
 - (ii) remitting the case to the authority which imposed the penalty with such directions as it may deem fit in the circumstances of the case:

Provided that—

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;

- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty; and
- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv) to (vii) of rule 14, and an enquiry under rule 16 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 18, itself hold such enquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry, pass such orders as it may deem fit.

28. Implementation of orders in Appeal.—The authority which made the order appealed against shall give effect to the order passed by the appellate authority.

29. Review.—Notwithstanding anything contained in these rules, the Chairman may, of his own motion or otherwise, review any order which has been passed by him—

- (i) imposing any penalty specified in rule 14, or
- (ii) in an appeal from an order passed either originally or on appeal imposing or confirming any such penalty, within a period of six months from the date of the order so passed by him and may, on such review, confirm, modify or set aside the order:

Provided that—

- (a) where it is proposed to enhance the penalty imposed by any such order passed by the Chairman, the officer concerned shall be given an opportunity of showing cause against the proposed enhancement; and
- (b) if the Chairman proposes to impose any of the penalties specified in clauses (iv) to (vii) of rule 14 in a case where any inquiry under rule 16 has not been held, he shall, subject to the provisions of rule 18, direct that such inquiry be held and thereafter, on consideration of the proceedings of the enquiry, pass such orders as he may deem fit.

Part VI.—Miscellaneous

30. Conduct of Officers.—Subject to the provisions of these rules, every officer shall be governed by such rules of conduct, discipline and control as the Chairman may, from time to time, by general or special order, specify.

31. Quasi-permanent and temporary service.—The Chairman may, after consultation with the Ministry of Finance from time to time, make such rules as he considers necessary with respect to quasi-permanent or temporary service in the Secretariat.

32. Authentication of orders passed by the Chairman.—Any order passed by the Chairman under the provisions of these rules and executed in the name of the Chairman shall be authenticated in such manner as the Chairman may, from time to time, by general or special order, specify.

33. Residuary powers.—Subject to the provisions of rule 10, all matters incidental or ancillary to these rules not specifically provided for herein, shall be regulated in accordance with such orders as the Chairman may, from time to time, make.

34. Interpretation.—All questions relating to the interpretation of these rules shall be referred to the Chairman whose decision thereon shall be final:

Provided that all questions relating to the interpretation of rules 3, 8, 10, 11, 12, 31 and 33 and the First, Second, Third, Fourth and the Fifth Schedules, and any orders issued under these rules after consultation with the Ministry of Finance shall be decided by the Chairman after consultation with that Ministry.

35. Repeal and savings.—Save as otherwise expressly provided in these rules, all rules corresponding to these rules and in force immediately before the commencement of these rules are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

THE FIRST SCHEDULE

[See Rule 3 (1) (a)]

Serial No.	Designation of post	No. of permanent posts sanctioned
1	2	3
Class I—Gazetted		
1.	Secretary	1
2.	Deputy Secretary	1
3.	Under Secretaries	3
4.	Superintendents	3
Class II—Gazetted		
5.	Chief Reporter	1
6.	Editor of Debates	1
7.	Private Secretary to Chairman	1
8.	Assistant Superintendents	6
9.	Private Secretary to Secretary	1
10.	First Personal Assistant to Chairman	1
Class II—Non-Gazetted		
11.	Reporters (English)	7
12.	Reporters (Hindi)	3
13.	Assistant Editors	3
14.	Assistants	24
15.	Information Assistant	1
16.	Printing Assistants	2
17.	Second Personal Assistant to Chairman	1
18.	Personal Assistant to Secretary	1
19.	Stenographers	2
Class III		
20.	Translators	8
21.	Lower Division Clerks	39
22.	Proof Readers.....	7
23.	Copy Holders.....	7
24.	Hindi Typists... ..	3
25.	Senior Watch and Ward Assistant.....	1
26.	Junior Watch and Ward Assistants.....	2
27.	Staff Car Driver.....	1
28.	Despatch Rider.....	1
29.	Gestetner Operations.....	2
Class IV		
30.	Record Sorter.....	1
31.	Daftries.....	9
32.	Jamadars.....	3
33.	Peons.....	26
34.	Farashes.....	2
35.	Sweepers.....	2

THE SECOND SCHEDULE

[See Rules 2, 3 and 3(a)]

Designation of post	Pay or scale of pay admissible to pre—1931 entrants	Pay or scale of pay otherwise admissible
1	2	3
	Rs.	Rs.
CLASS I—GAZETTED		
1. Secretary....	3,000	3,000
*2. Deputy Secretary...	1,300—50—1,700	1,100—50—1,300—60— 1,600—100—1,800
*3. Under Secretary..	1,000—50—1,250 <i>plus</i> special pay of Rs. 50 p.m.	800—50—1,150
4. Superintendent...	600—40—800	530—30—800
CLASS II GAZETTED		
5. Private Secretary to the Chairman.....	600—40—800	600—40—800
6. Chief Reporter....	450—25—750 <i>plus</i> special pay of Rs. 100 p.m.	350—25—500—E.B.—30— 650—E.B.—30—800 <i>plus</i> special pay of Rs. 100 p.m.
7. Editor of Debates...	500—30—710	350—25—500—E.B.—30—650—E.B.— 30—800
8. Assistant Superintendent..	275(325)—25—500 provided that an Assistant appointed to this post either by departmental promotion or by transfer will have his pay fixed under the Fundamental Rules subject to a minimum of Rs. 325 p.m.	275(325)—25—500 provided that an Assistant appointed to this post either by departmental promotion or by transfer will have his pay fixed under the Fundamental Rules subject to a minimum of Rs. 325 p.m.
†9. Private Secretary to Deputy Chairman...	300—20—400	300—20—400
10. Private Secretary to Secretary (Grade I).....	300—20—400	275—25—500 provided that the pay of an Officer of Grade II promoted to Grade I will be fixed under the normal rules but at a stage not lower than Rs. 325.

* If an officer of the Indian Administrative Service, Indian Audit and Accounts Service, other Central Services, including the Central Secretariat Service or States Service is appointed to the post of Deputy Secretary or Under Secretary his pay shall be regulated on the same principles as are applicable to an officer when appointed to a corresponding post in the Central Secretariat.

†The post of Private Secretary to Deputy Chairman is held in abeyance and the 2 posts of Personal Assistant have been temporarily created in lieu thereof.

1	2	3
	Rs.	Rs.
11. First Personal Assistant to Chairman (Grade I)..	..	275—25—500 provided that the pay of an officer of an officer Grade II promoted to Grade I will be fixed under the normal rules but at a stage not lower than Rs. 325.
12. Assistant Watch and Ward Officer...		275—25—500
	Class II—Non-Gazetted	
13. Marshal...	250	250
14. Reporters (both English and Hindi)...	450—25—750	350—25—500—E.B.—30—650—E.B.—30—800
15. Assistant Research Officer..	300—20—500—E.B.—25/2—550	300—20—500—E.B.—25/2—550
16. Assistant Editor...	250—10—300—15—450	250—10—300—15—450
17. Second Personal Assistant to Chairman (Grade II)...	..	250—10—300—15—375
†18. First Personal Assistant to Deputy Chairman (Grade II)...	..	250—10—300—15—375
19. Personal Assistant to Secretary (Grade II)...	..	250—10—300—15—375
†20. Second Personal Assistant to Deputy Chairman...	..	160—10—330 <i>plus</i> special pay of Rs. 30 p.m.
21. Stenographer.....	175—12½—300—E.B.—12.5—375— 15—450—25—500	160—10—330
22. Assistant....	200—15—365—E.B.—15— 500	160—10—300—E.B.—15— 450
23. Information Assistant...	160—10—300—E.B.—15— 450	160—10—300—E.B.—15— 450
24. Printing Assistant...	160—10—300—E.B.—15—450	160—10—300—E.B.—15—450
	Class III	
25. Translator...	160—10—330	160—10—330
26. Proof Reader...	120—8—200—10/2—220	120—8—200—10/2—220
27. Upper Division Clerk..	100—8—172—E.B.—8—300	80—5—120—E.B.—8—200—10/2—220
28. Senior Watch and Ward Assistant....	120—10—250	120—10—250
29. Junior Watch and Ward Assistant....	80—5—120—E.B.—8—220	80—5—120—E.B.—8—200

†The post of Private Secretary to Deputy Chairman is held in abeyance and the 2 posts of Personal Assistant have been temporarily created in lieu thereof.

1	2	3
	Rs.	Rs.
30. Lower Division Clerk (Clerk/Typist)....	60—3—105—4—125—E.B.— 4—145—5—170	60—3—81—E.B.—4—125— 5—130
31. Junior Proof Reader.....	60—3—81—E.B.—4—125— 5—130	60—3—81—E.B.—4—125— 5—130
32. Hindi <i>cum</i> English Steno- typist.....	60—3—81—E.B.—4—125— 5—130 plus special pay of Rs. 20 p.m.	60—3—81—E.B.—4—125— 5—130 plus special pay of Rs. 20 p.m.
33. Hindi Typist.....	60—3—81—E.B.—4—125— 5—130	60—3—81—E.B.—4—125—5—130
34. Gestetner Operator.....	30—2—55	60—5/2—75
35. Staff Car Driver....	..	60—5/2—75
36. Despatch Rider....	..	50—2—60—5/2—65
CLASS IV		
37. Record Sorter....	20—1—40	40—1—50—2—60
38. Daftry....	15—1—35	35—1—50
39. Jamadar....	25—1—30 (Class I) 22—1—27 (Class II)	35—1—50
40. Peon....	14—1/5—16	30—1/2—35
41. Farash....	14—1/5—16	30—1/2—35
42. Sweeper....	..	30—1/2—35

Designation of post	Pay or scale of pay admissible to pre-1931 entrants	Pay or scale of pay otherwise admissible
	Rs.	Rs.
PAY AND ACCOUNTS OFFICE, RAJYA SABHA		
CLASS I (GAZETTED)		
†1. Pay and Accounts Officer in the Senior I. A. & A. S. scale	600—40—1,000—1,000— 1,050—1,050—1,100— 1,100—1,150	600—40—1,000—1,000 1,050—1,050—1,100— 1,100—1,150
CLASS II (GAZETTED)		
2. Assistant Superintendent	275(325)—25—500	275(325)—25—500
CLASS II (NON-GAZETTED)		
3. Assistant	160—10—300—E.B.—15—450	160—10—300—E.B.—15—450
CLASS III		
4. Selection Grade Clerk	160—10—300	160—10—300
5. Upper Division Clerk	80—5—120—E.B.—8—200— 10/2—220	80—5—120—E.B.—8—200 10/2—220
6. Cashier	80—5—120—E.B.—8—200— 10/2—220 <i>Plus</i> special pay of Rs. 15 p.m.	80—5—120—E.B.—8—200— 10/2—220 <i>Plus</i> special pay of Rs. 15 p.m.
7. Stenographer	80—5—120—E.B.—8—200— 10/2—220	80—5—120—E.B.—8—200— 10/2—220
8. Lower Division Clerks	60—3—81—E.B.—4—125— 5—130	60—3—81—E.B.—4—125— 5—130
9. Cheque Writer	60—3—81—E.B.—4—125— 5—130	60—3—81—E.B.—4—125— 5—130
CLASS IV		
10. Daftry	35—1—50	35—1—50
11. Peon	30—1/2—35	30—1/2—35

†When the post of the Pay and Accounts Officer is held by an officer in the grade of Assistant Accounts Officers of the Indian Audit Department, he will be entitled to the scale of pay of Rs. 500—30—800.

THE THIRD SCHEDULE

(See Rules 8(b) and 8(d))

The conditions of service of officers (other than Secretary) in the matter of leave pension and age of retirement shall be governed by the rules and orders specified below against each:—

Leave.....	<p>(i) Ordinary leave rules in Section I to V of Chapter X of the Fundamental Rules for persons who entered service before the 16th July 1931, other than those re-employed after retirement; and</p> <p>(ii) Revised Leave Rules, 1933 for those to whom clause (i) does not apply.</p>
Pension.....	<p>In the case of persons, who had the option and who opted to remain under the pension rules in the Civil Service Regulations, those pension rules, read with the Government of India, Ministry of Finance Office Memorandum No. F. 3(16)—Est. (Spl.)/50, dated the 2nd January, 1951 and in other cases, the Liberalised Pension Rules contained in the Government of India, Ministry of Finance Office Memorandum No. F. 3(1)-Est. (Spl.)/47, dated the 17th April, 1950, as amended from time to time.</p>

THE FOURTH SCHEDULE

[See Rules 8(b) and 6(d)]

The conditions of service of Secretary in the matters of leave, pension and age of retirement shall be governed by the rules and orders specified below against each:—

Leave—The All India Services (Leave) Rules 1955, provides that the Chairman may in his discretion, relax the limit of 180 days up to which earned leave may be accumulated under sub-rule (2) of rule 10 of the said Rules in any case where he considers that such relaxation is necessary.

Pension—In the case of persons, who had the option and who opted to remain under the pension rules in the Civil Service Regulations, those pension rules, read with the Government of India, Ministry of Finance, Office Memorandum No. F. 3(16)-Est. (Spl.)/50, dated the 2nd January, 1951, subject to such maximum pension as is prescribed in rule 13 or in rule 14 of the Superior Civil Services Rules, as the case may be, and also to such Special Additional Pension as is admissible to the Secretaries to the Government of India in other cases to the Liberalised Pension Rules contained in the Government of India, Ministry of Finance, Office Memorandum No. F. 3(1)-Est. (Spl.)/47 dated the 17th April, 1950 as amended from time to time.

Age of recruitment—Sub-clause (iii) of clause (c) of fundamental Rule 56.

All other matters for which special Secretaries to the
provision is not made in these Rules. Government of India.

Notes—Any reference to any rules or orders in this Schedule shall mean such rules or orders as were in force immediately before the commencement of these rules.

Age of retirement.....Fundamental Rule 56(a) or (b), as the case may.

Note—(i) Notwithstanding the entry against 'Pension' above, Officers of and above the rank of Under Secretary, who have opted to remain under the pension rules in the Civil Service Regulations, will be entitled to such maximum pension as is prescribed in rule 13 or in rule 14 of the Superior Civil Services Rules, as the case may be.

(ii) Any reference to any rules and orders in the Schedule shall mean such rules and orders as were in force immediately before the commencement of these rules.

THE FOURTH SCHEDULE

[See Rules 8(b) and 8 (d)]

The Conditions of service of Secretary in the matter of leave, pension and age of retirement shall be governed by the rules and orders specified below against each:—

Pension..... In the case of persons, who had the option and who opted to remain under the pension rules in the Civil Services Regulations, those pension rules, read with the Government of India, Ministry of Finance, Office Memorandum No. F. 3(16)-Est. (Spl.)/50, dated the 2nd January, 1951, subject to such maximum pension as is prescribed in rule 13 or in rule 14 of the Superior Civil Services Rules as the case may be, and also to such Special Additional Pensions as is admissible to the Secretaries to the Government of India and in other cases to the Liberalised Pension Rules contained in the Government of India, Ministry of Finance, Office Memorandum No. F. 3(1)-Est.(Sp.)/47, dated the 17th April, 1950 as amended from time to time.

Age of retirement..... Sub-clause (iii) of clause (c) of Fundamental Rule 56

All other matters for which special Secretaries to the Government of India.
provision is not made in these Rules.

Note—(i) The terms regarding the admissibility of leave to the Secretary will be notified separately.

(ii) Any reference to any rules or orders in this Schedule shall mean such rules or orders as were in force immediately before the Commencement of these rules.

[THE FIFTH SCHEDULE]

[See Rule 8 (c)]

The conditions of service of Shri S. N. Mukerjee, Secretary, in the matter of pay, leave, pension and age of retirement shall be governed by the rules and orders specified against the relevant entry:—

Pay.....	Rs. 3,000 <i>plus</i> Rs. 250 p.m. personal pay.
Leave.....	Ordinary Leave Rules in Section I to V of Chapter X of the Fundamental Rules.
Pension.....	Pension Rules under the Civil Service Regulations subject to such maximum pension as is prescribed in rule 13 or in rule 14 of the Superior Civil Services Rules, as the case may be, and also to such Special Additional Pension as is admissible to the Secretaries to the Government of India, as modified by the alternative in para 2(c) of the Government of India, Ministry of Finance, Office Memorandum No. 3 (16)-Est. (Spl)/50 dated the 2nd January 1951, read with their Office Memorandum No. F. 3(1) Est. (Spl.)/47, dated the 17th April, 1950.
Age of retirement.....	Sub-clause (iii) to clause (c) of F.R. 56.
All other matters for which special provision is not made in these rules.	Secretaries to the Government of India.

NOTE—Any reference to any rules or orders in this Schedule shall mean such rules or orders as were in force immediately before the commencement of these rules.

THE SIXTH SCHEDULE

[See Rule 10—Explanation]

Posts in the Rajya Sabha Secretariat	Posts in the Central Secretariat
1. Deputy Secretary	Deputy Secretary to the Government of India.
2. Under Secretaries	Under Secretaries to the Government of India.
3. Superintendents	Officers of Grade II of the Central Secretariat Service.
4. Asstt. Superintendents	Officers of Grade III of the Central Secretariat Services.
5. Private Secretaries to Deputy Chairman and Secretary and First P. A. to Chairman	Officers of Grade I of the Central Secretariat Stenographers' Service.
6. Reporters	Reporters in the Government of India.
7. (i) Assistants	
(ii) Information Assistants	Officers of Grade IV of the Central Secretariat Service.
(iii) Printing Assistants	
(iv) Assistant Editors	

Posts in the Rajya Sabha Secretariat	Posts in the Central Secretariat
8. (i) Senior Watch and Ward Assistants. (ii) Upper Division Clerks	Officers of Grade I of the Central Secretariat Clerical Service.
9. (i) Lower Division Clerks (Clerks/Typists) (ii) Steno-Typists (iii) Hindi Typists (iv) Hindi-Cum-English Steno-typist (v) Proof Readers (vi) Junior Proof Readers (vii) Junior Watch & Ward Assistants	Officers of Grade II of the Central Secretariat Clerical Service.
10. Translators	Translators in the Ministry of Law.
11. Second Personal Assistant to Chairman, First Personal Assistant to Deputy Chairman and Personal Assistant to Secretary.	Officers of Grade II of the Central Secretariat Stenographers' Service.
12. Stenographers (including Second Personal Assistant to Deputy Chairman)	Officers of Grade III of the Central Secretariat Stenographers' Service.
13. Gestetner Operators	Gestetner Operators in the Government of India.
14. Record Sorter	Record Sorter in the Government of India.
15. Daftries	Daftries in the Government of India.
16. Jamadars	Jamadars in the Government of India.
17. Farashes and Peons	Farashes and Peons in the Government of India.
18. Sweepers	Sweepers in the Government of India.

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE

NEW DELHI

Dated the 25th August, 2009

RECRUITMENT AND CONDITIONS OF SERVICE ORDER

(No. 4/2009)

Subject: The Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment), Order, 2009

In exercise of the powers conferred by sub-rule (2) of rule 4 and rule 5 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, and in supersession of the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, and all other orders made by the Chairman in this behalf, except as respects things done or omitted to be done before such supersessions, the Chairman hereby makes the following Order—

1. Short title and commencement—(1) This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009.

(2) It shall come into force with immediate effect.

2. Definitions—In this Order, unless the context otherwise requires—

- (a) "Chairman" means the Chairman of the Rajya Sabha;
- (b) "Secretary-General" means the Secretary-General of the Rajya Sabha;
- (c) "Service" means service in the Rajya Sabha Secretariat; and
- (d) "the Schedule" means the Schedule to this Order.

3. Methods of recruitment—The recruitment to a post or class of posts mentioned in column 1 of the Schedule shall be made by the method or methods and in the manner specified in a corresponding entry in column 3 of the Schedule, and where more than one such method has been so specified, the proportion of vacancies to be filled by each method shall be such as is specified in the corresponding entry in column 2 of the Schedule:

Provided that the Secretary-General may in any particular case of a post or class of posts vary the proportion of vacancies to be filled by various methods, and may depute an officer from one Service to another Service in the interest of Parliamentary work.

4. Qualifications for appointment—The qualifications required for appointment to the various categories of posts mentioned in column 1 of the Schedule shall be such as are specified in the corresponding entries in column 3 of the Schedule:

Provided that where no qualification is specified for any post or class of posts, the Secretary-General may, by a special or general order, specify the qualifications for that post or class of posts:

Provided further that where a minimum qualification has been prescribed in the Schedule for a post or a class of posts for direct recruitment, the number of candidates to be called for test/selection may be restricted after screening to a reasonable number of candidates keeping in view their academic performance and work experience.

5. Variation of proportion of vacancies to be filled by prescribed method—

(1) The proportion of vacancies to be filled by each method indicated in column 2 of the Schedule against a post or class of posts mentioned in column 1 thereof shall, as far as possible, be adhered to:

Provided that wherever a variation has taken place under paragraph 3, necessary steps shall be taken to restore the prescribed proportion by adjusting recruitment thereafter to the post or class of posts to which the proportion relates.

(2) Nothing in sub-paragraph (1) shall apply to the filling by promotion of a temporary vacancy on *ad-hoc* basis, and it shall not be necessary for the appointing authority to adhere to the proportion indicated in column 2 of the Schedule for filling a temporary vacancy on *ad-hoc* basis.

6. Promotion—(1) Where the method of recruitment by promotion has been prescribed in the Schedule—

- (a) it shall be made by selection;
- (b) for purposes of selection under clause (a) of this sub-paragraph, the following criteria in relation to an officer shall be taken into consideration—
 - (i) his performance at a test, whether oral or written or both, if such a test is ordered by the appointing authority to be held for the purpose of such selection;
 - (ii) the reports on his work and conduct by his superior officers;
 - (iii) the enthusiasm shown by him in the various activities of the Secretariat;
 - (iv) his academic qualifications;
 - (v) his previous experience of the particular type of work which he will be required to perform if selected;
 - (vi) any other requirement which the appointing authority may lay down for eligibility for such promotion; and
 - (vii) in case of promotions to the Group 'A' posts in the non-technical wing of the Parliament Security Service, only those who are found suitable by a Screening Committee constituted for the purpose, will be considered for promotion by the Departmental Promotion Committee (DPC).
- (c) where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they have completed their probation period and are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service; and
- (d) Irrespective of his/her eligibility, no person shall be considered for promotion to a grade/post unless he/she has rendered a minimum of two years service in the immediate lower grade/post.
- (e) Instructions issued by the Government of India for providing reservation in promotion to Scheduled Castes or Scheduled Tribes shall be adhered to.

(2) Wherever combined strength of two or more grades in various services is prescribed, time-bound promotions will be applicable within those grades, subject to completion of minimum period of service prescribed, completion of prescribed residency period and fitness for promotion with reference to the prescribed benchmark.

(3) The Secretary-General may, in exceptional cases, relax the period of service prescribed for promotion to a higher grade.

6A. Appointment to posts not included in the Schedule—Subject to the first proviso to Clause 4, appointment to posts of Joint Secretary and above shall be made by the Chairman.

Also, the Secretary-General may make appointments of suitable persons to a post or a class of posts not included in the Schedule, with the approval of the Chairman.

7. Direct Recruitment—Where the method of direct recruitment has been prescribed in the Scheduled in the case of a post or class of posts—

- (a) the selection shall be made by a test from among persons who possess the qualifications and satisfy the conditions prescribed by or under this Order for appointment thereto;
- (b) the Secretary-General shall determine whether the test to be held under clause (a) of this paragraph shall be written, oral or both;

- (c) the standard of the written and oral test to be held under this paragraph shall be such as the Secretary-General may, from time to time, by order, prescribe;
- (d) the Secretary-General may, if he so considers necessary, prescribe by order any condition regarding experience, age or physical standard to be fulfilled by the candidates or any class of candidates for eligibility for direct recruitment to such post or class of posts in addition to the requirements as to the qualifications for appointment prescribed by or under this Order; and
- (e) subject to availability of suitable candidates belonging to the Scheduled Castes or Scheduled Tribes or Other Backward Classes possessing the qualifications prescribed for appointment thereto, due regard shall be paid to the instructions relating to reservation of posts for members of such Castes or Tribes or Classes in the Central Secretariat.

8. Selection Boards—Subject to the provisions contained in this Order, the Secretary-General may constitute a Selection Board or Boards for recommending to the appointing authority suitable candidates for appointment to a post or class of posts.

9. Appointment to posts for which special type of experience or qualification is required—For purposes of appointment by promotion or otherwise to a post for which a special type of experience or qualification is required, an officer, even though otherwise eligible for appointment to that post under the provisions of this Order, may not be considered for appointment, if the appointing authority is of opinion that he does not possess the required experience or qualification.

10. Age Limit—(1) Unless otherwise prescribed in the Schedule, the age of an officer recruited to a post shall not be less than 18 years and not more than 27 years on the closing date of receipt of application for the post.

(2) Relaxation in age would be available to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and Government employees in accordance with the instructions of Government of India.

(3) Age limit as prescribed in Clause (1) shall not apply for employees working in the Rajya Sabha Secretariat.

(4) Age relaxation in suitable cases may be granted by the Chairman in case of recruitment to Group 'A' posts and by the Secretary-General in case of Group 'B' and Group 'C' posts.

11. Relaxation of qualifications—(1) The Secretary-General may, from time to time, if he is of opinion that in the interest of Parliamentary work it is expedient to do so, by a special or general order, relax the qualifications prescribed for a post in column 3 of the Schedule.

12. Residuary Matters—All matters not specifically provided in this Order shall be regulated in such manner as may be specified by the Secretary-General by special or general order from time to time.

13. Interpretation—All questions relating to the interpretation of the provisions of this Order shall be referred to the Hon'ble Chairman, whose decision thereon shall be final.

V.K. AGNIHOTRI
SECRETARY-GENERAL

Dated the 25th August 2009

No. RS.14/2009-Perl.

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Gradation of List File
6. DGACR, (CAP), New Delhi
7. All Officers/Sections/PSs/PAs etc. &
Pay & Accounts Office, Rajya Sabha

(D.B.SINGH)
JOINT SECRETARY

THE SCHEDULE

ANNEXURE

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
THE LEGISLATIVE, FINANCIAL, EXECUTIVE AND ADMINISTRATIVE SERVICE						
1.	Director	100%	—	—	By selection from the grade of Joint Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director & Deputy Director/Pay & Accounts Officer in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature Secretariat or State Higher Judicial Service/Central Group 'A' Service with a minimum of 14 years experience in a Group 'A' post.	
2.	Director (Finance)	—	100%	—	By selection from amongst officer below 56 years of age belonging to:— (i) All India Services; or (ii) Central or State Group 'A' Services; or (iii) Central Secretariat Service; or (iv) Constitutional Bodies, Autonomous Bodies, Statutory Organisations; or (v) Central/State Regulatory Authorities; and (A) holding on a regular basis in the parent cadre:— Posts in PB-4 (37400-67000 + 8700 Grade Pay); or Posts in PB-3 (15600-39100 + 7600 Grade Pay) with 5 years regular Service in the said grade; or Posts in PB-3 (15600-39100 + 7600 Grade Pay) with 14 years Group 'A' Service and (B) possessing at least 5 years experience in the field of accounts management account maintenance, expenditure control, preparation of budget estimates, audit etc.	
3.	Joint Director	100%	—	—	By Selection from the grade of Deputy Director/ Pay & Accounts Officer with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director/Pay & Accounts Officer and Assistant Director in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature or State Judicial Service or Central Group 'A' Service with a minimum of 11 years experience in a Group 'A' post failing which by direct recruitment.	
4.	Deputy Director/Pay & Accounts Officer	100%	—	—	By selection from the grade of Assistant Director with a minimum of 3 years service in the grade or 5 years combined service in the grades of Assistant Director and Legislative/Committee/Protocol/ Executive Officer in accordance with the seniority in the higher grade.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
						Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature or State Judicial Service or Central Group 'A' Service with a minimum of 9 years experience in a Group 'A' post, failing which by direct recruitment.
5.	Assistant Director	100%	—	—		By selection from the grade of Legislative/Committee/Protocol/Executive Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Legislative/Committee/Protocol/Executive Officer and Senior Legislative/Committee/Protocol/Executive Assistant.
6.	Legislative/Committee/ Protocol/Executive Officer	100%	—	—		By selection from the grade of Senior Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Legislative/Committee/Protocol/Executive Assistant and Legislative/Committee/Protocol/Executive Assistant in accordance with the seniority in the higher grade.
7.	Senior Legislative/ Committee/Protocol/ Executive Assistant	100%	—	—		By selection from the grade of legislative/Committee/Protocol/Executive Assistant with a service in the grade.
8.	Legislative/Committee /Protocol/Executive assistant	66 2/3%	—	33 1/3%		For promotion— By selection from the grade of Senior Clerk with a minimum of 5 years service in the grade. For direct recruitment— By open competition from amongst candidates with a minimum qualification of Graduation.
9.	Senior Clerk	100%	—	—		By selection from the grade of Junior Clerk with a minimum of 5 years service in the grade.
10.	Junior Clerk	25%	—	75%		For promotion— By selection on the basis of competitive departmental examination open to regular employees in the Secretariat Committee/Protocol having a minimum typing speed of 40 words per minute in English/Hindi typewriting and qualifications of Matriculation or equivalent. For direct recruitment— By selection through open Competitive Examination from amongst candidates possessing minimum qualification of Graduation and minimum typing speed of 40 words per minute. Preference will be given to persons having typing speed of 40 w.p.m. both in English and Hindi. (In the case of Urdu typist, the candidates should possess minimum typing speed of 40 w.p.m. in Urdu) Desirable: Certificate in computer course recognised by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
THE LIBRARY, REFERENCE RESEARCH, DOCUMENT AND INFORMATION SERVICE						
1.	Director (LARRDIS)	100%	—	—		<p>By selection from the grade of Joint Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director and Deputy Director in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group'A' post in the required field.</p>
2.	Joint Director	100%	—	—		<p>By selection from the grade of Deputy Director with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director and Assistant Director in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group'A' post in the required field, failing which by direct recruitment.</p>
3.	Deputy Director	100%	—	—		<p>By Selection from the grade of Assistant Director with a minimum of 3 years service in the grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group'A' post in the required field failing which by direct recruitment.</p>
4.	Assistant Director	100%	—	—		<p>By selection from the grade of Research Officer with a minimum of 3 years service in the grade or 7 years combined service in the grades of Research Officer and Research Assistant in accordance with the seniority in the higher grade.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Research Officers	100%	—	—	By selection from the grade of Research Assistant with a minimum of 5 years service in the grade.	
6.	Research Assistant	25%	—	75%	For promotion— By selection from the grade of Junior Library Assistant with a minimum of 5 years service in the grade and preferably possessing the qualification of Master's Degree in one of the Social Sciences or Law Degree or other Post Graduate Degree. For Direct Recruitment— Through open competition from amongst candidates possessing Master's Degree in any discipline or bachelor's degree in any discipline with Law degree. Desirable:— (i) Degree or diploma in Library Science. (ii) Certificate in Computer course recognized by AICTE/DOEACC or equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.	
7.	Junior Library Assistant	—	—	100%	Through open Competitive Examination from amongst candidates possessing Bachelor's degree in Library Science. Desirable: Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.	
8.	Cameraman	—	—	100%	By selection on the basis of competitive departmental examination/skill test from among regular employees of the Secretariat with a minimum of 5 years regular service in the Secretariat, having minimum educational qualification of Matriculation (10th Class pass) and at least 5 years experience in Still and video photography. Desirable: Certificate/Diploma in Photography, Video Production, Cinematography from a recognized institute. Provided that if the post is not filled up through Competitive Departmental Examination, the post may be filled up through Open Competitive Examination/Skill Test from amongst candidates possessing qualifications as prescribed for competitive departmental examination.	
9.	Light Assistant	—	—	100%	By selection on the basis of a Competitive Departmental Examination/Skill Test from amongst regular employees of the Secretariat with a minimum of 5 years regular service in the Secretariat and possessing a minimum educational qualification of matriculation or equivalent. Provided that if the post is not filled up through Competitive Departmental Examination, the post may	

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
						be filled up through Open Competitive Examination /Skill Test from amongst candidates possessing qualifications as prescribed for competitive departmental examination.
VERBATIM REPORTING SERVICE						
1.	Director (Reporting)	100%	—	—		By selection from the grade of Joint Director (Reporting with a minimum of 3 years service in the grade or 6 years combined service in the grade of Joint Director (Reporting) and Deputy Director (Reporting) in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable Officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.
2.	Joint Director (Reporting)	100%	—	—		By selection from the grade of Deputy Director (Reporting) with a minimum of 3 years service in the grade of 6 years combined service in the grades of Deputy Director (Reporting) and Parliamentary Reporter in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field, failure which by direct recruitment. Note: In a case of officers who were upgraded as Deputy Director (Reporting) consequent upon the merger of the grade of Parliamentary Reporter Grade-1 with Deputy Director (Reporting) combined services of 6 years in the grades of Deputy Director (Reporting) and erstwhile Parliamentary Reporter Grade-I will be applicable.
3.	Deputy Director (Reporting)	100%	—	—		By selection from the grade of Parliamentary Reporter with a minimum of 3 years service in the grade. Provided that if none is found suitable the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, falling which by direct recruitment.
4.	Parliamentary Reporter	100%	—	—		By selection from the grade of Junior Parliamentary Reporter with a minimum of 3 years service in the grade.

Sl. No.	Post	Proportion of vacancies to be filled by			Method of Recruitment & Qualifications for Appointment	Remarks
		Promotion	Deputation or transfer	Direct recruitment		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.	Junior Parliamentary Reporter	—	—	100%	By selection through open competition from amongst candidates possessing the following:— (i) Bachelor's degree in any discipline; (ii) Minimum Shorthand speed of 160 wp.m in English/Hindi; Desirable: Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms or syllabus and duration of course as prescribed by DOEACC.	
PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE						
1.	Director (PSS)	100%	—	—	By selection from the grade of Joint Director (PSS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (PSS) and Deputy Director (PSS) in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of suitable officer from the Central or State Government with a minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Joint Director (PSS)	100%	—	—	By selection from the grade of Deputy Director (PSS) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (PSS) and Senior Private Secretary in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Central or State Government with a minimum of 11 years experience in a Group 'A' post in the required field.	
3.	Deputy Director (PSS)	100%	—	—	By selection from the grade of Senior Private Secretary with a minimum of 3 years service in the grade or 5 years combined service in the grades of Senior Private Secretary and Private Secretary in accordance with the seniority in the higher grade. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Central or State Government with a minimum of 9 years experience in a Group 'A' post in the required field.	
4.	Senior Private Secretary	100%	—	—	By selection from the grade of Private Secretary with a minimum of 3 years service in the grade.	
5.	Private Secretary	100%	—	—	By selection from the grade of Personal Assistant, with a minimum of 5 years service in the grade.	
6.	Personal Assistant	100%	—	—	For promotion— 50% by selection from the grade of Stenographer with a minimum of 5 years service in the grade. 50% by selection on the basis of competitive departmental examination limited to Stenographer who have rendered 3 years continuous service in the	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
					grade and possess a minimum speed of 120 words per minute in English/Hindi shorthand.	
7.	Stenographer	—	—	100%	By selection through open competition from amongst candidates with a minimum qualification of Graduation and possessing a minimum speed of 80 words per minute in English/Hindi shorthand.	
					Preference may be given to those knowing both English and Hindi stenography.	
					Desirable:	
					Certificate in computer course recognized by AICTE/DOEACC or course equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.	
THE SIMULTANEOUS INTERPRETATION SERVICE						
1.	Director (Interpretation)				By selection from the grade of Joint Director (Interpretation) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (Interpretation) and Deputy Director (Interpretation) in accordance with the seniority in the higher grade.	
					Provided that if none is found suitable, the post may be filled by deputation of suitable officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Joint Director (Interpretation)	100%	—	—	By selection from the grade of Deputy Director (Interpretation) with a minimum of 3 years service in the grade or 6 years combined service in the grade of Deputy Director (Interpretation) and Parliamentary Interpreter in accordance with the seniority in the higher grade.	
					Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field, failing which by direct recruitment.	
3.	Deputy Director	100%	—	—	By selection from the grade of Parliamentary Interpreter with a minimum of 3 years service in the grade.	
					Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment.	
4.	Parliamentary Interpreter	100%	—	—	By selection from the grade of Junior Parliamentary Interpreter with a minimum of 3 years service in the grade.	
5.	Junior Parliamentary Interpreter	—	—	100%	For Hindi/English Interpreters: By selection through open competitive examination from the amongst the candidates possessing Master's degree in English with medium of Hindi Language upto degree level or Master's degree in Hindi with medium of English Language upto degree level.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Desirable						
<ul style="list-style-type: none"> (i) Experience in translation or interpretation work. (ii) Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms or syllabus and duration of course as prescribed by DOEACC. 						
For Regional Language Interpreters:						
By Selection through open competitive examination from amongst the candidates possessing Master's degree in any discipline with regional language (s) as recognized in the Constitution of India upto degree level.						
Desirable:						
<ul style="list-style-type: none"> (i) Experience in translation or interpretation work in Regional language or English/Hindi and degree in English/Hindi. (ii) Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' level in terms or syllabus and duration of course as prescribed by DOEACC. 						
THE PRINTING AND PUBLICATIONS SERVICE						
1.	Director (P&P)	100%	—	—	By selection from the grade of Joint Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (P&P) and Deputy Director (P&P) in accordance with the seniority in the higher grade.	
					Provided that if none is found suitable, the post may be filled by deputation of a suitable Officer belonging to another service in the Secretariat or of State Legislature or Central Government Service with a minimum of 14 years experience in a Group 'A' post in the required field.	
2.	Joint Director (P&P)	100%	—	—	By selection from the grade of Deputy Director (P&P) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (P&P) and Assistant Director (P&P) in accordance with the seniority in the higher grade.	
					Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or of a State Legislature or Central Government Service with a minimum of 11 years experience in Group 'A' post in the required field, failing which by direct recruitment.	
3.	Deputy Director (P&P)	100%	—	—	By selection from the grade of Assistant Director (P&P) with a minimum of 3 years service in the grade or 5 years combined service in the grades of Assistant Director (P&P) and Printing Officer in accordance with the seniority in the higher grade.	
					Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from a State Legislature or Central Government Service with a minimum of 9 years service in a Group 'A' post in the required field, failing which by direct recruitment.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4.	Assistant Director (P&P)	100%	—	—	By selection from the grade of Printing Officer with a minimum of 3 years service in the grade or 8 years combined service in the grades of Printing Officer and Senior Printing Assistant.	
5.	Printing Officer	100%	—	—	By selection from the grade of Senior Printing Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Printing Assistant and Printing Assistant, in accordance with the seniority in the higher grade. Provided that if a suitable person is not available in the grade of Senior Printing Assistant, the post may be filled by deputation of a suitable officer from Central/State Governments or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous bodies, fulfilling the following conditions:— Essential eligibility condition: Officers holding analogous post with a minimum of 10 years experience in the relevant field. Essential Qualification: Bachelor's degree in any discipline and diploma in Printing Technology from any Institute approved by AICTE. OR Degree in Printing Technology from any institute approved by AICTE.	
6.	Senior Printing Assistant	100%	—	—	By selection from the grade of Printing Assistant with a minimum of 5 years service in the grade. Provided that if none is found suitable, the post may be filled by direct recruitment from amongst candidates with a minimum qualification of Graduation and possessing technical experience as Printer/Proof Reader in any of the large Government of India or State Government Presses for a period of at least 5 years.	
7.	Printing Assistant	100%	—	—	By selection from the grades of Proof Reader and IBM Operator with a minimum of 5 years service in the respective grade.	
8.	Proof Reader	100%	—	—	By selection from persons in the grade of Junior Proof Reader with a minimum of 5 years service in the grade. Note— Persons promoted as Proof Reader will have to qualify in a departmental test with such standard of proficiency in proof reading as may be prescribed by the Secretariat to be eligible to draw initial and subsequent increments in the scale of pay of Proof Reader.	
9.	IBM Operator	—	—	100%	By selection from amongst candidates with a minimum qualification of Graduation and possessing a speed of at least 50-60 words per minute in English/Hindi typewriting, preferably both.	
10.	Reprographer	100%	—	—	(i) 50% by selection from the grades of Resograph Operator, Adrema Operator with a minimum of 3 years service in the grade.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
					(ii) 50% by selection by competitive departmental examination from among regular employees in the Secretariat having a minimum educational qualification of Matriculation (10th Class Pass) and minimum of 10 years regular service in the Secretariat.	
11.	Junior Proof Reader	—	—	100%	By selection through open competitive examination amongst candidates fulfilling the following conditions: Essential Qualification:— (i) Bachelor's degree in any discipline. (ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE. Essential Experience:— 5 years experience as Copy Holder in English and Hindi in a Printing Press coming under the purview of Factories Act, 1948 as amended. Desirable:— Certificate in computer course recognized by AICTE/DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC. Upper age limit:32 years.	
12.	Adrema Operator	100%	—	—	By selection on the basis of competitive departmental examination from persons in the Secretariat with a minimum of 5 years regular service in the Secretariat and possessing minimum educational qualification of Matriculation (10th Class Pass).	
13.	Resograph Operator	100%	—	—	By selection from the grades of Attendant Grade-I/ Chamber Attendant with a minimum service of 5 years in the grade(s).	
14.	Binder Grade-I	100%	—	—	By selection from the grade of Binder Grade-II with a minimum of 5 years service in the grade.	
15.	Binder Grade-II	—	—	100%	By selection from amongst candidates possessing the following minimum qualifications and experience:— (i) Middle standard with good knowledge of English and Hindi; (ii) Ability to work on cutting, stitching and Perforating Machines; (iii) Ability to do folding, pasting, counting and sewing; and (iv) At least 5 years experience in binding work. Provided that if a person possessing the above qualifications is available in the Secretariat he may be considered for appointment to the post.	
THE DITORIAL AND TRANSLATION SERVICE						
1.	Director (E&T)	100%	—	—	By selection from the grade of Joint Director (E&T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Joint Director (E&T) and Deputy Director (E&T) in accordance with the seniority in the higher grade.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
					<p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer from the Government or State Legislature Secretariat with a minimum of 14 years experience in a Group 'A' post in the required field.</p>	
2.	Joint Director (E&T)	100%	—	—	<p>By selection from the grade of Director (E&T) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (E&T) and Assistant Director (E&T) in accordance with the seniority in the higher grade.</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or from the Government or State Legislature Secretariat with a minimum of 11 years experience in a Group 'A' post in the required field, failing which by direct recruitment.</p>	
3.	Deputy Director (E&T)	100%	—	—	<p>By selection from the grade of Assistant Director (E&T) with a minimum of 3 years service in the grade or 5 years combined service in the grades of Assistant Director (E&T) and Editor in accordance with the seniority in the higher grade;</p> <p>Provided that if none is found suitable, the post may be filled by deputation of a suitable officer belonging to another service in the Secretariat or from Government or State Legislature Secretariat with a minimum of 9 years experience in a Group 'A' post in the required field, failing which by direct recruitment.</p>	
4.	Assistant Director (E&T)	100%	—	—	<p>By Selection from the grade of Editor with a minimum of 3 years service in the grade.</p>	
5.	Editor	100%	—	—	<p>By selection from the grade of Translator with a minimum of 5 years service in the grade.</p> <p>Provided that if none is found suitable, the post may be filled by direct recruitment through open competition from amongst candidates possessing the following qualifications and experience:—</p> <p>(i) Master's Degree in Hindi or English with English and Hindi respectively as subjects at the Degree level; or Master's Degree in Sanskrit with Hindi and English as subjects at the Degree level; and</p> <p>(ii) Minimum experience of 7 years in translation/ editing work, preferably in legal and technical fields.</p> <p>Age: Below 35 years.</p>	
6.	Translator	100%	—	—	<p>By selection through open competition from amongst candidates fulfilling the following conditions—</p> <p>(i) Master's Degree in Hindi with English as a subject at the Degree level; or Master's Degree in English with Hindi as a subject at the Degree level; or Master's Degree in any subject with Hindi and English as subjects at the Degree level; or Master's Degree in any subject with Hindi medium and English as a subject at the Degree level; or Master's Degree in any subject with English medium and Hindi as a subject at the Degree level; and</p>	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
						(ii) Diploma/Certificate Course in Translation from Hindi to English and <i>vice-versa</i> from any University/Institute recognized by the Government; or 2 years experience to Translation work from Hindi to English and <i>vice-versa</i> in Central/State Government Offices or State Legislature Secretariats or Central/State Public Sector Undertakings/Autonomous Bodies/ Supreme court of India/High Courts.
						Desirable-Certificate in computer course recognized by All India Council for Technical Education (AICTE) Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' level in terms of syllabus and duration of course as prescribed by DOEACC.
THE PARLIAMENTARY SECURITY SERVICE						
(Non-Technical Wing)						
1.	Director (Security)	—	100%	—		By selection of a suitable officer of the rank of DIG from the Indian Police Service.
2.	Joint Director (Security)	100%	—	—		By selection from the grade of Deputy Director (Security) with a minimum of 3 years service in the grade or 6 years combined service in the grades of Deputy Director (Security) and Assistant Director (Security) in accordance with the seniority in the higher grade. Provided that one post from the combined cadre of Joint Director (Security) and Deputy Director (Security) will be filled up by deputation at the level of Joint Director (security) by selection of a suitable officer from IPS/Para-military forces in the Junior Administrative Grade/Selection Grade.
3.	Deputy Director (Security)	100%	—	—		By selection from the grade of Assistant Director (Security) with 3 years service in the grade or 5 years combined service in the grades of Assistant Director (Security) and Security Officer/Marshal. Provided that if none is found suitable, the post may be filled by deputation of a suitable officer with a minimum of 9 years experience in a Group 'A' post, failing which by direct recruitment.
4.	Assistant Director (Security)	100%	—	—		By selection from the grade of Security Officer/Marshal with a minimum of 3 years service in the grade.
5.	Security Officer/Marshal	100%	—	—		By selection from the grade of Senior Security Assistant with a minimum of 5 years service in the grade or 10 years combined service in the grades of Senior Security Assistant and Security Assistant Grade-I in accordance with the seniority in the higher grade.
6.	Senior Security Assistant	100%	—	—		By selection from the grade of Security Assistant Grade I with a minimum of 5 years service in the grade or 10 years combined service in the grades of Security Assistant Grade-I and Security Assistant Grade-II in accordance with the seniority in the higher grade.
7.	Security Assistant Grade-I	100%	—	—		By Selection from the grade of Security Assistant Grade-II with a minimum of 5 years service in the grade.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
8.	Security Assistant Grade-II	—	—	100%	<p>By selection through Open competitive Examination from amongst candidates possessing Bachelor's degree in any discipline and possessing the following physical standards:—</p> <p>Physical Standards:</p> <p>Male: Height 167.5 cms. (relaxable by 2.4 cms. In case of Hill area residents), chest 76.5 cms to 81cms.</p> <p>Female: Height 154.6 cms. (relaxable by 2.4 cms. In case of Hill area residents).</p> <p>Vision; 6/12 in both eyes without glasses and colour blindness.</p> <p>Candidates should be free from physical defect, deformity and diseases.</p> <p>Desirable:—</p> <p>(i) 'C' Certificate in NCC or sportsmen of distinction who have represented a State or the country at the National or International level in sports and athletics or who have represented a University in recognised Inter-University Tournament.</p> <p>(ii) Certificate in computer course recognised by All India Council for Technical Education (AICTE)/Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.</p> <p>Note:—The candidates so selected and appointed as Security Assistant Grade-II shall be required to undergo such course of training as may be deemed fit, as a condition or satisfactory completion of probation period. If the candidate fails to complete the course(s) of training satisfactorily during the period of probation, he will not be considered for confirmation and his services are liable to be terminated. However, if his services are retained, then his period of probation shall be suitably extended.</p>	
					(Technical Wing)	
1.	Deputy Director (Technical)	—	—	100%	<p>By selection from persons from the Central/State Police Organisations, Security Organisations, Intelligence Organisations and autonomous Bodies fulfilling the following conditions:</p> <p>Essential Eligibility Condition:</p> <p>(i) Officers in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 7600; (OR)</p> <p>(ii) Officers with 3 years regular service in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 6600.</p> <p>Essential Experience:</p> <p>Knowledge/experience of computer/micro-processor based access control system/CCTV system/anti-sabotage equipment and management of large databases.</p>	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
					<p>Job responsibility:</p> <p>Supervise the effective operational functioning of the Central command Station and maintenance of proper documentation.</p> <p>Provided that if a person possessing the requisite qualifications and experience is available in the Parliament Security Service of the Secretariat, then he/she may be considered for appointment to the said post depending on his/her suitability for the job based on the reports of his/her work and conduct by the superior officers.</p>	
2.	Security Officers (Technical)	—	100%	—	<p>By selection from person from the Central/ State Police Organisations, Security Organisations Intelligence Organisations and Autonomous Bodies fulfilling the following Conditions:-</p> <p>Essential Eligibility Condition:</p> <p>(i) Officers in PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400; (OR)</p> <p>(ii) Officers with 5 years regular service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800; (OR)</p> <p>(iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800 and Rs. 4600.</p> <p>Essential Experience:</p> <p>Knowledge/experience of computer/micro-processor based access control system/CCTV system/ anti-sabotage equipment, handling of UNIX/AIX Bases Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.</p> <p>Job Responsibility:</p> <p>1. High volume wide Area Network, Security roles, day-to-day maintenance of Windows Server. IBM Server monitoring of Recourses, Back up Strategy, Disaster recovery etc.</p> <p>2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.</p> <p>3. To update anti-virus software, install application software, Database administration etc.:</p> <p><i>Provided that if a person possessing the requisite qualifications and experience is available in the Parliament Security Service of the Secretariat, then he/she may be considered for appointment to the said post depending on his/her suitability for the job based on the reports of his/her work and conduct by the superior officers.</i></p>	
4.	Senior Security Assistant (Technical)	—	100%	—	<p>By selection from persons from the Central/ State Police Organisations, Security Organisations Intelligence Organisations and Autonomous Bodies fulfilling the following Conditions:—</p> <p>Essential Eligibility Condition:</p> <p>(i) Officers in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4800; (OR)</p>	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
						<ul style="list-style-type: none"> (ii) Officers with 5 years regular service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600; (OR) (iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4600 and Rs. 4200. <p>Essential Experience:</p> <p>Exposure in installation and maintenance of:—</p> <ul style="list-style-type: none"> (i) Micro-processor based access control system; or (ii) CCTV System; or (iii) Anti-sabotage equipment; or (iv) Computer controlled radio communications system and electronic instruments; or (v) Exposure to latest operation systems such as Linux/Windows NT/Novell and RDBMS in LAN/WAN environment; and (vi) Handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports. <p>Job Responsibility:</p> <ol style="list-style-type: none"> 1. High volume wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recovery etc. 2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc. 3. To update anti-virus software, install application software, Database administration etc.: <p><i>Provided that if persons possessing the requisite qualifications and experience are available in the Parliament Security Service of the Secretariat, then they may be considered for appointment against posts not exceeding 25% of the sanctioned strength of the grade depending on their suitability for the job based on the reports of their work and conduct by the superior Officers.</i></p>
	4. Security Assistant Grade-I(Technical) —	100%	—			<p>By selection from persons from the Central/State Police Organisations, Security Organisations, Intelligence Organisations and Autonomous Bodies Fulfilling the following conditions:—</p> <p>Essential Eligibility Condition:</p> <ul style="list-style-type: none"> (i) Officers in PB-2 of Rs. 9300—34800 with Grade Pay of Rs 4600, (OR) (ii) Officers with 5 years regular service in PB-2 of Rs, 9300-34800 with Grade Pay of Rs. 4200; (OR) (iii) Officers with 10 years combined service in PB-2 of Rs. 9300-34800 with Grade Pay of Rs. 4200 and PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 2800.

1)	(2)	(3)	(4)	(5)	(6)	(7)
					Essential Experience:	
					Exposure in installation and maintenance of :—	
					(i) micro-processor based access control system; or	
					(ii) CCTV System; or	
					(iii) anti-sabotage equipment; or	
					(iv) computer controlled radio communication system and electronic instruments; or	
					(v) exposure to latest operation systems such as Linux/Windows NT/Novell and RDBMS in LAN/WAN environment; and	
					(vi) handling of UNIX/AIX based Main Frame Server with Wide Area Network experience and Visual Basic and Crystal Reports.	
					Job Responsibility:	
					1. High Volume Wide Area Network, Security Roles, day-to-day maintenance of Windows Server, IBM Server monitoring of recourses, Back up Strategy, Disaster recover etc.	
					2. To take regular backups (grandfather-father-son scheme) to schedule the backup programs, to create and administer etc.	
					3. To update anti-virus software, install application software, Database administration etc.:	
					<i>Provided that if persons possessing the requisite qualifications and experience are available in the Parliament Security service of the Secretariat, then they may be considered for appointment against posts not exceeding 25% of the sanctioned strength of the grade depending on their suitability for the job based on the reports of their work and conduct by the superior officers.</i>	
SANITATION WING						
1.	Sanitary Attendant Grade-I	100%	—	—		By selection from persons in the Grade of Sanitary Attendant Grade-II with a minimum of 5 years service in the grade or 10 years combined service in the Grades of Sanitary Attendant Grade-II and Sanitary Attendant Grade-III/Farash.
2.	Sanitary Attendant Grade-II	100%	—	—		By selection from the grades of Farash and Sanitary Attendant Grade-III with a minimum of 5 years service in the grade(s).
3.	Sanitary Attendant Grade-III	—	—	100%		By selection from amongst candidates preferably possessing qualification of Middle standard.
4.	Farash	—	—	100%		By selection from amongst candidates possessing qualification of Middle standard.
STAFF CAR DRIVERS AND DESPATCH RIDERS SERVICE (D&D)						
1.	Staff Car Driver (Special Grade)	100%	—	—		By selection from the grade of Staff Car Driver Grade-I with a minimum of 3 years service in the grade.
2.	Staff Car Driver Grade-I	100%	—	—		By selection from the grade of Staff Car Driver Grade-II with a minimum of 5 years service in the grade.

1)	(2)	(3)	(4)	(5)	(6)	(7)
3.	Staff Car Driver Grade-II	100%	—	—	By selection from the grade of Staff Car Driver (ordinary Grade) with a minimum of 5 years service in the grade.	
4.	Staff Car Driver (Ordinary Grade)	50%	—	50%	For Promotion: By departmental test by selection from amongst regular employees of the Secretariat possessing:— (i) Matriculation or equivalent qualification; (ii) A valid driving licence; and (iii) Skill and experience in driving. Failing which by direct recruitment. For Direct Recruitment: By selection through Open Competitive Examination by holding trade test (written/practical) amongst candidates possessing:— (i) Matriculation or equivalent qualification; (ii) A valid Commercial LMV/HMV licence; and (iii) Skill and experience in driving motor vehicles. Trade Test: (A) Written: 1. Knowledge of traffic regulation and Motor Vehicle Act. 2. Ability to clean carburettor, plug etc. 3. Knowledge of petrol and diesel engine working and ability to locate faults and rectify minor running defects. 4. Ability to change wheels and correctly inflate tyres. (B) Practical Test in mechanical and driving skill.	
5.	Despatch Rider	—	100%		By selection from amongst candidates possessing:— (i) Matriculation or equivalent qualification; (ii) A valid driving licence; and (iii) Skill and experience in driving two wheeler/ three wheeler motor vehicles.	
6.	Cleaner-cum-Helper	—	—	100%	By selection from amongst candidates possessing:— (i) High School/Matric/Tenth Pass; (ii) Working knowledge of English and Hindi; (iii) Thorough knowledge of traffic regulations; (iv) Ability to locate faults and carry out minor running repairs in addition to usual jobs such as— (A) changing of wheels, (b) tyre pressure checking, (c) radiator water level checking, (d) wet and dry washing of the vehicles, etc.	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
					Preference will be given to persons holding commercial driving licence.	
					Provided that before direct recruitment is resorted to, members of staff of the Secretariat possessing the requisite qualifications, skill and experience, shall be considered for appointment to the post on the basis of departmental test.	
THE MESSENGER SERVICE						
1.	Personal Attendant to Chairman	100%	—	—	By selection on the basis of Interview from persons in the grade of Attendant Grade-I/Chamber Attendant & Attendant Grade-II.	
					<i>Provided that if none is found suitable, appointment may be made from amongst other categories of employees serving in the Secretariat or from outside the Secretariat. A person appointed from outside the Secretariat shall vacate his post and cease to hold any post in the Secretariat on expiry of the term of office of the Chairman.</i>	
2.	Senior Chamber Attendant	100%	—	—	By selection from the grade of Chamber Attendant with a minimum of 5 years service in the grade.	
					Note: The inter-se seniority of Chamber attendants for promotion will be determined as per their merit in the panel.	
3.	Chamber Attendant	100%	—	—	By selection on the basis of Interview from persons in the grade(s) of Attendant Grade-II and Attendant Grade-III with a minimum service of 5 years in the grade(s).	
4.	Attendant Grade-I	100%	—	—	By selection from the grade of Attendant Grade-II with a minimum service of 5 years in the grade.	
5.	Attendant Grade-II	—	—	100%	By selection from the grade of Attendant Grade-III with a minimum of 5 years service in the grade, provided he has passed Middle Class.	
6.	Attendant Grade-III	100%	—	—	By selection from amongst candidates possessing working knowledge of English and Hindi of Middle standard, with preference to Matriculates and persons knowing cycling or holding driving license.	
7.	Bearer	100%	—	—	By selection through open competitive examination from amongst candidates possessing Matriculation or equivalent qualification and with a minimum experience of one year in stewardship/housekeeping/catering from a recognised Institution/Organisation.	
					Preference will be given to those candidates who have undergone apprentice training and have the requisite certificate in this regard from a recognised Institution/Organisation or possess higher educational qualification.	

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/File No.-Perl.

Dated the

O R D E R

Subject: Creation of temporary gazetted post in the Rajya Sabha Secretariat.

The Chairman, Rajya Sabha has been pleased to accord sanction under Rule 3(1)(b) of the Rajya Sabha Secretariat (Recruitment & Conditions of Service) Rules, 1957 for the creation of a temporary gazetted/non-gazetted post of _____ in the Pay Band _____ of Rs. _____ + Grade Pay of Rs. _____ in the Rajya Sabha Secretariat w.e.f. _____.

2. The post is sanctioned upto 28th February, _____ in the first instance. The necessary expenditure involved will be met from the sanctioned Budget Grant of the Secretariat for the financial year _____ .

Sd/-

(NAME OF OFFICER)
DESIGNATION

No. RS/File No.-Perl.

Dated the

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General, Rajya Sabha
3. PS to Secretary
4. PS to AS&FA
5. PA to JS(D)
6. Estt. (G) Section
7. Estt. (A/Cs) & Budget Section
8. The Pay & Accounts Officer, Rajya Sabha
9. Gradation List File
10. D.G.A.C.R (CAP), New Delhi

(NAME OF OFFICER)
DESIGNATION

**STATEMENT SHOWING PERMANENT AND TEMPORARY/TENURE
POSTS IN THE SECRETARIAT GRADE WISE (As on.....)**

Sl. No.	Grade	No. of Permanent Posts	No. of Temporary/Tenure Posts
1	2	3	4

1. Secretary-General
2. Secretary
3. Additional Secretary
4. Joint Secretary

**LEGISLATIVE, FINANCIAL, EXECUTIVE &
ADMINISTRATIVE SERVICE (LAFESS)**

5. Joint Secretary
6. Director
7. Director (Finance)
8. Joint Director & Deputy Director
9. Assistant Director & Legislative/Executive/
Committee/Protocol Officer
10. Senior Legislative/Executive/Committee/
Protocol Assistant &
Legislative/Executive/Committee/Protocol Assistant
11. Senior Clerk &
Junior Clerk

**LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION &
INFORMATION SERVICE (LARRDIS)**

12. Joint Secretary (LARRDIS)
13. Director (LARRDIS)
14. Joint Director (LARRDIS) &
Deputy Director (LARRDIS)
15. Joint Director (Media)
16. Assistant Director (LARRDIS) &
Research Officer
17. Research Assistant
18. Junior Library Assistant
19. Cameraman
20. Light Assistant

VERBATIM REPORTING SERVICE

21. Joint Secretary (Reporting)
22. Director (Reporting)
23. Joint Director (Reporting) &
Deputy Director (Reporting)
24. Parliamentary Reporter &
Junior Parliamentary Reporter

PRIVATE SECRETARIES & STENOGRAPHIC SERVICE

25. Secretary to Leader of Opposition
26. Officer on Special Duty-I (for HDC)
27. Director (PSS)
28. Joint Director (PSS) & Deputy Director (PSS)
29. Officer on Special Duty-II (for HC)
30. Senior Private Secretary & Private Secretary
31. Personal Assistant
32. Stenographer

SIMULTANEOUS INTERPRETATION SERVICE

33. Joint Secretary (Interpretation)
34. Director (Interpretation)
35. Joint Director (Interpretation) &
Deputy Director (Interpretation)
36. Parliamentary Interpreter &
Junior Parliamentary Interpreter

PRINTING & PUBLICATIONS SERVICE

37. Director (P&P)
 38. Joint Director (P&P) & Deputy Director (P&P)
 39. Assistant Director (P&P) & Printing Officer
 40. Senior Printing Assistant & Printing Assistant
 41. Proof Reader & Junior Proof Reader
 42. I.B.M. Operator
 43. Xerox Operator
 44. Binder Grade-I
 45. Resograph Operator
 46. Adrema Operator
 47. Binder Grade-II
-

1	2	3	4
---	---	---	---

EDITORIAL & TRANSLATION SERVICE

- 48. Joint Secretary (E&T)
- 49. Director (E&T)
- 50. Joint Director (E&T) & Deputy Director (E&T)
- 51. Assistant Director (E&T) & Editor
- 52. Translator

WATCH & WARD, DOOR KEEPING & SANITATION SERVICE

- 53. Director (S)
- 54. Joint Director (S) & Deputy Director (S)
- 55. Assistant Director (S) & Security Officer
- 56. Senior Security Assistant,
Security Assistant Grade-I &
Security Assistant Grade-II
- 57. Sanitary Attendent Grade-I,
Sanitary Attendent Grade-II,
Sanitary Attendent Grade-III and Farash
- 58. Deputy Director (Technical)
- 59. Security Officer (Technical)
- 60. Senior Security Assistant (Technical)
- 61. Security Assistant Grade-I (Technical)

DRIVERS & DESPATCH RIDERS SERVICE

- 62. Staff Car Driver (Special Grade)
- 63. Staff Car Driver Grade-I,
Staff Car Driver Grade-II &
Staff Car Driver (Ordinary Grade)
- 64. Despatch Rider
- 65. Cleaner-cum-Helper

MESSENGER SERVICE

- 66. Personal Attendent to Chairman/
Senior Chamber Attendant
 - 67. Attendant Grade-I/Chamber Attendant
Attendant Grade-II &
Attendant Grade-III
 - 68. Attendant Grade-III (ex-cadre)
 - 69. Bearer
-

1	2	3	4
---	---	---	---

JUDGES (INQUIRY) COMMITTEE

- 70. Secretary to the Committee
- 71. Deputy Director (PSS)
- 72. Private Secretary
- 73. Executive Officer
- 74. Executive Assistant
- 75. Personal Assistant
- 76. Junior Clerk
- 77. Attendant Grade-III

TOTAL

**STATEMENT SHOWING THE CADRE-WISE BREAK UP OF THE TEMPORARY POSTS
(INCLUDING TENURE POSTS) IN THE SECRETARIAT (As on.....)**

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
1.	Secretary Sanctional Strength Permanent - Temporary - Tenure - In position	(...{No. of posts} w.e.f.)	The newly created post has been sanctioned upto_____in the first instance.
2.	Additional Secretary Sanctional Strength Permanent - Temporary - Tenure - In Position -	(...{No. of posts} w.e.f.)	The post has been sanctioned upto_____
Legislative, Financial, Executive & Administrative Service (Total No. of Temporary Posts -) (Total No. of tenure posts -)			
3.	Joint Secretary Sanctioned Strength - Permanent _ Temporary _ Tenure - In position -	(...{No. of posts} w.e.f....)	Hon'ble Chairman, Rajya Sabha had sanctioned the continuance of the__temporary posts for a block period of__years w.e.f.__to __, as they are required for work of a permanent nature in the Secretariat.
4.	Director Sanctioned Strength - Permanent _ Temporary - Tenure - In position -	(...{No. of posts} w.e.f.)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of _____ temporary posts for a block period of _____ years w.e.f. ___to_____as they are required for work of a permanent nature in the Secretariat. The ___posts created w.e.f.___have been sanctioned till ____, in the first instance.
5.	Director (Finance) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	Created for the — to assist the — in matters relating to — Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the temporary post for a block period of — years w.e.f. — to — as it is required for work of a permanent nature in the Secretariat

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
6.	Joint Director & Deputy Director Combined Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	The — new posts of — have been created as per the recommendations — The — posts were sanctioned till —, in the first instance
7.	Assistant Director & Legislative/Executive/Committee/Protocol Officer Combined Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	Created to look after the work of —. The — new posts of — were created as per the recommendations — Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary post for a block period of — years w.e.f. — to —, as it is required for work of a permanent nature in the Secretariat. The — newly created posts of — have been sanctioned till —, in the first instance.
8.	Senior Legislative Executive/Committee/Protocol Assistant & Legislative/Executive/Committee/Protocol Assistant Combined Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	Created for the — for the work relating to — in the year —and for the — in the year and for the in the year. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary posts for a block period of — years w.e.f. — to —, as they are required for work of a permanent nature in the Secretariat. The — posts created w.e.f. — were sanctioned till —, in the first instance. The — newly created posts, created for the — have been sanctioned upto — in the first instance. Tenure post has been sanctioned upto —.
9.	Senior Clerk & Junior Clerk Combined Sanctioned Strength -	(...{No. of posts} w.e.f. ...)	Created in the year — for the —, in the year — for — and work relating to —, in the year — for — Hon'ble Chairman, Rajya Sabha sanctioned the continuance of

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
	Permanent - Temporary - Tenure - In position -		— temporary posts for a block period of — years w.e.f. — to — as they are required for work of a permanent nature in the Secretariat. The — posts of — have been sanctioned till — in the first instance. The newly created post of —, for the —, has been sanctioned upto —. The — tenure posts have also been sanctioned upto —.
Library, Reference, Research, Documentation and Information Service (Total No. of Temporary Posts -)			
10.	Joint Secretary Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	The post has been sanctioned till — in the first instance
11.	Director (LARRDIS) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the temporary post of — created in — for supervising — for a block period of — years from — to — as it is required for work of a permanent nature in the Secretariat. The newly created post has been sanctioned upto — in the first instance.
12.	Joint Director (LARRDIS) & Deputy Director (LARRDIS) Combined sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	The post was created as per the recommendations of the — and has been sanctioned till — in the first instance.
13.	Joint Director (Media) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	The post was created as per the recommendations of the — and has been sanctioned till — in the first instance.

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
14.	Research Assistant Sanctioned Strength - Permanent - Temporary - Tenure - In position	(...{No. of posts} w.e.f. ...)	Created for — Hob'ble Chairman, Rajya Sabha sanctioned the continuance of the temporary post for a block period of — years w.e.f. — to — The newly created posts have been sanctioned upto — in the first instance.
15.	Cameraman Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	The newly created post has been sanctioned upto — in the first instance.
16.	Light Assistant Sanctioned Strength - Permanent - Temporary - Tenure - 1 In position -	(...{No. of posts} w.e.f. ...)	The newly created post has been sanctioned upto — in the first instance.
Verbatim Reporting Service (Total No. of Temporary Posts —)			
17.	Joint Secretary Sanctioned Strength - Permanent - Temporary - Tenure - In position - 1	(...{No. of posts} w.e.f. ...)	The newly created post has been sanctioned upto — in the first instance.
18.	Director (Reporting) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	The newly created post has been sanctioned upto — in the first instance.
19.	Junior Parliamentary Reporter Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	The newly created post has been sanctioned upto — in the first instance.

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
Private Secretaries & Stenographic Service			
(Total No. of Temporary Posts —)			
(Total No. of tenure posts —)			
20.	Secretary to LOP Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	Created as tenure post for the — and continued on a year to year basis. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the said tenure post for a period of one year w.e.f. — to—.
21.	Officer on Special Duty-I Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	Created as tenure post for the — and continued on a year to year basis. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the said tenure post for a period of one year w.e.f. — to—.
22.	Officer on Special Duty-II Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	Created as tenure post for the — and continued on a year to year basis. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the said tenure post for a period of one year w.e.f. — to—.
23.	Joint Director (PSS) & Deputy Director (PSS) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of —temporary posts for a block period of — years w.e.f. —to— as they are required for work of a permanent nature in the Secretariat. The—posts of— have been sanctioned till — in the first instance. The newly created post of — for the — has been sanctioned upto—.
24.	Senior Private Secretary & Private Secretary Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	Created in the year — as per recommendations in — The newly created post has been sanctioned upto — in the first instance.
25.	Personal Assistant Sanctioned Strength- Permanent -	(...{No. of posts} w.e.f.)	Created in the year — for the — in the year — for — and work relating to —, in the year — for —

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
	Temporary - Tenure - In position -		Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary posts for a block period of — years <i>w.e.f.</i> — to — as they are required for work of a permanent nature in the Secretariat. The — posts of — have been sanctioned till — in the first instance. The newly created post of —, for the — has been sanctioned upto —. The — tenure posts have also been sanctioned upto —.
26.	Stenographer Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.)	Created as supporting staff for the posts of senior level officers in the year — Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the — — temporary post for a block period of — years <i>w.e.f.</i> — to —, as they are required for work of a permanent nature in Secretariat.
Simultaneous Interpretation Service (Total No. of Temporary Posts -)			
27.	Joint Secretary Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	The newly created post has been sanctioned upto — in the first instance.
28.	Joint Director (Interpretation) & Deputy Director (Interpretation) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the — - temporary post for a block period of — years <i>w.e.f.</i> — to —, as they are required for the work of a permanent nature in the Secretariat.
29.	Parliamentary Interpreter & Junior Parliamentary Interpreter Sanctioned Strength - Permanent - Temporary - In position -	(...{No. of posts} w.e.f.....)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the — - temporary posts for a block period of — years <i>w.e.f.</i> — to —, as they are required for work of a permanent nature in the Secretariat.

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
Printing & Publications Service			
(Total No. of Temporary Posts -)			
30.	Joint Director (P&P) & Deputy Director (P&P) Sanctioned strength - 3 Permanent - 2 Temporary - 1 Tenure - Nil In position - 2	(...{No. of posts} w.e.f.)	The post was newly created post in — as per recommendations in and has been sanctioned till — in the first instance.
Editorial & Translation Service			
(Total No. of Temporary Posts -)			
31.	Joint Secretary Sanctioned Strength Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.)	The newly created post has been sanctioned upto — in the first instance.
32.	Director (E &T) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.)	The newly created post has been sanctioned upto — in the first instance.
33.	Joint Director (E&T) & Deputy Director (E&T) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f.....)	Created in the year — for the — in the year — for — and work relating to —, in the year — for —. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of —temporary posts for a block period of — years w.e.f. — to — as they are required for work of a permanent nature in the Secretariat. The — posts of — have been sanctioned till — the first instance. The newly created post of —, for the —, has been sanctioned upto —.
34.	Assistant Director (E&T) & Editor Sanctioned Strength - Permanent - Temporary - Tenure -	(...{No. of posts} w.e.f.)	Created in the year — for the—, in the year — for — and work relating to —, in the year — for —. Hon'ble Chairman Rajya Sabha sanctioned the continuance of —temporary posts for a block period of — years w.e.f. — to — as they are required for work of a

Sl.	Name of Post/Cadre with dates of creation	No. of Temporary posts	Remarks	No.
	In position -		permanent nature in the Secretariat. The — posts of — have been sanctioned till — in the first instance. The newly created post of —, for the —, has been sanctioned upto —.	
35.	Translator Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	Created in the year — for the—, in the year — for — and work relating to —, in the year — for —. Hon'ble Chairman Rajya Sabha sanctioned the continuance of —temporary posts for a block period of — years w.e.f. — to — as they are required for work of a permanent nature in the Secretariat.	
Parliament Security Service				
(Total No. of Temporary Posts -)				
36.	Joint Director (Security) & Deputy Director (Security) Sanctioned Strength- Permanent - Temporary - Tenure - In position —	(...{No. of posts} w.e.f. ...)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of —temporary posts for a block period of — years w.e.f. — to — as they are required for work of a permanent nature in the Secretariat. The — posts of — have been sanctioned till — in the first instance. The newly created post of —, for the —, has been sanctioned upto—.	
37.	Deputy Director (Technical) Sanctioned Strength — Permanent — Temporary Tenure In position —	(...{No. of posts} w.e.f. ...)	Created for the —. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the —temporary posts for a block period of — years w.e.f. — to —.	
38.	Assisant Director (Security) & Security Officer Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	Created for the —. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the — temporary posts for a block period of — years w.e.f. — to —.	
39.	Security Officer (Technical) Sanctioned Strength -	(...{No. of posts} w.e.f. ...)	Created for the —. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the — temporary	

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
	Permanent - Temporary - Tenure -		posts for a block period of — years w.e.f. — to —.
	In position -		
40.	Senior Security Assistant & Security Assistant Grade-I & Security Assistant Grade-II	(...{No. of posts} w.e.f. ...)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary posts for a block period of — years w.e.f. — to —, as they are required for work of a permanent nature in the Secretariat.
	Sanctioned Strength - Permanent - Temporary - Tenure -		
	In position -		
41.	Senior Security Assistant (Technical)	(...{No. of posts} w.e.f. ...)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary posts for a block period of — years w.e.f. — to —, as they are required for work of a permanent nature in the Secretariat.
	Sanctioned Strength - Permanent - Temporary - Tenure -		
	In position		
42.	Security Assistant Grade -I (Technical)	(...{No. of posts} w.e.f. ...)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary posts for a block period of — years w.e.f. — to —, as they are required for work of a permanent nature in the Secretariat.
	Sanctioned Strength - Permanent - Temporary - Tenure -		
	In position		
43.	Sanitary Attendant Gr-I & Sanitary Attendant Gr-II & Sanitary Attendant Gr-III & Farash	(...{No. of posts} w.e.f. ...)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of --- temporary posts for a block period of — years w.e.f. — to —, as they are required for work of a permanent nature in the Secretariat.
	Sanctioned Strength - Permanent - Temporary - Tenure -		
	In position -		

Sl. No.	Name of Post/Cadre	No. of Temporary posts with dates of creation	Remarks
Drivers & Despatch Riders Service			
(Total No. of Temporary Posts -)			
(Total No. of tenure posts -)			
44.	Staff Car Driver (Special Grade)	(... {No. of posts} w.e.f. ...)	Created after apportioning — — being followed in the Govt. of India. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary posts for a block period of — years w.e.f. — to —, as they are required for work of a permanent nature in the Secretariat. The newly created post of —, for the —, has been sanctioned upto —.
	Sanctioned Strength - Permanent - Temporary - Tenure -		
	In position		
45.	Staff Car Driver Gr-I & Staff Car Driver Gr-II & Staff Car Driver (Ordinary Grade)	(... {No. of posts} w.e.f. ...)	Created after apportioning — being followed in the Govt. of India. Hon'ble Chairman, Rajya Sabha sanctioned the continuance of — temporary posts for a block period of — years w.e.f. — to —, as they are required for work of a permanent nature in the Secretariat. The newly created post of —, for the — has been sanctioned upto —.
	Sanctioned Strength - Permanent - Temporary - Tenure -		
	In position		
Messenger Service			
(Total No. of Temporary Posts -)			
(Total No. of tenure posts -)			
46.	Personal Attendant to Chairman	(... {No. of posts} w.e.f. ...)	Hon'ble Chairman, Rajya Sabha sanctioned the continuance of the tenure posts for a period of one year w.e.f. — to —, as it is required for work of a permanent nature in the Secretariat.
	Sanctioned strength - Permanent - Temporary - Tenure -		
	In Position -		
47.	Attendant Grade-I Chamber Attendant & Attendant Grade-II & Attendant Grade-III	(...{No. of posts} w.e.f. ...)	The newly created posts based on the recommendations in the — have been sanctioned till — in the first instance. Created in the year — for the newly created — Sections the posts created in the year — have been sanctioned till —, in the first instance.
	Sanctioned Strength - Permanent - Temporary -		

Sl. Name of Post/Cadre with dates of creation	No. of Temporary posts	Remarks	No.
Tenure - In position -		The newly creted posts of — which are for the — have been sanctioned upto — in the first instance.	
48. Attendant Grade -III (ex-cadre) Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(...{No. of posts} w.e.f. ...)	Created for the — and sanctioned for a block period of — years w.e.f. — to —.	
49. Bearer Sanctioned Strength - Permanent - Temporary - Tenure - In position -	(... {No. of posts} w.e.f. ...)	Created for the — and have been sanctioned for a block period of — years w.e.f. — to —. The newly created posts of — which are for the — have been sanctioned upto — in the first instance.	
TOTAL		—	

ANNEXURE-6

**STATEMENT SHOWING THE NUMBER OF TEMPORARY POSTS OTHER THAN TENURE POSTS
RIPE/PROPOSED FOR CONVERSION INTO PERMANENT ONE & THE REMAINING POSTS
AVAILABLE FOR CONTINUANCE**

(As on —)

Sl. No.	Name of Post/Cadre	Total no. of posts created Temporarily with their dates of creation	No. of temp. posts ripe for conversion being in existence for more than 3 years	No. of Temp. posts proposed for conversion (90% of IV)	No. of temporary posts available for continuance
1	2	3	4	5	6

LAFEA SERVICE

1.	Joint Secretary (Post of OSD redesignated as JS w.e.f. 14/7/08)	(No. of Posts) w.e.f.			
2.	Joint Secretary	(No. of Posts) w.e.f.			
3.	Director	(No. of Posts) w.e.f.			
4.	Director (Finance)	(No. of Posts) w.e.f.			
5.	Joint Director & Deputy Director	(No. of Posts) w.e.f.			
6.	Assistant Director & Leg./Exe./Comm./Prot. Officer	(No. of Posts) w.e.f.			
7.	Senior Leg./Exe./Comm./Prot. Assistant & Leg./Exe./Comm./Prot. Assistant	(No. of Posts) w.e.f.			
8.	Senior Cleark & Junior Clerk	(No. of Posts) w.e.f.			

1	2	3	4	5	6
LARRDIS					
9.	Joint Secretary (LARRDIS)	(No. of postst) w.e.f.	Nil	Nil	Nil
10.	Director (LARRDIS)	(No. of Posts) w.e.f.			
11.	Joint Director (LARRDIS) & Deputy Director (LARRDIS)	(No. of Posts) w.e.f.			
12.	Research Assistant	(No. of Posts) w.e.f.			
13.	Cameraman	(No. of Posts) w.e.f.			
14.	Light Assistant	(No. of Posts) w.e.f.			
VERBATIM REPORTING SERVICE					
15.	Joint Secretary Reporting	(No. of Posts) w.e.f.			
16.	Director (Reporting)	(No. of Posts) w.e.f.			
17.	Junior Parliamentary Reporter	(No. of Posts) w.e.f.			
PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE					
18.	Director (PSS)	(No. of Posts) w.e.f.			
19.	Joint Director (PSS) & Deputy Director (PSS)	(No. of Posts) w.e.f.			
20.	Senior Private Secretary & Private Secretary	(No. of Posts) w.e.f.			
21.	Personal Assistant	(No. of Posts) w.e.f.			
22.	Stenographer	(No. of Posts) w.e.f.			

1	2	3	4	5	6
---	---	---	---	---	---

SIMULTANEOUS INTERPRETATIONS SERVICE

23. Joint Secretary
(Interpretation) (No. of Posts)
w.e.f.

24. Director (Interpretation) (No. of Posts)
w.e.f.

25. Joint Director
(Interpretation) (No. of Posts)
w.e.f.

26. Junior Parliamentary
Interpreter (No. of Posts)
w.e.f.

PRINTING & PUBLICATIONS SERVICE

27. Director (P&P) (No. of Posts)
w.e.f.

28. Joint Director (P&P)
&
Deputy Director (P&P) (No. of Posts)
w.e.f.

EDITORIAL AND TRANSLATION SERVICE

29. Joint Secretary (E&T) (No. of Posts)
w.e.f.

30. Director (E&T) (No. of Posts)
w.e.f.

31. Joint Director (E&T)
&
Deputy Director (E&T) (No. of Posts)
w.e.f.

32. Assistant Director
(E&T) (No. of Posts)
& Editor w.e.f.

33. Translator (No. of Posts)
w.e.f.

PARLIAMENT SECURITY SERVICE

34. Director (Security) (No. of Posts)
w.e.f.

35. Joint Director (Security)
&
Deputy Director
(Security) (No. of Posts)
w.e.f.

1	2	3	4	5	6
36.	Deputy Director (Technical)	(No. of Posts) w.e.f.			
37.	Assistant Director (Security) & Security Officer	(No. of Posts) w.e.f.			
38.	Security Officer (Technical)	(No. of Posts) w.e.f.			
39.	Senior Security Assistant, Security Assistant Grade-I & Security Assistant Grade-II	(No. of Posts) w.e.f.			
40.	Senior Security Assistant (Technical)	(No. of Posts) w.e.f.			
41.	Security Assistant Grade-I (Technical)	(No. of Posts) w.e.f.			
42.	Sanitary Attendant Grade-I, Sanitary Attendant Grade-II, Sanitary Attendant Grade-III & Farash	(No. of Posts) w.e.f.			
DRIVERS AND DESPATCH RIDERS SERVICE					
43.	Staff Car Driver (Special Grade)	(No. of Posts) w.e.f.			
44.	Staff Car Driver Grade-I Staff Car Driver Grade-II & Staff Car Driver (Ordinary Grade)	(No. of Posts) w.e.f.			
45.	Despatch Rider	(No. of Posts) w.e.f.			
46.	Cleaner-cum-Helper	(No. of Posts) w.e.f.			
MESSENGER SERVICE					
47.	Attendant Grade-I Chamber Attendant & Attendant Grade-II & Attendant Grade-III	(No. of Posts) w.e.f.			

1	2	3	4	5	6
48.	Attendant Grade-II (ex-cadre)	(No. of Posts) w.e.f.			
49.	Bearer	(No. of Posts) w.e.f.			
	Total	... (Including...posts which have already been sanctioned upto 28th Feb....)

**STATEMENT SHOWING TENURE POSTS IN THE RAJYA SABHA
SECRETARIAT (AS ON _____)**

Sl. Post & Scale of Pay No.	No. of Tenure Post
--------------------------------	-----------------------

LEGISLATIVE, FINANCIAL, EXECUTIVE & ADMINISTRATIVE SERVICE

1. Legislative/Executive/Committee/Protocol Assistant
(Rs. 9300-34800+G.P. 4600)
2. Senior Clerk
(Rs. 9300-34800+G.P. 4200)
3. Junior Clerk
(Rs. 5200-20200+G.P. 2400)

PRIVATE SECRETARIES AND STENOGRAPHIC SERVICE

4. Secretary to Leader of Opposition
(Rs. 15600-39100+G.P. 8000)
5. Deputy Director (PSS) {for HDC}
(Rs. 15600-39100 + G.P. 7600)
6. Senior Private Secretary {for HC}
(Rs. 15600-39100 +G.P. 6600)
7. Senior Private Secretary {for Committee Chairmen, etc.}
(Rs. 15600-39100 + G.P. 6600)
8. Private Secretary
(Rs. 15600-39100 + G.P. 5400)
9. Personal Assistant
(Rs. 9300-34800 + G.P. 4200)

DRIVERS AND DESPATCH RIDERS SERVICE

10. Staff Car Driver (Ordinary Grade)
(Rs. 5200-20200+ G.P. 2400)

MESSENGERS SERVICE

11. Personal Attendant to Chairman
(Rs. 5200-20200 + G.P. 2400)
12. Attendant Grade - II
(Rs. 5200-20200 + G.P. 1900)
13. Attendant Grade -III
(Rs. 5200-20200 + G.P. 1800)

**STATEMENT SHOWING TENURE POSTS FOR JUDGES (INQUIRY)
COMMITTEE (AS ON _____)**

Sl. Post & Scale of Pay No.	No. of Tenure Post
COMMITTEE - I	
1. Secretary to the Committee (Rs. 75500-80000)	
2. Deputy Directors (PSS) (Rs. 15600-39100 + G. P. 6600)	
3. Private Secretary (Rs. 15600-39100 + G. P. 5400)	
4. Executive Officer (Rs. 15600-39100 + G. P. 5400)	
5. Assistant (Rs. 9300-34800+ G. P. 4600)	
6. Personal Assistant (Rs. 9300-34800 + G. P. 4600)	
7. Junior Clerk (Rs. 5200-20200+G. P. 2400)	
8. Attendant Grade-III (Rs. 5200-20200+G. P. 1900)	
COMMITTEE - II	
9. Secretary to the Committee (Rs. 80,000/-fixed)	
10. Registrar to the Committee (Rs. 67000-79000/-HAG)	
11. Deputy Director (Rs. 15600-39100 + G.P. 5400)	
12. Private Secretary (Rs. 15600-39100 + G. P. 5400)	
13. Stenographer (Rs. 9300-34800 + G. P. 4200)	
14. Attendant Grade-III (Rs. 5200-20200 + G. P. 1900)	
TOTAL	

ANNEXURE-8**AGE RELAXATIONS FOR DIRECT RECRUITMENT POSTS**

Relaxation in upper age limit to various categories, ex-servicemen and in-house candidates of Rajya Sabha Secretariat will be as indicated hereunder:—

Sl. No.	Category	If in Government service	If not in Government service
1.	SC & ST	10 years	5 years
2.	OBC	8 years	3 years
3.	General	5 years	Nil
4.	Ex-Servicemen	Length of military service plus three years	
5.	Employees of Rajya Sabha Secretariat	No age limit for posts in Rajya Sabha Secretariat	

Applicants in Government service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government or in Lok Sabha Secretariat or in Rajya Sabha Secretariat or in Government, Lok Sabha Secretariat and Rajya Sabha Secretariat together or in Lok Sabha and Rajya Sabha Secretariats together, for claiming age relaxation as Government servants.

ANNEXURE-9

SAMPLE NOTE IN CASE OF DIRECT RECRUITMENT TO GAZETTED/NON-GAZETTED POSTS IN THE
RAJYA SABHA SECRETARIAT

PERSONNEL SECTION

The proposal pertain to filling up of regular vacancy(s) in the grade of [Post Name] in the [Name of Service]

2. At present, there are [Number of regular DR vacancies] in the grade of [Name of grade]. [Number of vacancies] are likely to arise in this grade due to retirements in [said grade Or higher grades] in the next....months. JRC had been intimated to advertise [Number] [Category wise breakup] vacancies in the grade *vide* Advt. No.----- . The vacancy position was revised to [Number] [category wise breakup] *vide* this Section note dated-----taking into account the vacancies anticipated the year 2009.

3. On the basis of the written examination [preliminary/Main] held on the [Date of Exam.], JRC has forwarded a panel of [Number] of candidates, after due approval of the Secretary-General, Rajya Sabha :—

Sl. No.	Roll No.	Name of candidate	Category	Vacancy
---------	----------	-------------------	----------	---------

4. JRC has also forwarded the original applications of the above [Number] candidates, JRC has requested the Secretariat to verify the credentials of the candidates in respect to their eligibility for appointment to the post before initiating the process of appointment.

5. It may be mentioned that while approving the final result of the above examination, Secretary-General had approved the proposal for fixing the life of the panel for a period of one year w.e.f. [Date of approval of Secretary-General].

6. It is proposed that we may initiate pre-appointment formalities in respect of all the above candidates, subject to their willingness to join the Secretariat. At present, only {number} of vacancies are available and they fall against roster points {Numbers of Roster Points} of the post based roster for direct recruitment for this grade. We may, if approved, at present appoint the candidates from Sl.No. {Number} to Sl. No. {Number} in the grade of {Name of Grade}, subject to successful completion of the pre-appointment formalities against the above-mentioned roster points. The remaining candidates at Sl. Nos. (Number) in the panel may be appointed after regular vacancies become available in the grade, subject to successful completion of their pre-appointment formalities, against the relevant roster points.

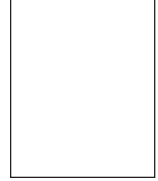
7. Accordingly, orders of the **Secretary-General/Hon'ble Chairman (for Non-Gazetted/Gazetted post respectively)** are solicited for the following proposal:—

- (i) Initiating pre-appointment formalities in respect of all the candidates mentioned in para 3 of the note, subject to their willingness to join the Secretariat;
- (ii) Appointment of the candidates at Sl. Nos. (Number) to the grade of {Name of Grade} in PB [Number] of Rs. [Scale of Pay]+Grade pay [Rs.] {provisional}, subject to successful completion of the pre-appointment formalities, against roster points {Number of points}; and
- (iii) Appointment of the candidates at Sl. Nos. (Number) to the grade of {Name of Grade} in PB [Number] of Rs. [Scale of Pay]+Grade pay [Rs.] {provisional}, subject to successful completion of the pre-appointment formalities, against roster points {Number of points} as and when regular vacancies become available in the grade.

Submitted.

NOTE: The sample note is a prototype of the note regarding appointment by direct recruitment placed on file by the Personnel Section and is subject to modifications depending on the specifics of each case submitted for appointment.

प्रमाणीकरण प्रपत्र (फार्म)
ATTESTATION FORM



चेतावनी

WARNING

प्रमाणीकरण फार्म में गलत जानकारी देना या किसी सही जानकारी को छिपाना अनर्हता मानी जाएगी और उससे उम्मीदवार को सरकारी नौकरी के लिए अयोग्य ठहराया जा सकता है।

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

2. यदि इस फार्म को भरने और देने के उपरांत उम्मीदवार हिरासत में रखा गया हो, उसे सजा दी गई हो, वर्जित किया गया हो तो उसका विवरण तत्काल उस प्राधिकारी को भेजा जाए जिसके पास पहले प्रमाणीकरण प्रपत्र भेजा गया है ऐसा न करने पर यह समझा जाएगा कि तथ्यों को छिपाया गया है।

If detained, convicted, debarred etc. subsequent to the completion and submission of the Form, the details should be communicated immediately to the authority to whom the Attestation Form has been sent earlier, failing which it will be deemed to be a suppression of factual information.

3. यदि किसी व्यक्ति की सेवाकाल में किसी भी समय उस बात का पता लग जाता है कि उसने प्रमाणीकरण फार्म में गलत विवरण दिया है या किसी सही जानकारी को छिपाया है तो उसकी सेवाएं समाप्त की जा सकती हैं।

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

उपनाम	नाम
Surname	Name

1. पूरा नाम (बड़े अक्षरों में), अन्य नाम सहित, यदि कोई हो (कृपया यह बतायें कि क्या आपने किसी समय अपने नाम या उपनाम में कुछ जोड़ा-घटया है)

Name in full (in Block Capitals) with aliases, if any (Please indicate if you have added or dropped at any stage, any part of your name or surname).

2. वर्तमान पूरा पता (अर्थात् गांव, थाना और जिला, या मकान नं., गली/स्ट्रीट/सड़क/कस्बा)

Present Address in full (i.e. Village, Thana and District, or House Number Lane/Street/Road/Town)

3. (क) घर का पूरा पता (अर्थात् गांव, थाना और जिला, या मकान नं., गली/स्ट्रीट/सड़क/कस्बा) और जिला मुख्यालय का नाम

(a) Home address in full i.e. Village, Thana and District, or House Number, Lane/Street/Road/Town and name of District Headquarters)

(ख) यदि मूलतः पाकिस्तान के निवासी हों तो वहां का पता और भारत संघ में आप्रवास की तिथि

(b) If originally a resident of Pakistan and address in that country and the date of migration to Indian Union.

4. उन स्थानों का विवरण दें जहां आप पिछले पांच वर्षों में एक वर्ष से अधिक समय तक रहे हैं। यदि विदेश (पाकिस्तान सहित) में रहे हैं तो उन सभी स्थानों का विवरण दें जहां आप 21 वर्ष की आयु के पश्चात् एक वर्ष से अधिक समय तक रहे हैं।

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

से	तक	रहने का पूरा पता अर्थात् गांव, थाना, और जिला, अथवा मकान नं., गली/स्ट्रीट/सड़क/कस्बा)	इससे पहले के कालम में बताए गए स्थान के जिला मुख्यालय का नाम
From	To	Residential address in full (i.e. Village, Thana and District or House No., Lane/Street/Road/Town)	Name of District Headquarters of the place mentioned in the preceding column

नाम	राष्ट्रीयता (जन्म से और/या अधिवास से)	जन्म स्थान	व्यवसाय (यदि नौकरी पर हैं तो पदनाम, और कार्यालय का पूरा पता लिखें)	वर्तमान डाक का पता (यदि मृत्यु हो गई है तो सबसे बाद का पता दें)	घर का स्थायी पता
Name	Nationality (by birth and/or by domicile)	Place of birth	Occupation (if employed give designation and full official address)	Present Postal address (if dead give last address)	Permanent Home Address

- (i) पिता (पूरा नाम, और यदि कोई अन्य नाम हो तो वह भी लिखें)
Father (Name in full with aliases, if any)
- (ii) माता
Mother
- (iii) पत्नी/पति
Wife/Husband

(iv) भाई
Brother(s)

(v) बहिन
Sister(s)

5. (क) यदि पुत्र और/या पुत्री (पुत्रियां) विदेश में पढ़ रहे हैं/रह रहे हैं तो उनके बारे में जानकारी दें।

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

नाम	राष्ट्रीयता (जन्म से और/ या अधिवास से)	जन्म स्थान	जिस देश में पढ़ रहे हैं/ रह रहे हैं उसका नाम तथा पूरा पता	इससे पहले के कालम में बताये गये देश में किस तिथि से पढ़ रहे हैं/ रह रहे हैं
Name	Nationality (by birth and/or by domicile)	Place of birth	Country in which studying/living with full address	Date from which studying/ living in the country mentioned in previous column

6. राष्ट्रियता

Nationality

- | | |
|--|-----|
| 7. (क) जन्म तिथि | (क) |
| (a) Date of Birth | (a) |
| (ख) वर्तमान आयु | (ख) |
| (b) Present Age | (b) |
| (ग) मैट्रिक के समय आयु | (ग) |
| (c) Age at Matriculation | (c) |
| 8. (क) जन्म स्थान, जिला और राज्य जिसमें वह स्थित है | (क) |
| (a) Place of birth, District & State in which it is situated. | (a) |
| (ख) जिला और राज्य का नाम जिसके आप निवासी हैं | (ख) |
| (b) District and State to which you belong. | (b) |
| (ग) जिला और राज्य का नाम जिसके आपके पिता मूल निवासी हैं | (ग) |
| (c) District and State to which your father originally belongs | (c) |

9. (क) अपने धर्म का नाम लिखें

(a) Your Religion.

(ख) क्या आप अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़े

वर्ग के हैं? उत्तर 'हां' या 'ना' में दें। और यदि उत्तर 'हां' में है तो जाति का नाम लिखें।

(b) Are you a member of a Scheduled Caste/Scheduled Tribe/other Backward Class? Answer 'Yes' or 'No' and if the answer is 'Yes' state the name thereof.

10. 15 वर्ष की आयु के बाद आपने जो शिक्षा योग्यता प्राप्त की है उसका विवरण तथा उन स्थानों के नाम जहां आपने शिक्षा पायी है और वर्ष जिसमें आपने यह योग्यता प्राप्त की है।

Educational Qualifications showing places of education with year in Schools and Colleges since 15th year of age.

स्कूल/कालेज का नाम तथा पूरा पता	प्रवेश की तिथि	छोड़ने की तिथि	कौन-कौन सी परीक्षाएँ पास की हैं
Name of School/College with full address	Date of entering	Date of leaving	Examination passed

11. (क) क्या आप केन्द्रीय तथा राज्य सरकार या अर्ध सरकारी निकाय या स्वायत्त निकाय या सरकारी उपक्रम या गैर-सरकारी फर्म या संस्थान में किसी पद पर हैं या कभी रहे हैं?

(a) Are you holding or have any time held an appointment under the Central or a State Government or a semi-Government or a quasi-Government body or an autonomous body or a public undertaking, or a private firm or institution? If so, give full particulars with dates of employment, up-to-date.

अवधि से तक Period From To	पदनाम, परिलब्धियाँ और कार्य का विवरण Designation, emoluments and nature of employment	नियोजक का पूरा नाम व पता Full name and address of employer	पिछली नौकरी छोड़ने के कारण Reasons for leaving previous service

(ख) यदि आप पहले भारत सरकार, किसी राज्य सरकार/भारत सरकार अथवा किसी राज्य सरकार के या उसके द्वारा नियंत्रित उपक्रम/स्वायत्तशासी निकाय/विश्वविद्यालय/स्थानीय निकाय में नियुक्त थे।

(b) If the previous employment was under the Govt. of India/a State Govt./an undertaking owned or controlled by the Govt. of India or a State Govt./an autonomous body/University/local body.

यदि आपने केन्द्रीय सिविल सेवा (अस्थायी सेवा) नियम 1965 के नियम 5 अथवा इन नियमों के तदनु रूप किन्हीं अन्य नियमों के अधीन एक महीने का नोटिस देकर नौकरी छोड़ी है तो क्या आपके खिलाफ कोई अनुशासनिक कार्यवाही की गई थी अथवा नौकरी समाप्त करने का नोटिस देते समय अथवा आपको नौकरी वास्तव में समाप्त किये जाने से पहले आपको अपने आचरण सम्बन्धी स्पष्टीकरण देने को कहा गया था?

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

- 12.(क) क्या आपको कभी गिरफ्तार किया गया है? हां/नहीं
- (a) Have you ever been arrested? Yes/No
- (ख) क्या आप पर कभी मुदकमा चलाया गया है? हां/नहीं
- (b) Have you ever been prosecuted? Yes/No
- (ग) क्या आपको कभी हिरासत में रखा गया है? हां/नहीं
- (c) Have you ever been kept under detention? Yes/No
- (घ) क्या आपका कभी मुचलका हुआ है? हां/नहीं
- (d) Have you ever been bound down? Yes/No
- (ङ) क्या आप पर किसी विधि न्यायालय ने कभी जुर्माना किया है? हां/नहीं
- (e) Have you ever been fined by Court of Law? Yes/No
- (च) क्या आपको किसी अपराध के लिए विधि न्यायालय ने कभी सजा दी है? हां/नहीं
- (f) Have you ever been convicted by a Court of Law for any offence? Yes/No
- (छ) क्या आपको कभी किसी परीक्षा से वर्जित किया गया है या किसी विश्वविद्यालय अथवा किसी अन्य शिक्षा प्राधिकरण संस्था ने अस्थायी तौर पर निष्कासित किया है? हां/नहीं
- (g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution Yes/No
- (ज) क्या कभी किसी लोक सेवा आयोग ने अपनी किसी परीक्षा/चयन से आपको वंचित/अयोग्य घोषित किया है? हां/नहीं
- (h) Have you ever been debarred/disqualified by any Public Service Commission for any of its examination/Selections? Yes/No
- (झ) क्या यह प्रमाणीकरण प्रपत्र भरते समय आपके खिलाफ किसी विधि न्यायालय में कोई मामला लम्बित पड़ा है? हां/नहीं
- (i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form Yes/No
- (ञ) क्या यह प्रमाणीकरण फार्म भरते समय आपके खिलाफ किसी विश्वविद्यालय या किसी अन्य शिक्षा प्राधिकरण/संस्थान में कोई मामला लम्बित पड़ा है? हां/नहीं
- (j) Is any case pending against you in any University or any other Educational Authority/Institution at the time of filing up this Attestation Form? Yes/No

यदि उपर्युक्त प्रश्नों में से किसी भी प्रश्न का उत्तर 'हां' है तो मामले/गिरफ्तारी/हिरासत/जुर्माना/दोषसिद्धि/सजा/दण्ड आदि का पूरा विवरण दें और/अथवा इस प्रपत्र को भरते समय न्यायालय/विश्वविद्यालय/शिक्षा प्राधिकरण आदि में लम्बित मामले का स्वरूप बतायें।

If the answer to any of the above mentioned questions is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/Punishment etc. and/or the nature of the case pending in the Court/University/Educational Authority etc., at the time of filling up this Form.

नोट: (एक) कृपया इस प्रमाणीकरण प्रपत्र के सबसे ऊपर दी गई 'चेतावनी' भी पढ़ें।

NOTE: (i) Please also see the 'warning' at the top of this Attestation Form.

(दो) प्रत्येक प्रश्न का विशिष्ट उत्तर दें और 'हां' और 'नहीं' को जैसा भी हो, काट दें।

(ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. अपनी बस्ती के उन दो जिम्मेदार व्यक्तियों या दो निर्देशियों (रेफरी) के नाम और पूरा पता लिखें जो आपको जानते हैं।

1.

2.

Names, with complete address, of two responsible persons of your locality or two references to whom you are known.

1.

2.

मैं प्रमाणित करता हूँ कि उपर्युक्त विवरण मेरी जानकारी और विश्वास के अनुसार सही और पूर्ण है। मेरी जानकारी में ऐसी कोई परिस्थितियां नहीं हैं जिनसे कि सरकार के अधीन नौकरी के लिये मेरी योग्यता पर आंच आये।

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

उम्मीदवार के हस्ताक्षर

Signature of Candidate

तारीख

Date.....

स्थान

Place.....

पहचान प्रमाण पत्र

IDENTITY CERTIFICATE(S)

इस प्रमाण पत्र पर निम्नलिखित में से किसी एक के हस्ताक्षर होने चाहियें:

Certificate to be signed by any one of the following:

- (i) केन्द्रीय या राज्य सरकार के राजपत्रित अधिकारी;
Gazetted Officers of Central or State Government;
- (ii) उस निर्वाचन क्षेत्र के संसद् सदस्य या राज्य विधान मंडल के सदस्य जिसमें उम्मीदवार या उसके माता-पिता/अभिभावक सामान्यतः रहते हैं;
Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/guardian is ordinary resident;
- (iii) सब-डिवीजनल मजिस्ट्रेट/आफिसर;
Sub-Divisional Magistrates/Officers;
- (iv) मजिस्ट्रेट की शक्तियों का प्रयोग करने हेतु प्राधिकृत तहसीलदार या नायब/उप तहसीलदार;
Tehsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.

- (v) मान्यता प्राप्त उन सभी स्कूलों/कालेजों/संस्थाओं के प्रधानाचार्य और मुख्याध्यापक जहां उम्मीदवार ने अन्तिम शिक्षा ग्रहण की है;
Principals and Headmasters of all recognised Schools/Colleges/Institutions where the candidate studied last;
- (vi) खण्ड विकास अधिकारी;
Block Development Officers;
- (vii) पोस्ट मास्टर; और
Post Masters; and
- (viii) पंचायत इन्स्पेक्टर
Panchayat Inspectors.

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी.....
पुत्र/पत्नी/पुत्री श्री.....को गत.....वर्ष.....महीनों से जानता
हूँ, और उन्होंने जो विवरण दिया है वह मेरी जानकारी और विश्वास के अनुसार सही है।

Certified that I have known Shri/Shrimati/Kumari.....son/wife/daughter of Shri.....for the
last.....years.....months, and that to the best of my knowledge and belief the particulars furnished by him/her
are correct.

स्थान
Place

दिनांक
Date

हस्ताक्षर
Signature

पदनाम या ओहदा तथा पता
Designation or status and address

(कार्यालय द्वारा भरे जाने के लिए)
(TO BE FILLED BY THE OFFICE)

नियुक्त करने वाले प्राधिकारी का नाम, पदनाम और पूरा पता
Name, designation and full address of the appointing authority.

उस पद का नाम जिस पर प्रत्याशी की नियुक्ति के सम्बन्ध में विचार किया जा रहा है।
Post for which the candidate is being considered.

अवर सचिव,
राज्य सभा सचिवालय।
DEPUTY DIRECTOR,
RAJYA SABHA SECRETARIAT.

चरित्र प्रमाण-पत्र

CHARACTER CERTIFICATE

प्रमाणित किया जाता है कि मैं श्री/श्रीमती/कुमारी.....पुत्र/पत्नी/पुत्री श्री.....को गत वर्ष/महीनों..... से जानता हूँ और जहां तक मेरी जानकारी और विश्वास है, वह सचरित्र है और उनका पूर्ववृत्ति ऐसा नहीं है जिससे उन्हें सरकारी सेवा के लिए अनुपयुक्त ठहराया जाये।

Certified that I have known Shri/Smt./Km.son/wife/daughter of Shri.....for the last yearsmonths and that to the best of my knowledge and belief he/she bears a reputable character, and has no antecedents which render him/her unsuitable for Government employment.

2. श्री/श्रीमती/कुमारी मुझ से सम्बन्धित है/नहीं है।

2. Shri/Smt./Km.is not/is related to me.

स्थान

Place

तारीख

Date

हस्ताक्षर

Signature

पदनाम

Designation

ANNEXURE-11

No.[RS/File No.-Perl.]

Dated the

To

The District Magistrate/Deputy Commissioner of Police,
Name of the District/City,
Name of the State.

Subject: Verification of character and antecedents of candidate for the post of [Name of the Post]

Sir,

I am directed to say that [Name of the Individual] whose particulars are entered in the enclosed Attestation Forms is a candidate for the post of [Name of the Post] in this Secretariat. To enable this Secretariat to determine the suitability of the candidate for Government service, I am to request you to kindly certify on the basis of the information available in your records, whether he/she has come to adverse notice or not and whether there are any facts about his/her on record which would render his/her unsuitable for employment in Government. In this connection, it may be stated that the criteria to be observed for determining suitability of candidates as prescribed by the Government of India are that no person should be considered unfit for appointment solely because of political opinions but care has to be taken not to employ persons who are likely to be disloyal and to abuse the confidence placed in them by virtue of their appointment. Persons who are actively engaged in subversive activities including members of any organisation, the avowed object of which is to change the existing order of society by violent means, should be considered unfit for appointment under Government. An individual may be considered unsuitable for public employment only on the ground of his/her actual participation in or association with any objectionable activity or programme. Specifically, the following shall be considered undesirable for employment in civil posts in the public services:

- (a) those who are, or have been members of, or associated with anybody or association declared unlawful after it was so declared, or
- (b) those who have participated in, or associated with, any activity or programme
 - (i) aimed at the subversion of the Constitution
 - (ii) aimed at the organised breach of defiance of the law involving violence
 - (iii) prejudicial to the interests of the sovereignty and integrity of India or the security of the State, or
 - (iv) which promotes on grounds of religion, race, language, caste or community, feelings of enmity or hatred between different sections of the people.

Participation in such activities at any time after attaining the age of 21 years and within three years of date of enquiry should be considered as the evidence that the person is still actively engaged in such activities unless in the interval there is positive evidence of a change of attitude.

2. It is requested that it may be specifically indicated whether or not the candidate is suitable for Government Service, in the light of the criteria mentioned above and if he/she is considered unsuitable, a brief statement of the grounds for the opinion expressed may be added. The result of the scrutiny may be communicated immediately to this Secretariat within a period of six weeks.

3. Steps may kindly be taken to establish the candidate's identity and after this is done a certificate may please be recorded to this effect alongwith your report on the suitability of the candidate.

Yours faithfully,

(NAME)
DESIGNATION

ANNEXURE-12

No. [RS/File No.-Per]

Dated the.....

MEMORANDUM

[Name of the Individual], whose case for appointment as [Name of the Post] is under consideration in this Secretariat, is hereby directed to report to the Chief Medical Officer/Civil Surgeon, [Name of the Hospital] by [Date], for medical examination.

2. A letter to the Chief Medical Officer/Civil Surgeon, [Name of the Hospital] for conducting the medial examination is enclosed.

(NAME)

DESIGNATION

TELE:

To

Name of the Individual,
Correspondence Address.

No. [RS/File No.-Per]

Dated the.....

To,

The Chief Medical Officer/Civil Surgeon,
Name of the Hospital,
Name of the City.

Sir,

I am directed to state that the bearer of this letter, [Name of the Individual], who is a candidate for employment in this Secretariat as [Name of the Post] [Group.....Gazetted/non-Gazetted] has been instructed to appear before you by [Date] for medical examination. He/She may kindly be examined and a certificate in the enclosed format [Appendix) regarding his/her physical fitness for such employment, as required under the rules, be furnished to this Secretariat.

Yours faithfully,

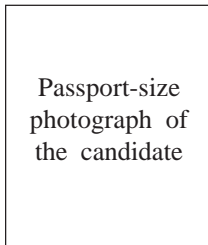
(NAME)

DESIGNATION

TELE:

CERTIFICATE

I hereby certify that I have examined [*Name of the Individual*], a candidate for employment in the Rajya Sabha Secretariat, Parliament House Annexe, New Delhi and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness, or bodily infirmity, except.....I do not consider this a disqualification for employment, in Rajya Sabha Secretariat, New Delhi. His/Her age, according to his/her own Statement is, years and by appearance about.....years.



.....
Signature of Medical Officer

.....
(Date)

.....
Signature of the candidate

CANDIDATE’S STATEMENT AND DECLARATION

The Candidate must make the statement required below prior to his/her Medical Examination and must sign the declaration appended thereto. His/Her attention specially directed to the warning contained in the Note below:—

1. State your name in full _____
(in block letters)
2. State your age and place of birth _____
3. (a) Have you ever had small-pox intermittent or any other fever enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism appendicitis ?

OR

(b) any other disease or accident requiring confinement to bed and medical or surgical treatment? _____

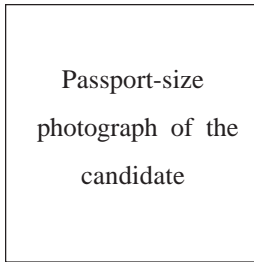
4. When were you last vaccinated? _____
5. Have you or any of your near relations been affected with consumption scrofula, gout, asthma, fits, epilepsy or insanity? _____
6. Have you suffered from any form of nervousness due to over work or any other cause? _____
7. Have you been examined and declared unfit for Government service by a Medical Officer/Medical Board, within the last 3 years? _____
8. Furnish the following particulars concerning your family:—

Father’s age if living & state of health	Father’s age at death and cause death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death & cause of death

CERTIFICATE

I hereby certify that I have examined....., a candidate for employment in the Rajya Sabha Secretariat, Parliament House Annexe, New Delhi and cannot discover that he has any disease (communicable or otherwise), constitutional weakness, or bodily infirmity, except I do not consider this a disqualification for employment in Rajya Sabha Secretariat, New Delhi. His age, according to his own Statement is,..... years and by appearance about years.

It is also certified that..... conforms to the requirement of vision of 6/12 in both eyes without glasses and without colour blindness.



.....
Signature of Medical Officer
.....

Date

.....
Signature of the candidate

APPENDIX 14

Form of certificate to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim [Para 13.1]

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* son/daughter* of of village/town* in District/Division* of the State/Union Territory* belongs to the Caste/Tribe* which is recognised as a Scheduled Caste Scheduled Tribe under:

- *The Constitution (Scheduled Castes) Order, 1950;
*The Constitution (Scheduled Tribes) Order, 1950;
*The Constitution (Scheduled Castes) (Union Territories) Order, 1951;
*The Constitution (Scheduled Tribes) (Union Territories) Order;

[(as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976)].

- *The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;
*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.
*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
*The Constitution (Pondicherry) Scheduled Castes Order, 1964;
*The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

2. Shri/Shrimati*/Kumari* and* or/his*/her* family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory of

Signature.....
Designation.....
(with seal of office)

State
Union Territory

Place.....

Date.....

*Please delete the words which are not applicable.

NOTE : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO
POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that son ofof
village..... District/Division..... in the State
..... belongs to thecommunity which is recognised as a backward class under
the Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC(C), dated 10th Sept. 1993 published in the
Gazette of India Extraordinary Part I Section I dated 13th Sept. 1993. Shri..... and/or his family ordinarily reside(s) in
the..... District/Division of the..... State. This is also to certify that he/she does not belong to the
persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of
Personnel & Training O.M. No. 36012/22/93-Estt. (SCT), dated 8-9-93.

District Magistrate,
Deputy Commissioner etc.

Dated :

Seal

NB : (a) The Term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples
Act, 1950.

(b) Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they
should be in the same form but *countersigned* by the District Magistrate or Deputy Commissioner (Certificates
issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

ANNEXURE-14

File No.

Dated the _____

OFFICE MEMORANDUM

Subject: Proposal for appointment to the grade of [Name of the Post] in the Rajya Sabha Secretariat—Information regarding verification of character and antecedents and medical examination.

The undersigned is directed to state that the candidature of [*Name of the Candidate*], [*Designation of the candidate and name of the parent department*] is under consideration for the post of [*Name of the Post*] in the Rajya Sabha Secretariat. It is, therefore, requested to confirm whether the following formalities were completed at the time of his/her appointment in the department:—

- (i) his/her character and antecedents were got verified from the competent authority concerned and nothing adverse had been reported against him; and
- (ii) he/she has already been medically examined by the competent authority i.e. Civil Surgeon and found fit.
- (iii) his/her caste certificate was got verified from the competent authority concerned.

2. An attested copy each of the above-mentioned police verification, medical examination and caste verification reports may be furnished to this Secretariat, at the earliest.

3. It may also be confirmed that no disciplinary/vigilance case is either pending or contemplated against him/her.

(NAME OF THE OFFICER)

DESIGNATION

To,

[Address of the Parent department of the candidate]

ANNEXURE-15

No. RS/File No.-Perl.

Dated the _____

MEMORANDUM

Subject: Offer of a temporary post of _____ to Shri/Smt./Kum. _____ in the Rajya Sabha Secretariat.

* * * * *

With reference to the [Candidate's present organization] letter No. ____ dated _____, the undersigned is directed to offer to Shri/Smt./Kum. _____, [post] in the [Candidate's present organization], a temporary post of _____ in the Rajya Sabha Secretariat on the following terms and conditions:

- (i) The post is in the Pay Band- _____ of Rs. _____ + Grade Pay of Rs. _____ (provisional), plus usual allowances admissible under the rules.
- (ii) The post is temporary but is likely to continue.
- (iii) The appointee will be on probation for a period of two years, which may be extended or reduced at the discretion of the Appointing Authority after taking into account the performance of the appointee. If, during the period of probation or any extension thereof, as the case may be, Appointing authority is of the opinion that the person is not fit for confirmation, the Appointing Authority may discharge or terminate his/her services. His/her appointment shall be liable to be terminated at any time without assigning any reason during the period of probation, on one month's notice on either side viz. the Appointing Authority or the Appointee. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of notice period by making payment to the appointee a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- (iv) No travelling expenses will be admissible for joining the post.
- (v) For other terms and conditions of service he/she will be subject to the rules and regulations applicable to temporary Government Servants of his/her class in the Central Government and other rules applicable to similar appointments in this Secretariat.
- (vi) His/her seniority in the grade of _____ will be determined with reference to the rank obtained in the examination, provided he/she reports for duty within one month from the date of offer of appointment.
- (vii) **He/she should bring with him/her the originals and an attested photocopies of Degree(s)/Diplomas and other testimonials together with the Matriculation or School Leaving Certificate showing date of birth or any satisfactory proof as to age and two passport size photographs with blue (for non-gazetted staff)/red (for gazetted staff) background.**
- (viii) Duty in this Secretariat involves late sitting for urgent and immediate work particularly during the Sessions of Parliament; no concession in the matter can be given. This fact may be taken into serious consideration while accepting the offer of appointment made herein.
- (ix) This Secretariat reserves to itself the right to withhold any application from Shri/Smt./Kum. _____ for appointment in or transfer to any other Ministry or Office.
- (x) Before he/she is allowed to join duty, he/she will be required to, in case he/she is married, give a declaration that he/she has no other spouse living, otherwise the appointment will be subject to being exempted from the enforcement of the requirement in this behalf.
- (xi) **The appointment is provisional and is subject to the caste/tribe/community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Scheduled Caste, Scheduled Tribe or Other Backward Classes or not to belong to creamy layer, as the case may be, is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.**

(xii) If any declaration given or information furnished by him/her proves to be false or he/she is found to have wilfully suppressed any material information, he/she will be liable to removal from service and such other action, as this Secretariat may deem necessary.

(xiii) **The appointment would be subject to the orders of the Delhi High Court at the time of final disposal of Civil Writ Petition No. _____.**

If Shri/Smt./Kum. _____ is willing to accept the offer made to him/her on the terms and conditions set out above, he/she may be relieved and directed to report himself/herself for duty in this Secretariat at the earliest and in any case **not later than _____** failing which the offer of appointment will automatically stand cancelled.

(NAME OF OFFICER)

DESIGNATION

To,

[Candidate's Name & Address]

Copy to,

[Officer-Incharge

Name of concerned Department]

ANNEXURE-16

No. RS/File No.—Perl.

Dated the _____

MEMORANDUM

Subject: Offer of a temporary post of _____ to Shri/Smt./Kum. _____ in the Rajya Sabha Secretariat.

The undersigned is directed to offer to Shri/Smt./Kum. _____ a temporary post of _____ in the Rajya Sabha Secretariat on the following terms and conditions:

- (ii) The post is in the Pay Band- _____ of Rs. _____ + Grade Pay of Rs. _____ (provisionals) plus usual allowances admissible under the rules.
- (iii) The post is temporary but is likely to continue.
- (iv) The appointee will be on probation for a period of two years, which may be extended or reduced at the discretion of the Appointing Authority after taking into account the performance of the appointee. If, during, the period of probation or any extension thereof, as the case may be, the Appointing Authority is of the opinion that the person is not fit for confirmation, the Appointing Authority may discharge or terminate his/her services. His/her appointment shall be liable to be terminated at any time without assigning any reason during the period of probation, on one month's notice on either side viz. the Appointing Authority or the Appointee. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of notice period by making payment to the appointee a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.
- (v) No traveling expenses will be admissible for joining the post.
- (vi) For other terms and conditions of service he/she will be subject to the rules and regulations applicable to temporary Government Servants of his/her class in the Central Government and other rules applicable to similar appointments in this Secretariat.
- (vii) His/her seniority in the grade of _____ will be determined with reference to the rank obtained in the examination, provided he/she reports for duty within one month from the date of offer of appointment.
- (viii) He/she should bring with him/her the originals and an attested photocopies of Degree(s)/Diplomas and other testimonials together with the Matriculation or School Leaving Certificate showing date of birth or any satisfactory proof as to age and two passport size photographs with blue (for non-gazetted staff)/red (for gazetted staff) background.
- (ix) Duty in this Secretariat involves late sitting for urgent and immediate work particularly during the Sessions of Parliament; no concession in the matter can be given. This fact may be taken into serious consideration while accepting the offer of appointment made herein.
- (x) This Secretariat reserves to itself the right to withhold any application from Shri/Smt./Kum. _____ for appointment in or transfer to any other Ministry or Office.
- (xi) Before he/she is allowed to join/duty, he/she will be required to, in case he/she is married, give a declaration that he/she has no other spouse living, otherwise the appointment will be subject to being exempted from the enforcement of the requirement in this behalf.
- (xii) **The appointment is provisional and is subject to the caste/tribe/community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Scheduled Caste, Scheduled Tribe or Other Backward Classes or not to belong to creamy layer, as the case may be, is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates.**

(xiii) If any declaration given or information furnished by him/her proves to be false or he/she is found to have willfully suppressed any material information, he/she will be liable to removal from service and such other action, as this Secretariat may deem necessary.

If Shri/Smt./Kum. _____ is willing to accept the offer made to him/her on the terms and conditions set out above, he/she is directed to report for duty in this Secretariat at the earliest and in any case **not later than** _____ failing which the offer of appointment will automatically stand cancelled.

(NAME OF OFFICER)

DESIGNATION

To,

[Candidate's name & Address]

DECLARATION

I, Shri/Shrimati/Kumari _____ declare as under:—

- (i) That I am unmarried/a widower/a widow.
- (ii) That I am married and have only one wife living.
- (iii) That I am married and have more than one wife living. Application for grant of exemption is enclosed.
- (iv) That I am married and that during the life time of my spouse I have contracted another marriage. Application for grant of exemption is enclosed.
- (v) That I am married and my husband has not other living wife to the best of my knowledge.
- (vi) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

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

Dated _____

*Signature*_____

NOTE: *Please delete clauses not applicable.*

ANNEXURE-18

FORM OF OATH/AFFIRMATION

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

So help me God.

Signature _____

Name _____

Date _____

Designation _____

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

ANNEXURE-19

To

The Deputy Director,
Rajya Sabha Secretariat,
New Delhi.

Sir,

With reference to your Memorandum No.....dated theoffering me a post of.....in the Rajya Sabha Secretariat, I beg to state that I accept the offer on the terms and conditions set out therein and beg to report myself for duty as a.....in the forenoon/afternoon of this.....day of.....200.....

Yours faithfully,

Signature _____

Name _____

Address _____

New Delhi;

Dated

ANNEXURE-20

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELH—

Dated the _____

OFFICE ORDER PART II NO. = PERSONNEL

[Name of the Individual] has been appointed as a temporary *[Name of the Post]* in this Secretariat in the scale of Pay Band *[No.]* of Rs.....+ Grade Pay of Rs.....(provisional) plus usual allowances admissible under the rules, with effect from the forenoon of the *[Date of appointment]*, until further orders.

2. [The above appointments would be subject to the orders of Delhi High Court at the time of final disposal of Writ Petition No.....] *[wherever applicable]*

3. The appointment of *[Name of the Individual]* is subject to the condition that he/she will have to qualify in the typewriting test in English/Hindi at a speed of 40 w.p.m. within one year from the date of his/her appointment failing which his/her services are liable to be terminated. *[In case of compassionate appointees].*

(NAME OF OFFICER)

DESIGNATION

No.[RS/File No.-Perl.]

Copy to:-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to JS(D)
5. Individual Concerned
6. Office Order Book
7. Gradation List File
8. Stores Section
9. Notice Office
10. Estt. (A/Cs) and Budget Section
11. Estt. (G) Section
12. CPIC, Parliament House
13. G.A. Section
14. All Officers/Sections/P.S.s./P.As and Pay & Accounts Office, Rajya Sabha

ANNEXURE-21

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE

NEW DELHI

Dated the _____

OFFICE ORDER PART II NO. = PERSONNEL

On being relieved from the *[Name of the Post]* in the *[Name of the parent Organisation]*, *[Name of the Individual]* has been appointed as a temporary *[Name of the Post]* in this Secretariat in Pay Band *[No.]* of Rs.....+ Grade Pay of Rs.....(provisional) plus usual allowances admissible under the rules, with effect from the forenoon of the *[Date of appointment]*, untill further orders.

(NAME OF OFFICER)

DESIGNATION

No.[RS/File No.-Perl.]

Copy to:-

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to JS(D)
5. Individual Concerned
6. Office Order Book
7. Gradation List File
8. Stores Section
9. Notice Office
10. Estt. (A/Cs) and Budget Section
11. Estt. (G) Section
12. CPIC, Parliament House
13. G.A. Section
14. All Officers/Sections/P.Ss./P.As and Pay & Accounts Office, Rajya Sabha
15. *Address of parent Organisation*—It is requested that the Service Book and LPC in r/o *[Name of the Individual]* may be sent to the Secretariat at the earliest.

ANNEXURE-22

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA PARTS I
SECTION 2.

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the _____

NOTIFICATION

No.RS/File No./Notification No.-Perl— The Hon'ble Chairman, Rajya Sabha has been pleased to appoint Shri/Smt.....as a temporary.....in the Rajya Sabha Secretariat in the Pay Band.....of Rs.....+ Grade Pay of the Rs.....(provisonal) plus usual allowances admissibile under the rules, with effect from the forenoon of....and until further orders.

Sd-

(NAME OF OFFICER)

DESIGNATION

To,

The Manager,
Government of India Press,
Faridabad.

No. RS/file No./Notification No.-Perl.

Dated the _____

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to JS(D)
5. Individual Concerned
6. Notification Book
7. Gradation List File
8. Estt. (G) Section
9. Estt. (A/Cs and Budget) Section
10. G.A. Section
11. Notice Office
12. Stores Section
13. MS&A Section
14. CPIC, Parliament House
15. D.G.A.C.R. (CAP), New Delhi
16. All Officers/Sections/P.Ss./P.As and Pay & Accounts Office, Rajya Sabha

(NAME OF OFFICER)

DESIGNATION

RAJYA SABHA SECRETARIAT

ORDER

Subject:- Regulation of seniority of officers of the Rajya Sabha Secretariat.

In exercise of the power conferred by rule 9 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, the Chairman hereby directs that the seniority of officers in the Secretariat shall be determined in accordance with the following provisions, namely:—

Seniority of officers (1) **Subject** to the provisions of sub-paragraphs (2) and (3), the Seniority of officer in a particular grade in the Secretariat shall, unless the Chairman on good and reasonable grounds otherwise directs, be determined on the basis of the length of his continuous service in the grade from the date of his joining a post in that grade in the Secretariat, whether his appointment to that grade is by direct recruitment or by promotion or by transfer or deputation from a post or service in connection with the affairs of the Union or of a State.

(2) The services rendered by an officer in a post in a particular grade in the Secretariat shall, unless the Chairman otherwise directs, count, for seniority in a post in an equivalent grade in the Secretariat.

(3) In the case of officers appointed to posts in a grade on the results of a competitive examination conducted by the Secretariat, their seniority *inter se* shall, notwithstanding anything contained in the foregoing sub-paragraphs, be determined in the order of their position in the examination if they join their duties within one month from the date of the offer of appointment, and the seniority of such officers who join their duties after the expiry of the said period of one month shall, unless the Secretary on good and reasonable grounds otherwise directs, be determined from the date or the respective dates of so joining, irrespective of their position in the examination or their previous service, if any, in a post in an equivalent grade in the Secretariat.

Explanation.—The question as to which of the posts are for the purposes of this paragraph to be treated as posts in an equivalent grade shall be determined by the Secretary, by order, from time to time.

Seniority of permanent officers. 2. (1) Permanent officers in a grade in the Secretariat shall rank higher than the temporary or officiating officers in that grade.

(2) If the length of service of two or more officers for the purpose of determination of their seniority in a grade be the same, their seniority *inter se* shall be fixed on the basis of the total length of their service in this Secretariat, but where their total length of such service is also the same, the orders of the Secretary shall be obtained for determining their seniority.

Gradation List. 3. (1) A Gradation List consisting of officers borne on each grade and arranged in the order of seniority in accordance with the provisions of this Order shall be prepared.

(2) Such list shall be prepared in such form and at such intervals as the Secretary may from time to time by order prescribe.

New Delhi,
the 15th January, 1958,

Sd/-
S.N. MUKERJEE,
Secretary.
Dated, the 15th January, 1958.

NO. RS/15(1)/58-Ests.

Copy forwarded to:-

- (i) All Officers;
- (ii) All Sections; and
- (iii) Pay and Accounts Office,
Rajya Sabha.

Sd/-
(L.M. DUTT)
Under Secretary.

No. 22011/7/86-Estt. (D)

GOVERNMENT OF INDIA
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

dated 3-7-86

OFFICE MEMORANDUM

Subject: SENIORITY - Consolidated orders on

The undersigned is directed to say that instructions have been issued by this Department from time to time laying down the principles for determining seniority of persons appointed to services and posts under the Central Government. For facility of reference, the important orders on the subject have been consolidated in this Office Memorandum. The number and date of the original communication has been quoted in the margin so that the users may refer to it to understand fully the context in which the order in question was issued.

SENIORITY OF DIRECT RECRUITS AND PROMOTEEES

*MHA OM
No. 9/11/
55-RPS
dt. 22.12.59*

2.1 The relative seniority of all direct recruits is determined by the order of merit in which they are selected for such appointment on the recommendations of the U.P.S.C. or other selecting authority, persons appointed as a result of an earlier selection being senior to those appointed as a result of a subsequent selection.

2.2 Where promotions are made on the basis of selection by a D.P.C., the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by junior such persons shall not if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

2.3 Where persons recruited or promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit.

2.4.1 The relative seniority of direct recruits and of promotee shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

*MHA OM
No. 35014/2/8C
-Estt D
dt 7.2.86*

2.4.2 If adequate number of direct recruits do not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.

In other words, to the extent direct recruits are not available the promotees will be bunched together at the bottom of the seniority list below the last position upto which it is possible to determine seniority, on the basis of rotation of quotas with reference to the actual number of direct recruits who become available. The unfilled direct recruitment quota vacancies would, however, be carried forward and added to the corresponding direct recruitment vacancies of the next year (and to subsequent years where necessary) for taking action for direct recruitment for the total number according to the usual practice. Thereafter in that year while seniority will be determined between direct recruits and promotees, to the extent of the number of vacancies for direct recruits and promotees as determined according to the quota for *that year*, the

additional, direct recruits selected against the carried forward vacancies of the previous year would be placed *en-bloc* below the last promotee (or direct recruit as the case may be), in the seniority list based on the rotation of vacancies for that year. The same principle holds good for determining seniority in the event of carry forward, if any, of direct recruitment or promotion quota vacancies (as the case may be) in the subsequent year.

ILLUSTRATION: Where the Recruitment Rules provide 50% of the vacancies of a grade to be filled by promotion and the remaining 50% by direct recruitment, and assuming there are ten vacancies in the grade arising in each of the year 1986 and 1987 and that two vacancies intended for direct recruitment remain unfilled during 1986 and they could be filled during 1987, the seniority position of the promotees and direct recruits of these two years be as under:

1986		1987	
1.	P1	9	P1
2.	D1	10.	D1
3.	P2	11.	P2
4.	D2	12.	D2
5.	P3	13.	P3
6.	D3	14.	D3
7.	P4	15.	P4
8.	P5	16.	D4
		17.	P5
		18.	D5
		19.	D6
		20.	D7

2.4.3 In order to help the appointing authorities in determining the number of vacancies to be filled during a year under each of the methods of recruitment prescribed, a Vacancy Register giving a running account of the vacancies arising and being filled from year to year may be maintained in the proforma enclosed.

2.4.4. With a view to curbing any tendency of under-reporting/suppressing the vacancies to be notified to the concerned authorities for direct recruitment, it is clarified that promotees will be treated as regular only to the extent to which direct recruitment vacancies are reported to the recruiting authorities on the basis of the quotas prescribed in the relevant recruitment rules. Excess promotees, if any, exceeding the share failing to the promotion quota based on the corresponding figure, notified for direct recruitment would be treated only as *ad-hoc* promotees.

SENIORITY OF TRANSFEREES

MHA OM
No.
9/11/55-
RPS dt.
22.12.1959

3.1 The relative seniority of persons appointed by transfer to a Central service from the subordinate offices of the Central Government or other departments of the Central or a State Government shall be determined in accordance with the order of their selection for such transfer.

3.2 Where such transfers are effected against specific quotas prescribed in the Recruitment Rules, the relative seniority of such transferees *vis-a-vis* direct recruits or promotees shall be determined according to the rotation of vacancies which shall be based on the quotas reserved for transfer, direct recruitment and promotion respectively in the Recruitment Rules. Where the vacancies in any quota or quotas are carried forward, the principles stated in para 2.4.2 will apply, *mutatis mutandis* in determining *inter se* seniority of the appointees.

3.3. Where a person is appointed by transfer in accordance with the provisions in the Recruitment Rules providing for such transfer in the event of non-availability of suitable candidate by direct recruitment or promotion, such transferee shall be grouped with direct recruits or promotees, as the case may be. He shall be ranked below and direct recruits or promotees, as the case may be, selected on the same occasion.

DRST OM No. 20020/7/80 -Estt (D) dated 29.5.1986.

3.4.1 In the case of a person who is initially taken on deputation and absorbed later (*i.e* where the relevant recruitment rules provide for "Transfer on deputation/Transfer"), his seniority in the grade in which he is absorbed will normally be counted from the date of absorption. If he has, however, been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority, subject to the condition that he will be given seniority from-

- the date he has been holding the post on deputation,

or

- the date from which he has been appointed on a regular basis to the same or equivalent grade in his parent department, whichever is later.

3.4.2 The fixation of seniority of a transferee in accordance with the above principle will not, however, affect any regular promotions to the next higher grade made prior to the date of such absorption. The other words, it will be operative only in filling up of vacancies in higher grade taking place after such absorption.

3.5 In cases in which transfers are not strictly in public interest, the transferred officers will be placed below all officers appointed regularly to the grade on the date of absorption.

SENIORITY IN SPECIAL TYPES OF CASES

MHA OM No. 37/1/52-DGS dated 10.7.54, OM No. 13/4/56-RPS dt. 29.9.56 & No. 13/4/57 RPS dt. 14.7.58 MHA OM No. 9/13/82-Estt D dt. 10/10/62 & OM No. 9/30/63-Estt. (D) dt. 7.2.64.

4.1 In the case of such *ex-T.B.* or *ex-Pleurisy ex-Leprosy patients*, as have been declared non-infective and medically fit for Government service, on re-employment in the same posts from which they were discharged the actual previous service rendered by them should be counted for seniority. The seniority of such persons re-employed in other posts will be fixed in consultation with the Department of Pers. & Trg.

4.2.1 An order imposing the penalty of *reduction to a lower service, grade or post or to a lower time-scale* should invariably specify:—

- (i) the period of reduction, unless the clear intension is that the reduction should be permanent or for an indefinite period;
- (ii) Whether on such repromotion, the Govt. servant will regain his original seniority in the higher service, grade or post or higher time-scale which had been assigned to him prior to the imposition of the penalty.

4.2.2 In cases where the reduction is for a specified period and is not to operate to postpone future increments, the seniority of the Govt. servant may, unless the terms of the order of punishment provide otherwise, be fixed in the higher service, grade or post or the higher time scale at what it would have been but for his reduction.

4.2.3 Where the reduction is for a specified period and is to operate to postpone future increments, the seniority of the Govt. servant on repromotion may, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for the period of service rendered by him in the higher service, grade or post or higher time-scale.

MHA OM No. 3/27/65-CS. II dt. 25.2.66 & OM. No. 9/32/68-Estt (D) dt. 6.2.69.

4.3.1 *The surplus employees* are not entitled for benefit of the past service rendered in the previous organisation for the purpose of their seniority in the new organisation. Such employees are to be treated as fresh entrants in the matter of their seniority, promotions etc.

4.3.2 When two or more surplus employees of a particular grade in an office are selected on different dates for absorption in a grade in another office, their inter-se seniority in the latter office will be same as in their previous office provided that—

- (i) no direct recruit has been selected for appointment to that grade in between these dates; and
- (ii) if there are no fixed quotas for direct recruitment and promotion to the grade in question in the new office no promotee has been approved for appointment to that grade in between these dates.

4.3.3 When two or more surplus employees of a particular grade in an office are simultaneously selected for re-deployment in another office in a grade, their *inter-se* seniority in the particular grade, on redeployment in the latter office, would be the same as it was in their previous office.

4.3.4 The above orders would not be applicable in respect of personnel who are appointed on the recommendations of the U.P.S.C. to posts/services recruitment to which is made through the Commission. Seniority of surplus officers appointed on the recommendations of the Commission will be decided on merits in consultation with the Commission.

5. It is requested that these instructions may be brought to the notice of all administrative authorities for information, guidance and compliance.

(Hindi version will follow soon).

Sd/-

(K.S.R. KRISHNA RAO)

DEPUTY SECRETARY TO THE GOVT. OF INDIA

TELE: 301 12 25

To

All Ministries/Departments of the Govt. of India etc. etc.

ANNEXURE 25

No. 20011/5/90-Estt (D)

Government of India

Ministry of Personnel, Public Grievances & Pensions

(Department of Personnel & Training)

New Delhi, the 4th, November, 1992

OFFICE MEMORANDUM

Subject:—Delinking seniority from confirmation.

The seniority of Government servants is determined in accordance with the general principles of seniority contained in MHA O.M. No. 9/11/55- RPS dated 22.12.59 (copy enclosed). One of the basic principles enunciated in the said OM is that seniority follows confirmation and consequently permanent officers in each grade shall rank senior to those who are officiating in that grade.

2. This principle has been coming under judicial scrutiny in a number of cases in the past; the last important judgement being the one delivered by the Supreme Court on 2.5.90 (JT-1990(2) SC-264) in the case of Class II Direct Recruits Engineering Officers Association vs. State of Maharashtra. In para 47(A) of the said judgement the Supreme Court has held that once an incumbent is appointed to a post according to rule, his seniority has to be counted from the date of his appointment and not according to the date of his confirmation.

3. The general principle of seniority mentioned above has been examined in the light of the judicial pronouncement referred to above and it has been decided that seniority may be delinked from confirmation as per the directive of the Supreme Court in para 47(A) of its judgement dated 2.5.90. Accordingly in modification of the general principle 3, proviso to general principle 4 and proviso to general principle 5(i) contained in MHA (now DoPT) O.M. No. 9/11/55-RPS dated 22.12.59 and para 2.3. of this Department O.M. dt. 3.7.86 (copy enclosed) it has been decided that seniority of a person regularly appointed to a post according to rule would be determined by the order of merit indicated at the time of initial appointment and not according to the date of his confirmation.

4. These orders shall take effect from the date of issue of this Office Memorandum. Seniority already determined according to the existing principles on the date of issue of these orders will not be reopened even if in some cases seniority has already been challenged or is in dispute and it will continue to be determined on the basis of the principles already existing prior to the date of issue of these orders.

5. All Ministries/Departments therefore requested to bring these instructions to the notice of all cancelled for guidance and compliance.

Sd/-

(Y.G. PARANDE)

DIRECTOR

To

All Ministries/Departments etc.

Copy to:—

1. Comptroller and Auditor General of India.
2. Rajya Sabha Sectt./Lok Sabha Sectt.

3. UPSC (with 10 spare copies).
4. All Union Territory Administrations.
5. All attached/subordinate officers under the DoPT.
6. Comissioner for SC/ST, New Delhi.
7. Secretary, Staff Side, National Council (JCM, 9 Ashoka Road, New Delhi).
8. All Sections.
9. 200 spare copies for Estt. (D).

ANNEXURE-26

No. 20011/1/2006-Estt. (D)

Government of India

Ministry of Personnel, Public Grievances & Pensions

(Department of Personnel & Training)

New Delhi, the 3rd March, 2008.

OFFICE MEMORANDUM

Subject: Consolidated instructions on seniority contained in DoP&T O.M. No. 22011/7/1986-Estt. (D) dated 3-7-1986 - Clarification regarding.

The undersigned is directed to refer to this Department's consolidated instructions contained in O.M. No. 22011/7/1986-Estt. (D) dated 3.7.1986 laying down the principles on determination of seniority of persons appointed to services/posts under the Central Government.

2. Para 2.4.1 and 2.4.2 of the O.M. dated 3.7.1986 contains the following provisions:—

2.4.1 The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees, which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the Recruitment Rules.

2.4.2 If adequate number of direct recruits does not become available in any particular year, rotation of quotas for the purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees.

3. Some references have been received seeking clarifications regarding the term 'available' used in the preceding para of the O.M. dated 3.7.1986. It is hereby clarified that while the *inter-se* seniority of direct recruits and promotees is to be fixed on the basis of the rotation of quota of vacancies, *the year of availability*, both in the case of direct recruits as well as the promotees, for the purpose of rotation and fixation of seniority, shall be the *actual year of appointment* after declaration of results/selection and completion of pre-appointment formalities as prescribed. It is further clarified that when appointments against unfilled vacancies are made in subsequent year or years either by direct recruitment or promotion, the Persons so appointed shall not get seniority of any earlier year (*viz.* year of Vacancy/panel or year in which recruitment process is initiated) but should get the seniority of the year in which they are appointed on substantive basis. The year of availability will be the vacancy year in which a candidate of the particular batch of selected direct recruits or an officer of the particular batch of promotees joins the post/service.

4. Cases of seniority already decided with reference to any other interpretation of the term '*available*' as contained in O.M. dated 3.7.1986 need not be reopened.

5. Hindi version will follow.

Sd/-
(Smita Kumar)
Director (Estt.I)

To

All Ministries/Departments of the Government of India

Copy to:

1. President's Secretariat, New Delhi.

2. Vice-President's Secretariat, New Delhi.
3. The Prime Minister's Office, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
6. The Registrar General, the Supreme Court of India, New Delhi.
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
8. The Comptroller and Auditor General of India, New Delhi.
9. The Secretary, Union Public Service Commission, New Delhi.
10. The Secretary, Staff Selection Commission, New Delhi.
11. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
12. National Commission for Scheduled Castes, New Delhi.
13. National Commission for Scheduled Tribes, New Delhi.
14. National Commission for OBCs, New Delhi.
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
16. Establishment Officer & A.S.
17. All Officers and Sections in the Department of Personnel and Training.
18. Facilitation Center, DoP&T(20 copies).
19. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.
20. Establishment Section (200 copies).

Rajya Sabha Secretariat
SCHEME
FOR
COMPASSIONATE
APPOINTMENT
1998



Department of Personnel and Training
Ministry of Personnel, Public Grievances and Pensions
Government of India

No. 14014/6/94-Estt.(D)

Government of India

Ministry of Personnel, Public Grievances and Pension

Department of Personnel and Training

New Delhi-110001

October 9, 1998

OFFICE MEMORANDUM

Subject:— Scheme for compassionate appointment under the Central Government — Revised consolidated instructions.

The undersigned is directed to say that the existing instructions for making compassionate appointment under the Central Government have since been reviewed in the light of the various court judgements and other decisions including those taken on the various recommendations contained in the Fifth Central Pay Commission Report as well as the Study Reports of 1990 and 1994 prepared by the Department of Administrative Reforms and Public Grievances on the subject and they have accordingly been revised/simplified and consolidated as in the enclosed scheme which will supercede all the existing instructions on the subject. This may be brought to the notice of all concerned for information, guidance and necessary action.

Sd/-

(K.K. JHA)

Director (Establishment)

To

All Ministries/Departments of the Government of India

Copy to:—

1. The Comptroller and Auditor General of India
2. The Secretary, Union Public Service Commission
3. Rajya Sabha Secretariat
4. Lok Sabha Secretariat
5. All State Governments/Union Territories Administrations
6. All attached/subordinate offices under the Department of Personnel and Training/Ministry of Home Affairs
7. National Commission for SC/ST, New Delhi
8. National Commission for OBC, New Delhi
9. The Secretary, Staff Side, National Council
10. The Registrar General, The Supreme Court of India
11. The Department of Administrative Reforms and Public Grievances, Sardar Patel Bhavan, New Delhi 110001
12. All Offices/Sections of DoP&T
13. Establishment (D) Section (500 copies)

SCHEME FOR COMPASSIONATE APPOINTMENT

1. *OBJECT*

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

2. *TO WHOM APPLICABLE*

To a dependent family member—

(A) of a Government servant who—

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules 1957 or the corresponding provision in the Central Civil Service Regulation before attending the age of 55 years (57 years for Group 'D' Government servants); or
- (c) is retired on medical grounds under Rule 38 of the CCS(Pension) Rules 1972 or the corresponding provision in the Central Civil Service Regulations before attaining the age of 55 years (57 years for Group 'D' Government servants); or

(B) of a member of the Armed Force who—

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for civil employment.

Note I "*Dependent Family Member*" means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried Government servant or member of the Armed Forces referred to in (A) or (B) of this para,

who was wholly dependent on the Government servant/member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

Note II "*Government servant*" for the purpose of these instructions means a Government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad-hoc or contract or re-employment basis.

Note III "*Confirmed work-charged staff*" will also be covered by the term 'Government servant' mentioned in Note III above.

Note IV "*Service*" includes extension in service (but not re-employment) after attaining the normal age of retirement in a civil post.

Note V "*Re-employment*" does not include employment of ex-serviceman before the normal age of retirement in a civil post.

3. *AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT*

- (a) Joint Secretary incharge of administration in the Ministry/Department concerned.
- (b) Head of the Department under the Supplementary Rule 2(10) in the case of attached and subordinate offices.
- (c) Secretary in the Ministry/Department concerned in special types of cases.

4. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE

Group 'C' or Group 'D' posts against the direct recruitment quota.

5. ELEGIBILITY

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

6. A. EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:—

- (a) Recruitment procedure *i.e.* without the agency of the Staff Selection Commission or the Employment Exchange.
- (b) Clearance from the Surplus Cell of the Department of Personnel and Training/Directorate General of Employment and Training.
- (c) The ban orders on filling up of posts issued by the Ministry of Finance (Department of Expenditure).

B. RELAXATIONS

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

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

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

- (b) Secretary in the Ministry/Department concerned is competent to relax temporarily education qualifications as prescribed in the relevant recruitment rules in the case of appointment at the lowest level *e.g.* Group 'D' or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard provided there is no vacancy meant for compassionate appointment in the post for which the dependent family member in question is educationally qualified. Such relaxation of educational qualifications will be admissible and the service of the person concerned, if still unqualified, are liable to be terminated.

Note : In the case of an attached/subordinate office, the Secretary in the concernd administrative Ministry/Department shall be the competent authority for this purpose.

- (c) In the matter of exemption from the requirement of passing the typing test those appointed on compassionate grounds to the post of Lower Division Clerk will be governed by the general orders issued in this regard:—
 - (i) by the CS Division of the Department of Personnel and Training if the post is included in the Central Secretariat Clerical Service; or
 - (ii) by the Establishment Division of the Department of Personnel and Training if the post is note included in the Central Secretariat Clerical Service.
- (d) Where a widow is appointed on compassionate ground to a Group 'D' post, she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactory performed by her without possessing such educational qualifications.

7. DETERMINATION/AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
- (b) Compassionate appointment can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories filled by the direct recruitment through Staff Selection Commission or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category *viz.* SC/ST/OBC/General

depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the, SC reservation point, if he is ST/OBC he will be adjusted against ST/OBC point and if he belongs to General category he will be adjusted against the vacancy point meant for General category.

- (c) While the ceiling of 5% for making compassionate appointment against regular vacancies should be circumvented by making appointment of dependent family member of Government servant on casual/daily wage/ad-hoc/contract basis against regular vacancies, there is no bar to considering him for such appointment if he is eligible as per the normal rules/orders governing such appointments.
- (d) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy *e.g.* sports quota vacancy.
- (e) Employment under the scheme is not confined to the Ministry/Department/Office in which deceased/medically retired Government servant had been working. Such an appointment can be given anywhere under the Government of India depending upon availability of a suitable vacancy meant for the purpose of compassionate appointment.
- (f) If sufficient vacancies are not available in any particular office to accommodate the persons in the waiting list for compassionate appointment, it is open to the administrative Ministry/Department/Office to take up the matter with other Ministries/Departments/Offices of the Government of India to provide at an early date appointment on compassionate grounds to those in the waiting list.

8. BELATED REQUESTS FOR COMPASSIONATE APPOINTMENT

- (a) Ministries/Departments can consider requests for compassionate appointment even where the death or retirement on medical grounds of a Government servant took place long back, say five years or so. While considering such belated requests it should, however, be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family of the Government servant in order to relieve it from economic distress. The very fact that the family has been able to manage somehow all these years should normally be taken as adequate proof that the family had some dependable means of subsistence. Therefore, examination of such cases would call for a great deal of circumspection. The decision to make appointment on compassionate grounds in such cases may, therefore, be taken only at the level of the Secretary of the Department/Ministry concerned.
- (b) Whether a request for compassionate appointment is belated or not may be decided with reference to the date of death or retirement on medical ground of a Government servant and not the age of the applicant at the time of consideration.

9. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

10. WHERE THERE IS AN EARNING MEMBER

- (a) In deserving cases even where there is already an earning member in the family, a dependent family member may be considered for compassionate appointment with prior approval of the Secretary of the Department/Ministry concerned who, before approving such appointment, will satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant, income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.
- (b) In cases where any member of the family of the deceased or medically retired Government servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward the ground that the member of the family already employed is not supporting the family.

11. MISSING GOVERNMENT SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:—

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that:
 - (i) an FIR to this effect has been lodged with the Police,
 - (ii) the missing person is not traceable, and (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:—
 - (i) who had less than two years to retire on the date from which he has been missing; or
 - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organisation or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government servant also would not be a matter of rights as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the results of the Police investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Ministry Department concerned.

12. PROCEDURE

- (a) The proforma as in Annexure may be used by Ministries/Departments/Offices for ascertaining necessary information and processing the cases of compassionate appointments.
- (b) The Welfare officer in each Ministry/Department/Office should meet the members of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him.
- (c) An application for appointment on compassionate grounds should be considered in the light of the instructions issued from time to time by the Department of Personnel and Training (Establishment Division) on the subject by a committee of officers consisting of three officers—one Chairman and two Members—of the rank of Deputy Secretary/Director in the Ministry/Department and officers of equivalent rank in the case of attached and subordinate offices. The Welfare Officer may also be made one of the Members/Chairman of the committee depending upon his rank. The committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the committee, if necessary, for better appreciation of the facts of the case.
- (d) Recommendation of the committee should be placed before the competent authority for a decision. If the competent authority disagrees with the committee's recommendation, the case may be referred to the next higher authority for a decision.

13. UNDERTAKING

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, his/her appointment may be terminated forthwith.

14. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore,—

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

15. SENIORITY

- (a) The inter-se seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter-seniority of direct recruits/promotees.
- (b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

16. GENERAL

- (a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired Group 'D' Government servant to a Group 'D' post only. As such, a family member of such Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.
- (c) The Scheme of compassionate appointments was conceived as far back as 1958. Since then a number of welfare measures have been introduced by the Government which have made a significant difference in the financial position of the families of the Government servants dying in harness/retired on medical grounds. An application for compassionate appointment should, however, not be rejected merely on the ground that the family of the Government servant has received the benefits under the various welfare schemes. While considering a request for appointment on compassionate ground a balanced and objective assessment of the financial condition of the family has to be made taking into account its assets and liabilities (including the benefits received under the various welfare schemes mentioned above) and all other relevant factors such as the presence of an earning member, size of the family, ages of the children and the essential needs of the family, etc.
- (d) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Ministry/Department/Office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (e) Requests for compassionate appointment consequent on death or retirement on medical grounds of Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- (f) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary status.
- (g) Any request to increase the upper age-limit of 55 years for retirement on medical grounds prescribed in para 2(A) (b) and (c) above in respect of Group 'A'/'B'/'C' Government servants and to bring it at par with the upper age-limit of 57 years prescribed therein for Group 'D' Government servants on the ground that the age of retirement has recently (May, 1998) been raised from 58 years to 60 years for Group 'A'/'B'/'C' Government servants (which is at par with age of retirement of 60 years applicable to Group 'D' Government servants) or on any other ground should invariably be rejected so as to ensure that the benefits of compassionate appointment available under the scheme is not misused by seeking retirement on medical grounds at the fag end of one's career and also keeping in view the fact that the higher upper age-limit of 57 years has been prescribed therein for Group 'D' Government servants for the reason that they are low paid Government servants who get meagre invalid pension in comparison to others.

17. IMPORTANT COURT JUDGEMENTS

The ruling contained in the following judgements may also be kept in view while considering cases of compassionate appointment:—

- (a) The Supreme Court in its judgement dated April 8, 1993 in the case of *Auditor General of India and others vs. G. Ananta Rajeswara Rao* [(1994) 1 SCC 192] has held that appointment on grounds of descent clearly violates Article 16(2) of the Constitution; but if the appointment is confined to the son or daughter or widow of the

Government servant who died in harness and who needs immediate appointment on grounds of immediate need of assistance in the event of there being no other earning member in the family to supplement the loss of income from the bread winner to relieve the economic distress of the members of the family, it is unexceptionable.

- (b) The Supreme Court's judgement dated May 4, 1994 in the case of *Umesh Kumar Nagpal vs. State of Haryana and others* [JT 1994(3) S.C. 525] has laid down the following important principles in this regard;
- (i) Only dependents of an employee dying in harness leaving his family in penury and without any means of livelihood can be appointed on compassionate ground.
 - (ii) The posts in Group 'C' and 'D' (formerly Class III and IV) are the lowest posts in non-manual and manual categories and hence they alone can be offered on compassionate grounds and no other post *i.e.* in the Group 'A' or Group 'B' category is expected or required to be given for this purpose as it is legally impermissible.
 - (iii) The whole object of granting compassionate appointment is to enable the family to tide over the sudden crisis and to relieve the family of the deceased from financial destitution and to help it get over the emergency.
 - (iv) Offering compassionate appointment as a matter of course irrespective of the financial condition of the family of the deceased or medically retired Government servant is legally impermissible.
 - (v) Neither the qualifications of the applicant (dependent family member) nor the post held by the deceased or medically retired Government servant is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic calamity.
 - (vi) Compassionate appointment cannot be granted after lapse of a reasonable period and it is not a vested right which can be exercised at any time in future.
 - (vii) Compassionate appointment cannot be offered by an individual functionary on an *ad-hoc* basis.
- (c) The Supreme Court has held in its judgement dated February 28, 1995 in the case of the *Life Insurance Corporation of India vs. Mrs. Asha Ramchandra Ambekar and others* [JT 1994 (2) S.C. 183] that the High Courts and Administrative Tribunals can not give direction for appointment of a person on compassionate grounds but can merely direct consideration of the claim for such an appointment.
- (d) The Supreme Court has ruled in the cases of *Himachal Road Transport Corporation vs. Dinesh Kumar* [JT 1996 (5) S.C. 319] on May 7, 1996 and *Hindustan Aeronautics Limited vs. Smt A. Radhika Thirumalai* [JT 1996 (9) S.C. 1.97] on October 9, 1996 that appointment on compassionate grounds can be made only if a vacancy is available for that purpose.
- (e) The Supreme Court has held in its judgements in the case of *State of Haryana and others vs. Rani Devi and others* [JT 1996(6) S.C. 646] on July 15, 1996 that if the scheme regarding appointment on compassionate ground is extended to all sorts of casual, *ad-hoc* employees including those who are working as Apprentices, then such scheme cannot be justified on *Constitutional grounds*.

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

PART-A

- I. (a) Name of the Government servant _____
(Deceased/retired on medical grounds).
- (b) Designation of the Government Servant. _____
- (c) Whether it is Group 'D' or not? _____
- (d) Date of birth of the Government servant. _____
- (e) Date of death/retirement on medical grounds. _____
- (f) Total length of service rendered. _____
- (g) Whether permanent or temporary. _____
- (h) Whether belonging to SC/ST/OBC _____
- II. (a) Name of the candidates for appointment _____
- (b) His/her relationship with the Government servant. _____
- (c) Date of birth. _____
- (d) Educational Qualifications. _____
- (e) Whether any other dependent family member has been appointed on compassionate grounds. _____
- III. Particulars of total assets left including amount of:—
 - (a) Family pension _____
 - (b) D.C.R. Gratuity _____
 - (c) G.P.F. Balance _____
 - (d) Life Insurance Policies (including Postal Life Insurance) _____
 - (e) Movable and immovable properties and annual income earned therefrom by the family. _____
 - (f) C.G.E. Insurance amount _____
 - (g) Encashment of leave _____
 - (h) Any other assets _____
 - Total _____
- IV. Brief particulars of liabilities, _____
if any. _____

- V Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately)

S.No.	Name(s)	Relationship with the Government servant	Age	Address	Employed or not (if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

VI. DECLARATION/UNDERTAKING

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

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces mentioned against I(a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate

Name:- _____

Address:- _____

Shri/Smt./Kum. _____ is known to me and the facts mentioned by him/her are correct.

Date:

Signature of permanent Government servant

Name:- _____

Address:- _____

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

Date:

Signature of the Welfare Officer

Name:- _____

Address:- _____

PART - B

(TO BE FILLED IN BY OFFICE IN WHICH EMPLOYMENT IS PROPOSED)

- I. (a) Name of the candidate for appointment _____
- (b) His/Her relationship with the Government servant _____
- (c) Age (date of birth), educational qualifications and experience, if any. _____
- (d) Post for which employment is proposed and whether it is Group 'C' or 'D' _____
- (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment. _____
- (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not. _____
- (g) Whether the relevant Recruitment Rules provide for direct recruitment. _____
- (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post. _____
- (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxations are to be given. _____
- II. Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records. _____
- III. If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier. _____
- IV. Personal recommendation of the Head of the Department in the Ministry/Department/Office.
(With his signature and office stamp/seal). _____

PROFORMA REGARDING EMPLOYMENT OF DEPENDANTS OF GOVERNMENT SERVANTS
DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

[G.I. Dept. of Per. & Trg. O.M. No. 14014/6/86-Estt.(D) dated the 30th June, 1987].

PART I

- I. (a) Name of the deceased/retired on invalid pension employee
 (b) Designation of the employee
 (c) Date of birth of the employee ...
 (d) Date of death/retirement on invalid pension
 (e) Total length of service rendered ...
 (f) Whether permanent or temporary ...
 (g) Whether belonging to SC/ST
- II. (a) Name of the candidate for appointment ...
 (b) His/her relationship with the employee ...
 (c) Date of birth
 (d) Educational Qualifications
 (e) Whether any other dependant has been appointed on compassionate grounds ...
- III. Particulars of total assets left including amount of—
 (a) Family Pension Rs.....+ DA.....% Total Rs. ...
 (b) Retirement/Death Gratuity
 (c) GPF Balances
 (d) LI Policies (including PLI)
 (e) Movable and immovable properties and annual income earned therefrom by the family
 (f) CGE insurance amount
 (g) Encashment of leave
 (h) Any other assets

Total

IV. Brief particulars of liabilities, if any

V. Particulars of all dependants of the employee (if some are employed, their income and whether they are living together or separately)—

Sl. No.	Name	Relationship with the Government servant and Age	Employed or not, particulars of employment and emoluments
1.			
2.			
3.			
4.			
5.			

Declaration

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

Date.....

Signature of the candidate

Shri.....is known to me and the facts mentioned by him are correct.

Date.....

Signature of permanent Government servant

Name _____

Address_____

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

Date.....

Signature of the Welfare Officer

Name _____

Address _____

PART II

- I.
 - (a) Name of the candidate for appointment
 - (b) His/her relationship with the Government servant
 - (c) Educational Qualifications, Age (date of birth) and Experience, if any
 - (d) Post for which employment is proposed
 - (e) Whether the post is to be filled in CSCS or in a non-participating office
 - (f) Whether the Recruitment Rules provide for Direct Recruitment
 - (g) Whether the candidate fulfils the requirement of the Recruitment Rules for the post
 - (h) Apart from waiver of Employment Exchange/SSC procedure, what other relaxations are to be given
- II. Whether the facts mentioned in Part I have been verified by the office and if so, indicate the records
- III. Personal recommendations of the Head of the Department/Ministry
- IV. If the Government servant died/retired on invalid pension more than 5 years back, why the case was not sponsored earlier.

Note:—In the Departments of Posts and Telecommunications, in Part II of the proforma, against Column III, it has to be indicated whether the appointment has been recommended by the Circle Committee or not. Since the case is considered by the Circle/District Committee, the recommendation of the Committee may be signed by at least one member of the Committee against that column

[D.G., P. & T., Letter No. 43-48/80-NCG, dated the 8th February, 1980.]

ANNEXURE - 29

AFFIDAVIT

We, the dependants/children of Late Shri/Smt. _____, an employee of Rajya Sabha Secretariat, resident of _____, do hereby solemnly affirm and declare as under:-

(i) That we have willingly consented to our brother/sister Shri/Kum. _____ being considered for compassionate appointment in the Rajya Sabha Secretariat consequent upon the demise of our father/mother Shri/Smt. _____, and

(ii) That we are assured by our said brother/sister that he/she will take full care and maintain us properly till we become financially independent.

DEPONENTS

Name	Age/D.O.B.	Relation with _____
(a)		
(b)		
(c)		
(d)		

DECLARATION

We declare that the facts given above by us are, to the best of our knowledge, correct.

Date:

Place:

DEPONENTS

WITNESSES

(i)	Name	Address	Signature
(i)	Name	Address	Signature

ANNEXURE-30

DECLARATION/UNDERTAKING

I hereby declare that I shall maintain properly the other family members namely (i).....(ii).....(iii).....who were dependant on the deceased Government servant Late Shri/Smt.....against whom I have been provided a job in the Rajya Sabha Secretariat on compassionate grounds. In case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate

Name: _____

Address: _____

PART II
THE
SALARY AND ALLOWANCES
OF
LEADERS OF OPPOSITION IN PARLIAMENT
ACT, 1977
AND
RULES MADE THEREUNDER
(As amended upto 18.12.2002)

THE SALARY AND ALLOWANCES OF LEADERS OF OPPOSITION IN PARLIAMENT ACT, 1977

An Act to provide for the salary and allowances of Leaders of Opposition in Parliament.

Be it enacted by Parliament in the Twenty-eighth year of the Republic of India as follows:-

1. Short title and commencement.—(1) this Act may be called the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977.

¹(2) It shall come into force on such date as the Central Government may, by notification in the official Gazette, appoint.

2. Definition.—In this Act, "Leaders of Opposition", in relation to either House of Parliament, means that member of the Council of States or the House of the People, as the case may be, who is, for the time being, the Leader in that House of the party in opposition to the Government having the greatest numerical strength and recognised as such by the Chairman of the Council of States or the Speaker of the House of the People, as the case may be.

Explanation.—Where there are two or more parties in opposition to the Government, in the Council of States or in the House of the people having the same numerical strength, the Chairman of the council of States or the Speaker of the House of the People, as the case may be, shall, having regard to the status of the parties, recognise any one of the Leaders of such parties as the Leader of the Opposition for the purposes of this section and such recognition shall be final and conclusive.

3. Salary, Daily, constituency and Sumptuary Allowances—(1) Each Leader of the Opposition shall, so long as he continues as such Leader, be entitled to receive a salary per mensem and allowances for each day at the same rates as are specified in section 3 of the Salary, Allowances and Pension of Members of Parliament Act, 1954 with respect to Members of Parliament.

(2) Each Leader of the Opposition shall also be entitled to receive a Constituency Allowance at the same rate as is for the time being specified under section 8 of the said Act with respect to Member of Parliament.

(3) There shall be paid to each Leader of the Opposition a sumptuary allowance of one thousand rupees per mensem.

^{2a}Provided that on and from the 17th day of September, 2001, the sumptuary allowances shall be paid to each Leader of the Opposition at the same rate at which the sumptuary allowance is payable, under section 5 of the Salaries and Allowances of Ministers Act, 1952, to every other Minister who is a Member of the Cabinet. (Annexure-I).

4. Residence for Leaders of Opposition.—Each Leader of the Opposition shall, so long as he continues as such Leader and for a period of one month immediately thereafter, be entitled without payment of rent to the use of a furnished residence and no charge shall fall on the Leader of the Opposition personally in respect of the maintenance of such residence.

(2) In the event of the death of a Leader of the Opposition his family shall be entitled to the use of the furnished residence occupied by him—

- (a) for a period of one month immediately after his death, without payment of rent and no charge shall fall on his family in respect of the maintenance of such residence; and
- (b) for a further period of one month, on payment of rent at such rates as may be prescribed by rules in this behalf by the Central Government and also charges in respect of electricity and water consumed in that residence during such further period.

Explanation.—For the purposes of the section, "residence" includes the staff quarters and other buildings appurtenant thereto, and the garden thereof, and "maintenance" in relation to a residence includes the payment of local rates and taxes and the provision of electricity and water.

¹Came into force from 1.11.1977 *vide* G.S.R. 664(E) published in the Gazette of India Extraordinary, Part II, Section, 3, Sub-section (i), dated 1.11.1977.

²Substituted by Act No. 78 of 1985, effective from 26.12.1985.

^{2a}Inserted by Act 29 of 2002, effective from 17.9.2001.

5. Travelling and daily allowances to Leaders of Opposition.—³(1) subject to any rules made in this behalf by the Central Government, a Leader of the Opposition shall be entitled to—

- (a) travelling allowances for himself and the members of his family and for transport of his and his family's effects-
 - (i) In respect of the journey to Delhi to his usual place of residence outside Delhi for assuming office; and
 - (ii) In respect of the journey from Delhi to his usual place of residence outside Delhi for relinquishing office; and
- (b) travelling and daily allowances in respect of tours undertaken by him in the discharge of his duties as Leader of the Opposition, whether by sea, land or air.

⁴[(2) On and from the commencement of the Salaries and Allowances of Officers of Parliament and Leaders of Opposition in Parliament (Second Amendment) Act, 2002, a Leader of the Opposition and his family, whether travelling together or separately, shall be entitled to travelling allowance at the same rates and for the same number of return journeys as admissible to a Minister and his family under sub-section (1A) of Section 6 of the Salaries and Allowances of Ministers Act, 1952,] (Annexure-I).

Explanation.—For the purpose of this sub-section, "return journey" means a journey from one place to another place and the return journey from such other place to the first mentioned place.

6. Medical treatment, etc., to Leaders of Opposition.—subject to any rules made in this behalf by the Central Government, a Leader of the Opposition and the members of his family shall be entitled free of charge to accommodation in hospitals maintained by the Government and also to medical treatment.

7. Leaders of Opposition not to draw Salary or allowances as Members of Parliament.—No Leaders of Opposition in receipt of a salary or allowances under this Act shall be entitled to receive any sum out of funds provided by Parliament by way of salary and allowances in respect of his membership of either House of Parliament.

8. Amenities to Leaders of Opposition.—(1) Subject to any rules made in this behalf by the Central Government, each Leader of the Opposition shall be entitled to telephone and secretariat facilities .

(2) Subject to any rules made in this behalf by the Central Government, each Leaders of Opposition shall be entitled to a conveyance allowance of ⁵[three thousand rupees] per month.

⁶"provided that where a Leaders of Opposition' s provided with conveyance facility with a driver for the purpose of security or otherwise for any period, he shall not be entitled to the conveyance allowance for that period."

8A. Advance to Leaders of Opposition for purchase of motor car.—There may be paid to a Leaders of Opposition, by way of a repayable advance, such sum of money as may be prescribed by rules made in this behalf by the Central Government for the purchase of a motor car in order that he may be able to discharge conveniently and efficiently the duties of his officer.

9. Notification respecting the date on which persons became or ceased to be Leaders of Opposition to be conclusive evidence thereof.—The date on which any person became or ceased to be a Leader of Opposition shall be published in the Official Gazette, and any such notification shall be conclusive evidence of the fact that he became, or ceased to be, a Leaders of Opposition on that date for all purpose of this Act.

⁷[9A. Exemption from liability to pay income-tax on certain perquisites received by a Leaders of Opposition.—Notwithstanding anything contained in the Income-tax, 1961, the value of rent free furnished residence (including maintenance thereof) provided to a Leader of the Opposition under sub-section (1) of section 4 shall not be included in the computation of his income chargeable under the heading "Salaries" under section 15 of the Income-tax Act 1961.]

10. Power to make rules.—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the purpose of this Act.

³Renumbered by Act 78 of 1985.

⁴Substituted by Act 56 of 2002, effective from 17.9.2002.

⁵Substituted by Act 7 of 1991, effective from 1.10.1990.

⁶Inserted by Act 7 of 1991.

⁷Inserted by Act 78 of 1985.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

- (a) the rates at which rent shall be payable by the family of a deceased Leader of the Opposition to the use of the furnished residence occupied by him under clause (b) of sub-section (2) of section 4;
- (b) the travelling and daily allowances admissible to a Leader to the Opposition under section 5;
- (c) the medical treatment admissible to a Leader of the Opposition and the members of his family under section 6;
- (d) the telephone and secretarial facilities admissible to a Leader of the Opposition and the conditions subject to which he shall be entitled to conveyance allowance under section 8;
- ⁸“(c) the advance payable to a Leader of the Opposition under Section 8A.”

(3) Every rule made under this Section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity or anything previously done under that rule.

11. Amendment of Act 30 of 1954.—In the Salary, Allowances and Pension of Member of Parliament Act, 1954,—

(i) in clause (b) of section 2,—

- (a) in sub-clause (i), the word "and" at the end shall be omitted,
- (b) after sub-clause (i), the following sub-clause shall be inserted, namely:—

(ii) "a Leader of the Opposition as defined in the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977; and";

(c) the existing sub-clause (ii) shall be re-numbered as sub-clause (iii);

(ii) in the Explanation to sub-section (1) of section 6, after the words and figures "the Salaries and Allowances of Ministers Act 1952", the words and figures "a Leader of the Opposition as defined in the Salary and Allowances of leaders of Opposition in Parliament Act, 1977", shall be inserted;

(iii) in sub-section (4) of section 8A—

(a) for the words "an Officer of Parliament", the words "as an Officer of Parliament" shall be substituted; and

(b) for the words "or both", the words and figures "or as Leader of the Opposition as defined in the Salary and Allowances of leaders of Opposition in Parliament Act, 1977, or has served in all or any two of such capacities" shall be substituted.

12. Amendment of Act 10 of 1959.—In the Parliament (Prevention of Disqualification) Act, 1959, in section 3.—

(i) after clause (a), the following clause shall be inserted, namely;

"(aa) the office of a Leader of the Opposition in Parliament";

(ii) the Explanation at the end shall be numbered as Explanation 1, and after Explanation 1 as so numbered, the following Explanation shall be inserted, namely:—

Explanation 2.—In clause (aa), the expression "Leader of the Opposition" shall have the meaning assigned to it in the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977'.

⁸Inserted by Act 70 of 1991.

**^{8a}THE LEADERS OF OPPOSITION IN PARLIAMENT
(ALLOWANCES, MEDICAL & OTHER FACILITIES)**

RULES, 1977

G.S.R. 665(E).—In exercise of the powers conferred by section 10 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977), the Central Government hereby makes the following rules, namely:—

1. Short title.—(1) These rules may be called the Leaders of Opposition in Parliament (Allowances, medical and other Facilities) Rules, 1977.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions.—In these rules unless there is anything repugnant to the subject or context—

- (i) "Act" means the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977 (33 of 1977);
- (ii) "actual travelling expenses" means the actual cost of travel of the Leader of the Opposition and his servants and includes the cost of transporting his personal luggage, but does not include the charges for hotels, travellers, bungalows or refreshment or for the carriage of stores or conveyances or for such incidental losses or expenses as the breakage of the crockery, wear and tear of furniture and the employment of additional servants;
- (iii) "family" means, except in relation to rule 16, the wife of the Leader of the Opposition residing with him and legitimate children and step children residing with and wholly dependent on him.

Explanation 1.—Not more than one wife is included in a family for the purposes of these rules.

Explanation 2.—If the Leader of the Opposition is a married woman, "family" will include her husband residing with and wholly dependent on her;

- (iv) "first class compartment" means a two-berthed or four-berthed first class compartment or an air-conditioned coupe or four-berths in an air-conditioned two-tier sleeper coach;
- (v) "Form" means a form appended to these rules;
- (vi) "travelling allowance" means an allowance granted to the Leader of the Opposition to cover the expenses which he incurs in travelling in the discharge of his duties as such leader as against travelling in personal interest or in the interest of the party to which he may belong or for private purpose, such as journeys for rest or recoupment of health or for attending party meetings or for election campaign.

3. Size of residence.—The Leader of the Opposition shall be allotted a residence of which the standard rent, or if the rents have been pooled, the pooled standard rent calculated in accordance with the provisions of the Fundamental Rule 45-A, does not, as far as possible, exceed Rs. 650 per month.

4. Furniture and electrical appliances.—(1) The value of furniture and electrical appliances provided free of rent in a residence allotted under section 4 of the Act shall not exceed thirty-eight thousand and five hundred rupees.

(2) For every article of furniture or electrical appliances provided in such residences, in excess of the limits specified in sub-rule (1), the Leader of the Opposition shall be liable to pay rent at the same rates as are applicable to Government servants, together with the departmental charges.

5. Rent for residence by family after the death of the Leader of Opposition.—Where, after the death of the Leader of the opposition his family continues to occupy the residence which had been occupied by him immediately prior to his death, in respect of the period specified in clause (b) of sub-section(2) of section 4 of the Act, the family shall be charged rent in accordance with the provisions of Fundamental Rule 45-A or, if the rents have been pooled, standard rent under Fundamental Rule 45-A.

6. Rent for period of over-stay.—Where the Leader of the Opposition, on ceasing to be such Leader, occupies a residence beyond the period specified in section 4 of the Act, he shall be liable to pay, for the period of over-stay rent calculated in accordance with the provisions of Fundamental Rule 45-B, together with full departmental charges, or if the rents have been pooled, the pooled standard rent under F.R. 45A, whichever is higher.

^{8a}Published in the Gazette of India Extraordinary Part-II Section 3 sub-section (i) dated 1.11.1977.

7. Inventory of furniture and fittings.—An inventory of furniture, fittings and electrical appliances provided in a residence allotted to the Leader of the Opposition shall be prepared and verified periodically in accordance with the instructions issued by the Central Government from time to time.

8. Travelling Allowance for assuming and relinquishing office.—(1) In respect of the journeys of the Leader of the Opposition under sub-clause (i) and (ii) of clause (a) of section 5 of the Act, he shall be entitled to travelling allowance on the scale for the time being admissible to a Central Government servant of the first grade on transfer, subject to the modification that as regards journeys by rail the Leader of the Opposition and members of his family may travel by air-conditioned class of accommodation.

(2) In lieu of drawing travelling allowance under sub-rule (1) the Leader of the Opposition may, at the option, travel by rail of the following terms:—

- (a) any accommodation which he will be entitled to reserve by requisition after assuming office will, if practicable be placed at his disposal;
- (b) the charge for haulage of the reserved accommodation will be paid by the Government; and
- (c) the Leader of the Opposition shall pay to the Government the fare which he would have paid if no accommodation had been reserved and shall, in addition, pay in cash to the Station Master of the station from which the journey commences, the fares for any member of his family accompanying him, whether they share his reserved accommodation or not. All such fares shall be credited to the Government.

9. Travelling Allowance on duty.— In respect of tours undertaken by the Leader of the Opposition in the discharge of his duties as such Leader,—

- (a) he may, at his option, reserve a first class compartment by requisition, or travel by taking single berth in a first class compartment;
- (b) he may travel by air in a regular air service and recover in respect of such travel the air fare paid by him (except when fare is paid by the Government direct to the company);
- (c) (i) when travelling by road or steamer, whether in Government transport or otherwise, he may recover his actual travelling expenses appending to his bill a certificate in Form-I.
(ii) when travelling by road in his private car, he may, in lieu of the actual travelling expenses admissible under sub-clause (i), draw at the option, a mileage allowance at the rate of thirty-two paise per kilometer.

10. Conveyance of other persons and servant.— (1) The Leader of the Opposition when travelling in the discharge of his duties as such Leader, is entitled without payment to,—

- (a) take with him in the first class compartment one relative; and
- (b) accommodation for two personal servants.

(2) Any person other than the relative mentioned in sub-rule (1) travelling with the Leader of the Opposition in the first class compartment shall pay the usual fares to the railway by purchase of the first class ticket, or, air-condition class ticket, as the case may be, and in every bill for travelling allowance in respect of a journey performed in such first class compartment, the Leader of the opposition shall specify the number of persons who travelled with him and shall furnish a certificate in Form-II.

(3) Whenever the Leader of the Opposition undertakes any journey in the discharge of his duties, he may, at his discretion, take with him at the expense of Government either his Private Secretary or a Personal Assistant:

Provided that the Private Secretary or a Personal Assistant of the Leader of the Opposition may be allowed to undertake journey by air, whenever this is considered by the Leader of the Opposition to be absolutely urgent and necessary.

11. Daily allowance.— (1) Subject to the provisions of sub-rule (2), the Leader of the Opposition shall be entitled to draw daily allowance in respect of halts made by him at places at the rate⁹ "admissible to a Secretary to the Government of India" provided he does not return to his headquarters within 24 hours from the commencement of tour.

⁹Substituted by Notification No. 14(1)/96-WS dated 14.5.1996 GSR 211(E), Published in the Gazette of India Extraordinary, Part II, Section 3 sub-section (i) dated 15.5.1996.

Explanation 1.—Daily allowance admissible under this sub-rule shall be calculated on the basis of the period of halts which shall begin from the time the forward journey ends at the actual place of halt and shall end at the time the return of further journey commences therefrom. Such calculations shall be made as under:—

- | | |
|---|--|
| (1) Halt upto six hours | Nil |
| (2) Halt exceeding six hours but not exceeding 12 hours | Half daily allowance |
| (3) Halt exceeding 12 hours but not exceeding 24 hours | Full daily allowance |
| (4) Halt exceeding 24 hours | One daily allowance for every 24 hours halt. For a fraction of 24 hours, at the end of halt, daily allowance shall be calculated in accordance with the entries (1), (2) or (3) above, as the case may be. |

Explanation 2. —If the Leader of the Opposition halts at more than one station during his tour, each continuous halt shall separately qualify for daily allowance under this sub-rule, provided that, in respect of halts at different stations on the same day, not more than one daily allowance shall be admissible in the aggregate.

- (2) For each continuous halt on, tour exceeding ten days, daily allowance will be admissible,—
- (i) at the rate specified in sub-rule (1) for the first ten days;
 - (ii) at three-fourths of those rates for the succeeding 20 days; and
 - (iii) at one-half of those rates thereafter.

Note— A halt on tour shall be treated as continuous unless terminated by an absence at a distance exceeding 8 kms, from the halting place for a period covering not less than seven consecutive nights.

12. Allowance when treated as State Guest.— When the Leader of the Opposition is treated as a State Guest during his stay at a place visited by him in the discharge of his duties as such Leader and is provided with free boarding and lodging at the expense of the State, he shall, if he draws daily allowance, limit it to his actual expenses subject to a maximum of the full allowance admissible under these rules.

13. Journey outside India.—(1) Where the Leader of the Opposition performs a journey outside India in the discharge of his duties as such Leader, he shall be entitled to the following travelling and other allowances in respect of such journey, namely:—

- (a) (i) *Travelling Allowance.*—For that part of the journey which the Leader of the Opposition undertakes in India, travelling allowance will be regulated in accordance with rule 9.
- (ii) *Passage.*— For the journey undertaken outside India free return air-cum-rail-cum-sea passage by the shortest route will be provided by the First Class in air and rail journeys and First Class-C grade passage in journey by sea or by any lower class by which the Leader of the Opposition actually travels, from the last port of emplanement or embarkation in India to the place visited in the foreign country and back. Rail travel will include sleeping berth during nights.
- (iii) *Luggage.*— The Leader of the Opposition can carry with him not exceeding 40 kilograms of luggage including the free allowance allowed by the Air Transport Companies.
- (b) *Daily Allowance.*—(i) Daily allowance as admissible to a grade-I officer of the Central Government will be paid on the basis of nights spent at the place of business in connection with his work in the foreign country in accordance with the rates prescribed by the Ministry of External Affairs, from time to time.
 - (ii) Two-third of the daily allowance will also be paid during the period of journey by rail provided the cost of food is not included in the rail fare paid.
 - (iii) The Leader of the Opposition will not be entitled to any daily allowance admissible under any other rules, for the period spent outside India.

(c) *Other Expenses.*— The Leader of the Opposition is entitled to:—

- (i) free board and lodging expenses at enforced halts *enroute* where the Air Companies do not provide the same subject to the maximum daily allowance admissible at the place of halt;
- (ii) actual expenses incurred on passport fees and vaccination and inoculation certificates subject to the production of receipts;
- (iii) incidental expenses such as tips, taxi-hire and cab-fare incurred on duty on production of the necessary vouchers:

Provided that where the receipts or vouchers for actual or incidental expenses incurred are not available the expenditure shall be reimbursible on the basis of the certificate of the Leader of the Opposition that it was actually incurred;

(2) The Leader of the Opposition who claims the actual or incidental expenses under sub-rule (1) (c), shall support his claim by the certificates in Form-III.

14. Travelling expenses for journey of family on the death of a Leader of the Opposition.— On the death of the Leader of Opposition, the members of his family shall be entitled to travelling expenses in respect of the journey from Delhi to their usual place of residence outside Delhi on the same scale as is admissible for the time being to the family of a Central Government servant of the first grade on his death while in service:

Provided that the journey shall be completed by the family of the Leader of the Opposition within six months from his death.

15. Advances.—The Leader of the Opposition shall be entitled to:—

- (a) an advance of travelling allowance in respect of his journey and the journey of the members of his family and cost of transporting his family's effects—
 - (i) from his usual place of residence outside Delhi for assuming office; and
 - (ii) from Delhi to his usual place of residence outside Delhi on relinquishing office; and
- (b) an advance of travelling and daily allowance in respect of tours undertaken by him in the discharge of his duties as such Leader.

16. Medical Attendance and Treatment.—(1) The Leader of the Opposition and members of his family shall be entitled free of charge to medical attendance and treatment on the scale and conditions applicable to members of the All India Services and the members of their families under the All India Services (Medical Attendance) Rules, 1954.

(2) When the Leader of the Opposition proceeds to a country outside India in the discharge of his duties as such Leader, he shall be entitled free of charge to such medical attendance and treatment as may be admissible to the head of the Indian Mission at that place.

Note—"Family" for the purposes of this rule shall have the same meaning as is assigned to it in the relevant Medical Attendance Rules.

17. Telephone facilities.—¹⁰(1) The Leader of the Opposition shall be entitled to the installation and maintenance of a telephone at his office in Parliament House, New Delhi and his residence in New Delhi/Delhi. No charges shall be payable by him in respect of the rental of the telephone or for local trunk calls made by him in the discharge of his duties as the Leader of the Opposition.

¹¹(2) (a) Without prejudice to the Provisions of sub-rule (1) the Leader of the Opposition shall be entitled to a telephone connection either at his usual place of residence in his constituency or at a place selected by him, being a place situated within the State which he represents or within the State in which he resides, in his capacity as a Member of Parliament and no charges shall be payable by him in respect of the installation and rental of that telephone.

(b) The Leader of the Opposition shall not be liable to make any payment in respect of the first ¹²fifty thousand local calls in a year, made from the telephone installed under clause(a) of sub-rule (2).

¹⁰renumbered by Notification No. 14(2)/89-WS-G.S.R. 715(E) published in the Gazette of India Extraordinary, Part-II, Section 3, sub-section (i) dated 17.8.1990, corrigendum G.S.R. 779(E), 17.9.1990.

¹¹Inserted by G.S.R. 715 (E) *ibid*.

¹²Substituted by G.S.R. 87(E) published in the Gazette of India Extraordinary, Part-II, Section 3, sub-section (i), dated 23.2.1998 effective from 30.8.1997.

(c) Leader of the Opposition would be allowed to adjust the trunk call bills within the monetary equivalent of ¹²fifty thousand local calls in a year:

Provided that where the telephone is in a flat rate exchange, the Leader of the Opposition would be allowed to adjust the charges for trunk calls made from that telephone to the extent of the value of ¹²twenty five thousand local calls per year.

18. Secretarial Assistance.—(1) The Leader of the Opposition shall be entitled to the following secretarial assistance:—

¹³ (a) Private Secretary	—1
(b) Additional Private Secretaries	—2
(c) Assistant Private Secretaries	—2
(d) 1st Personal Assistant	—1
(e) 2nd Personal Assistant	—1
(f) Hindi Steno	—1
(g) Clerk	—1
(h) Jamadar	—1
(i) Peons	—4"

(2) The posts mentioned in sub-rule (1) shall carry the same status and scales of pay as are applicable to corresponding posts on the Personal Staff of a Cabinet Minister under the Central Government.

¹⁴**18A. Staff Car Driver.**—(1) Where the Leader of the Opposition is provided with staff car for the purposes of security or otherwise for any period he shall also be entitled to a staff car driver for such period.

(2) The post of staff car driver shall carry the same status and scale of pay as is applicable to the corresponding post on the personal staff of a Cabinet Minister under the Central Government."

¹⁵**18B. Retention of staff after relinquishing office.**—Union demission of office by the Leader of the Opposition the persons appointed against posts mentioned in sub-rule (1) of rule 18 rule 18A may continue to hold their posts for a period not exceeding fifteen days. Thereafter, any two out of the above mentioned persons may be allowed to be continued for another 15 days, if required by the outgoing Leader of the Opposition, to wind up his office."

19. Conveyance Allowance.—The conveyance allowance admissible to the Leader of the Opposition under sub-section (2) of section 8 of the Act shall be paid to him on production of a certificate in Form-IV.

20. Interpretation.—If any question arises as to the interpretation of these rules, it shall be referred to the Central Government for decision.

FORM-I

[Clause (c) (i) of rule 9]

I Certify that I have actually paid the amount of this bill and that it does not include any charge for the frieght of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels or travellers bungalows.

¹²Substituted by G.S.R. 87(E) published in the Gazette of India Extraordinary, Part-II, Section 3, sub-section (i), dated 23.2.1998 effective from 30.8.1997.

¹³Substituted by G.S.R. 715(E) published in the Gazette of India Extraordinary, Part-II, Section-3, sub-section (i) dated 17.08.1990.

¹⁴Inserted by Notification No. F. 14(2)/89-WS dated 8.5.1991-effective from 1.10.1990. G.S.R. 269(E) published in the Gazette of India Extraordinary, Part-II, Section 3, sub-section (ii) dated 8.5.1991, corrigendum G.S.R. 346(E) dated 19.7.1991.

¹⁵Inserted by Notification No. F. 14(1)/91-WS dated 25.10.1991-G.S.R. 656(E) published in the Gazette of India Extraordinary, Part-II, Section 3, sub-section (i) dated 31.10.1991, corrigendum G.S.R. 719(E) dated 5.12.1991.

FORM-II

[Rule 10 (2)]

CERTIFICATE

1. Certified that no person travelled with me in the Reserved Compartment.
2. Certified that Private Secretary/Personal Assistant travelled with me in the reserved accommodation and that he actually purchased a ticket of the class of accommodation to which he is entitled.
3. Certified that a relative of mine travelled with me in the reserved accommodation, without payment of any fare, as authorised.
4. Certified that..... extra person/s travelled with me in the reserved accommodation and that necessary first class/air-conditioned class tickets were purchased by them.

(Note: Please score out the paragraphs which are not applicable).

FORM-III

(Rule 13)

CERTIFICATE

1. Certified that expenses incurred on passport fees/vaccination and inoculation certificates were in the interest of the work of the Delegation and that rates of taxi-hire etc. are in accordance with the prevailing rates and the expenditure on these items was reasonable.
2. Certified that the expenditure on account of tips included in the bill is not more than what has been actually incurred.

¹⁶FORM-IV

(Rule 19)

CERTIFICATE

Certified that I have incurred an expenditure of not less than Rupees.....on conveyance during the month ofin the discharge of my duties as the Leader of the Opposition and also that I was not provided a staff car on account of security reasons or otherwise during the said period.

¹⁷THE LEADERS OF OPPOSITION IN PARLIAMENT

(ADVANCE FOR MOTOR-CAR) RULES, 1991

G.S.R. 270(E).—In exercise of the powers conferred by Section 10 read with Section 8A of the Salary and Allowance of Leaders of Opposition in Parliament Act, 1977, the Central Government hereby makes the following Rules to regulate the grant of advance for purchase of motor car to the Leaders of Opposition, namely—

1. Short title and commencement.—(1) These rules may be called the Leaders of Opposition in Parliament (Advance for Motor Car) rules, 1991.

(2) They shall come into force from the date of their publication in the Official Gazette.

2. Maximum Amount of Advance.—The maximum amount which may be advanced to a Leader of Opposition in Parliament for the purchase of a motor car shall not exceed rupees ¹⁸[One Lakh] or the actual price of the motor car, which is intended to be purchased, whichever is less.

3. Repayment of Advance.—(1) Recovery of the advance granted under rule 2, together with interest thereon, shall be made from the salary bill of the Leader of Opposition concerned in not more than sixty equal monthly instalments. The Government may, however, permit recovery to be made in a smaller number of instalments if the Leader of Opposition

¹⁶Substituted by G.S.R. 269(E) dated 8.5.1991.

¹⁷Notification No. F. 14(2)/89-WS dated 8.5.1991-G.S.R. 270(E) published in the Gazette of India Extraordinary, Part-II, Section 3, sub-section (ii) dated 8.5.1991. Corrigendum G.S.R. 347(E) dated 19.7.1991.

¹⁸Substituted by G.S.R. 133(E) published in the Gazette of India Extraordinary, Part-II, Section 3, sub-section (ii) dated 23.2.1999, effective from 23.2.1999.

receiving the advance so desires. The deduction shall commence with the first issue of salary after the advance is drawn. Simple interest at the rate fixed by the Government for the purpose of purchase of conveyances by Government servants, shall be charged on the advance.

Explanation — (1) The amount of the advance to be recovered monthly shall be fixed in whole rupees except in the case of last instalment when the remaining balance including any fraction of a rupee is to be recovered.

(2) In case a Leader of the Opposition relinquishes office the advance is fully repaid, the outstanding balance together with interest thereon shall be paid to the Government immediately in one lump-sum.

4. Sale of Motor Car.— (1) Except when Leader of Opposition relinquishes his office, the previous sanction of the Government shall be obtained for the sale by the Leader of Opposition of the motor car purchased with the aid of an advance, if such advance together with the interest accrued thereon has not been fully repaid. If a Leader of Opposition wishes to transfer the motor car and the liability attaching thereto to another Leader of Opposition, he may be permitted to do so under the orders of the Government provided that the purchaser *i.e.*, Leader of the Opposition, records a declaration that he is aware that the motor car transferred to him remains subject to mortgage to the Government and that he is bound by the terms and provisions of mortgage bond.

(2) In all cases, where a motor car is sold before the advance with interest thereon has been fully repaid, the sale proceeds must be applied, so far as may be necessary, towards the repayment of such outstanding balance:

Provided that when the motor car is sold only in order that another motor-car may be purchased the Government may permit the Leader of Opposition to apply the sale proceeds towards such purchase subject to the following conditions, namely:-

- (a) the amount outstanding shall not be permitted to exceed the cost of the new car;
- (b) the amount outstanding shall continue to be repaid at the rate previously fixed; and
- (c) the new car shall be mortgaged to the Government and also insured.

5. Period within which negotiations for purchase of car may be completed—

A Leader of the Opposition who draws an advance for the purchase of a motor car, shall complete negotiations for the purchase, of and make final payment for the motor car, within one month of the date on which he draws the advance, failing such completion and payment, the full amount of the advance drawn, with interest thereon for one month, shall be refunded to the Government. The period of one month for completion of the deal may, however be relaxed by the Government in individual cases. An advance will not be admissible when a motor car has already been purchased and paid for in full. In a case in which payment has been made in part, the amount of advance will be limited to the balance to be paid as certified by the Leader of Opposition.

6. Execution of Agreement—At the time of drawing the advance, the Leader of Opposition shall execute an agreement in Form-I and; on completing the purchase, he shall further execute a mortgage bond in Form-II hypothecating the motor car to the Government as a security for the advance. The cost price of the motor car shall be entered in the schedule of specifications attached to the mortgage bond.

7. Certificate to the Accounts Officer—When an advance is drawn, the sanctioning authority shall furnish to the Accounts Officer a certificate that the agreement in Form-I has been signed by the Leader of Opposition drawing the advance and that it has been found to be in order. The sanctioning authority shall see that the motor car is purchased within one month from the date on which the advance is drawn or such period as may have been specifically allowed in individual cases, by the Government for completion of the deal under Rule 5, and shall submit every mortgage bond promptly to the Accounts Officer for examination before final record.

8. Safe Custody and cancellation of Mortgage Bond.—The mortgage bond shall be kept in the safe custody of the sanctioning authority. When the advance together with the interest hereon has been fully repaid, the bond shall be returned to the Leader of Opposition concerned duly cancelled, after obtaining a certificate from the Accounts Officer as to the complete repayment of the advance and interest.

9. Insurance of Motor-Car—The motor-car purchased from the advance shall be fully insured against loss by fire, theft or accident. The insurance policy shall contain a clause (as in Form-III) by which the insurance company agrees to pay to the Government, instead of the owner, any sums payable in respect of loss or damage to the motor car which is not made good by repair, reinstatement or replacement.

FORM-I

(Rule 6)

FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING AN ADVANCE FOR THE PURCHASE OF A MOTOR CAR

An agreement made this.....day of.....two thousand andBETWEEN Shri.....Leader of the Opposition in Parliament (Lok Sabha/Rajya Sabha) hereinafter called the Borrower (Which expression shall include his legal representatives and assignee) of the one part and the President of India (hereinafter called the Central Government) of the other part.

Whereas the Borrower has under the Leaders of Opposition in Parliament (Advance for Motor Car) Rules, 1991 applied to the Central Government for a loan of Rs.(Rupees.....only) for the purchase of a motor car and the Central Government have agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained.

2. Now it is hereby agreed between the parties hereto that in consideration of the sum of Rs. (RupeesOnly) paid by the Central Government to the Borrower (the receipt of which the Borrower hereby acknowledges), the Borrower hereby agrees with the Central Government—

- (i) to pay the Central Government the said amount with interest calculated according to the said rules by monthly deductions from his salary as provided for by the said rules and hereby authorises the Central Government to make such deductions,
- (ii) within one month from the date of these presents to expend the full amount of the said loan in the purchase of a motor car or if the actual price paid is less than the loan, to repay the difference to the Central Government forthwith, and
- (iii) to execute a document hypothecating the said motor car to the Central Government as security for the amount lent to the Borrower, as aforesaid, and interest in the Form provided by the said rules.

And it is hereby lastly agreed and declared that if the motor car is not purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period becomes insolvent or relinquishes his office or otherwise ceases to be a Leader of the Opposition or dies, the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In witness whereof the Borrower has hereunto set his hand the day and year first before written.

Signed by the said Shri

in the presence of

FORM-II

(Rule 6)

FORM OF MORTGAGE BOND FOR MOTOR VEHICLE ADVANCE

This Indenture made this..... day of two thousand BETWEEN (hereinafter called "Borrower", which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the PRESIDENT OF INDIA (hereinafter called "the President", which expression shall include his successors and assigns) of the other part.

Whereas the Borrower has applied for and has been granted an advance of Rupees to purchase a Motor Vehicle on the terms of Rule 2 of the Leader of Opposition in Parliament (Advance for Motor Car) Rules, 1991 (hereinafter referred to as "the said Rules") AND WHEREAS one of the conditions upon which the said advance has been/was granted to the Borrower is/was that the Borrower will/would hypothecate the said Motor Vehicle to the President as security for the amount lent to the Borrower AND WHEREAS the Borrower has purchased with or partly with the amount so advanced as aforesaid the Motor Vehicle particulars whereof are set out in the schedule hereunder written:

Now this indenture witnesseth that in pursuance of the said agreement and for the consideration aforesaid the Borrower doth hereby covenant to pay to the President the sum of Rupees (Rs.) aforesaid or the balance thereof remaining unpaid at the date of these presents by equal payment of Rupees (Rs.) each on the first day of every month and will pay interest on the sum for the time being remaining due the owing, calculated according to the said Rules and the Borrower doth agree that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules, and in further pursuance of the said agreement the Borrower doth hereby assign and transfer upto the President the Motor Vehicle the particulars whereof are set out in the Schedule hereunder written by way of security for the said advance and the interest thereon as required by the said Rules;

And the Borrower doth hereby agree and declare that he has paid in full the purchase price of the said Motor Vehicle and that the same is his absolute property and that he has not pledged and so long as any money remains payable to the President in respect of the said advance, will not sell, pledge or part with the property in or possession of the said Motor Vehicle:

Provided always and it is hereby agreed and declared that if any of the said instalments of principal or interest shall not be paid or recovered in the manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time relinquish his office or otherwise cease to be a Leader of the Opposition or if the Borrower shall sell or pledge or part with the property in or possession of the said Motor Vehicle or become involvement or made any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgement against the Borrower, the whole of the said principal sum which shall then be remaining due the unpaid together with interest thereon calculated as aforesaid shall forthwith become payable;

And it is hereby agreed and declared that the President may on the happening of any of the events here-in-before mentioned seize and take possession of the said Motor Vehicle and either remain in possession thereof without removing the same or else may remove and sell the said Motor Vehicle either by public auction or private contract and may, out of the sale money retain the balance of the said advance then remaining unpaid and interest due thereon claculated as aforesaid and all costs, charges, expenses and payments properly incurred or made in maintaining, defending or realising his rights thereunder and shall pay over the surplus, if any, the Borrower, his executors, administrators or personal representatives:

Provided further that the aforesaid power of taking possession or selling of the said Motor Vehicle shall not prejudice the right of the President, to sue the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the Motor Vehicle being sold the amount by which the net sale proceeds fall short of the amount owing;

And the Borrower hereby further agrees that so long as any moneys are remaining due and owing to the President, he, the Borrower will insure and keep insured the said Motor Vehicle against loss or damage by fire, theft, or accident with an Insurance Company to be approved by the Accounts Officer concerned and will produce evidence to the satisfaction of the Accounts Officer that the Motor Insurance Company with whom the said Motor Vehicle is insured have received notice that the President is interested in the Policy;

And the Borrower hereby further agrees that he will not permit or suffer the said Motor Vehicle to be destroyed or injured or to deteriorate in greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said Motor Vehicle the Borrower will forthwith have the same repaired and made good.

THE SCHEDULE

- Description of Motor Vehicle
- Maker's Name
- Description
- No. of Cylinders
- Engine Number
- Chassis Number
- Cost Price

In witness where of the said (Borrower's name) and for and on behalf of the President have hereunto set their respective hands the day and year first above written.

Signed by the said in the presence of:

1.

2.

(Signature of witnesses)

(Signature and designation of the Borrower)

Signed by (name and designation)

.....

.....

(for and on behalf of the President of India in the presence of)

1.

2.

(Signature of witnesses)

(Signature and designation of the Officer)

Name and designation of the Borrower.....

FORM-III

(Rule 9)

FOR THE CLAUSE TO BE INSERTED IN INSURANCE POLICY)

It is hereby declared and agreed that Shri (the owner of the Motor car hereinafter referred to as the insured in the Schedule to this policy) has hypothecated the car to the President of India hereinafter called the "Government", as security for advances for the purchase of Motor car and it is further declared and agreed that the said Government are interested in money and which but for this endorsement would be payable to the said Shri (the insured under this policy) in respect of the loss or damage to the said Motor car (which loss or damage is not made good by repair, reinstatement or replacement) and such moneys shall be paid to the Government as long as they are the mortgagees of the Motor car and their receipt shall be full and final discharge to the company in respect of such loss or damage.

2. Save as by this endorsement expressly agreed, nothing herein shall modify or affect the rights or liabilities of the insured or the company respectively under or in connection with this policy or any term, provision or condition thereof.

[No. F. 14(2)/89-WS]

PART III

THE
LEADERS AND CHIEF WHIPS
OF
RECOGNISED PARTIES AND GROUPS IN
PARLIAMENT (FACILITIES) ACT, 1998
AND
RULES MADE THEREUNDER

(As Amended upto 3-7-2000)

**THE LEADERS AND CHIEF WHIPS OF RECOGNISED PARTIES AND GROUPS IN PARLIAMENT (FACILITIES)
ACT, 1998**

(No. 5 of 1999)

(As amended by Act No. 18 of 2000)

[7th January, 1999]

An Act to provide for facilities to Leaders and Chief Whips of recognised parties and groups in Parliament

Be it enacted by Parliament in the Forty-ninth Year of the Republic of India as follows:—

1. Short title and commencement.—(1) This Act may be called the Leaders and Chief Whips of Recognised Parties and Groups in **Parliament (Facilities) Act, 1998.**

"(2) it shall be deemed to have come into force on the 5th day of February, 1999."

2. Definitions.—²In this Act, unless the context otherwise requires,—

(a) "recognised group" means,—

(i) in relation to the Council of States, every party which has a strength of not less than fifteen members and not more than twenty-four members in the Council;

(ii) in relation to the House of the People, every party which has a strength of not less than thirty members and not more than fifty-four members in the House;

(b) "recognised party" means,—

(i) in relation to the Council of States, every party which has a strength of not less than twenty-five members in the Council;

(ii) in relation to the House of the People, every party which has a strength of not less than fifty-five members in the House.

***3. Facilities to the Leaders and Chief Whips of recognised groups and parties:**—Subject to any rules made in this behalf by the Central Government, each leader, deputy leader and each chief Whip of a recognised group and a recognised party shall be entitled to telephone and secretariat facilities:

Provided that such facilities shall not be provided to such leader, deputy leader or Chief Whip, as the case may be, who—

(i) holds an office of Minister as defined in section 2 of the Salaries and Allowances of Ministers Act, 1952; or

(ii) holds an office of the Leader of the Opposition as defined in section 2 of the Salary and Allowances of Leaders of Opposition in Parliament Act, 1977; or

(iii) is entitled to similar telephone and secretarial facilities by virtue of holding any office of, or representation in, a Parliamentary Committee or other Committee, Council, Board, Commission or other body set up by the Government; or

(iv) is entitled to similar telephone and secretarial facilities provided to him in any other capacity by the Government or a local authority or Corporation owned or controlled by the Government or any local authority.

4. Power to make rules—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) Every rule made under sub-section (1) shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made,

¹Substituted *vide* Act No. 18 of 2000 dated 7th June, 2000 effective from 5.2.1999.

²Substituted *vide* Act No. 18 of 2000 dated 7th June, 2000 effective from 5.2.1999.

* Substituted *vide* Act No. 18 of 2000 dated 7.6.2000.

the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

5. Amendment of section 3 of Act 10 of 1959—In the Parliament (Prevention of disqualification) Act, 1959, in section 3,—

(i) after clause (ab), the following clause shall be inserted, namely:—

"(ac) the office of ³[each leader and deputy leader] of a recognised party and a recognised group in either House of Parliament."

(ii) after *Explanation 2*, the following *Explanation* shall be inserted, namely:—

Explanation 3,—In clause (ac), the expressions "recognised party" and "recognised group" shall have the meanings assigned to them in Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Act, 1998.

⁴[6. Validation of rules and certain actions.—The Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Telephone and Secretarial Facilities) Rules, 1999 published in the Gazette of India, Extraordinary, dated the 5th February, 1999 with the notification of the Government of India in the Ministry of Parliamentary Affairs No. G.S.R. 66(E), dated the 4th February, 1999 (hereinafter referred to as the said Rules) shall be deemed to have and to have always had effect on and from the 5th day of February, 1999 as if the amendments made by section 2 had been in force at all material times and accordingly any action taken or anything done or purported to have been taken or done under the said Rules during the period commencing on and from the 5th day of February, 1999 and ending with the day on which the Leaders and Chief Whips of Recognised Parties and Groups in Parliament (Facilities) Amendment Act, 2000 receives the assent of the President shall be deemed to be, and to always have been for all purposes, as validity and effectively taken or done as if the said Rules had been in force at all material times.]

³Substituted by Act 18 of 2000—effective from 5.2.1999.

⁴Substituted vide *ibid*.

RAJYA SABHA SECRETARIAT
GUIDELINES ON
APPOINTMENT OF THE PERSONAL STAFF OF CHAIRPERSONS OF
PARLIAMENTARY COMMITTEES ON CO-TERMINUS BASIS

[w.e.f .1/6/2003]
(F. No. RS/50(a)/2002-Perl.)

[Amended on 27.04.2005]

[Amended on 25.05.2010]

1. At present, the Chairpersons of Parliamentary Committees are entitled to appoint one Senior Private Secretary and one Attendant Grade-III on co-terminus basis in their personal staff.
2. The Chairpersons of Parliamentary Committees may at their discretion requisition the services of one Senior Private Secretary in the Pay Band-3 of Rs. 15600-39100 + Grade Pay of Rs. 6600 and one Attendant Grade-III in the Pay Band-1 of Rs. 5200-20200+Grade Pay of Rs. 1900 from outside the cadre of Rajya Sabha Secretariat. Such individuals shall be appointed on deputation and tenure basis from the Central Ministries/Departments/State Governments. They may also appoint individuals from outside the Government sources with the approval of the Hon'ble Chairman.

Provided that such appointment shall be at the pleasure of the Chairman, Parliamentary Committee concerned and will be co-terminus with his/her term of office.

2A*. The appointments in the personal staff of Chairpersons of Parliamentary Committees will be made effective from the date of the request note received from the concerned Chairpersons.

3. Minimum educational qualification of Bachelor's Degree including minimum speed in shorthand and typewriting mandatory for individual(s) appointed from outside the Government sources to the post of Senior Private Secretary in the personal staff of Chairpersons, Parliamentary Committees.

Provided that the Hon'ble Chairman may grant relaxation in individual cases on specific request from the Chairperson of the Parliamentary Committee.

4. Police verification of character and antecedents of the co-terminus appointees shall be carried out after they assume charge, except in the cases where the appointee was previously a Government employee.
5. The salary of persons appointed in the personal staff of Chairmen of Parliamentary Committees would be released only after satisfactory completion of police verification.
6. In the event of adverse report by the police related to cognizable offence, the services of the persons concerned would be terminated forthwith after informing the concerned Chairman of the Committee. However, the individual would be paid salary for the period of his/her service with the Chairman of the Committee concerned.
7. Co-terminus appointees would be issued entry passes to the Parliament Complex only after clearance from the Watch & Ward Office, who will first carry out a record check within 14 days of their appointment through the Delhi Police.
8. Conduct Rules applicable to regular employees of the Rajya Sabha Secretariat shall also be applicable in the case of co-terminus appointees.
9. Co-terminus staff appointed from outside the Government sources are required to give a surety bond in the prescribed format given at Annexure-I, filled in from any serving permanent employee of the Rajya Sabha/Lok Sabha Secretariat or any Ministry/Department of the Government of India in order to effect the recovery of over drawal made, if any, consequent upon the termination of services.

*Inserted *vide* directive of Hon'ble Chairman, Rajya Sabha w.e.f. 25.05.2010. (F.No. RS/6/4/2010-Perl.).

10. The upper age limit of co-terminus appointees is fixed at 62 years. However, this would not apply to the co-terminus appointees in service at present, but would apply if they are re-considered for employment after their period of tenure is completed.

Provided that the Hon'ble Chairman may grant relaxation in respect of the upper age limit in individual cases on specific request from the dignitary concerned.

11. Consequent to the demission of office by the Chairpersons, Parliamentary Committees, a winding up period not exceeding 15 days shall be given to their personal staff.

SECRETARY-GENERAL

Note: Para 5, 6 & 7 incorporated with the approval of the Secretary-General, Rajya Sabha w.e.f. 27th April, 2005. (F. No. RS/6(iv)/2005-Perl.).

SURETY BOND

I _____ Son/daughter of _____, resident of _____ at present employed as a permanent _____ (designation) in Rajya Sabha/Lok Sabha Secretariat in the Department of _____ in the Ministry of _____, Government of India understand that Shri/Smt./Kum. _____ (hereinafter referred to as "Employee") has been appointed as _____ in the Rajya Sabha Secretariat on personal staff of Chairman/Chairperson, Committee on _____ with effect from _____ on co-terminus basis and at the pleasure of the Chairman/Chairperson.

2. I, hereby bind myself, my heirs, executors, administrators and representatives firmly by this bond that if any overpayment of Pay & Allowances etc. is made to the "Employee" and the "Employee" does not refund the amount consequent upon the termination of his/her services, then the principal alongwith interest thereof shall immediately become due and payable to the Rajya Sabha Secretariat and be recoverable from me in one installment/monthly installments not exceeding twelve in number by virtue of this bond and I authorize my parent department to recover the same from my salary in one installment/monthly installments not exceeding twelve in number.

(Signature of Surety)

(Designation)

(Office to which attached)

Signed in the presence of

(i) _____

(ii) _____

(Signature, address and occupation of the witnesses)

at _____ this _____ Day of _____ 20

PART-II

(To be forwarded by the Head of the Department of the person standing surety)

This office takes full responsibility to recover the amount from Shri/Smt./Kum. _____ who is an employee of the _____ (name of the organization) and standing surety for Shri/Smt./Kum. _____ who has been appointed as _____ on the personal staff of the Chairman/Chairperson, Committee on _____ (name of the Committee).

(Signature of forwarding authority)

(Designation with date and seal)

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA PART I
SECTION 2.

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the _____

NOTIFICATION

No. RS/File No./Notification No.-Perl. Shri/Smt. _____ has been appointed as _____ in the Rajya Sabha Secretariat in the Pay Band—of Rs _____+Grade Pay of Rs.....in the personal staff of _____ with effect from the forenoon/afternoon of _____ 2010, until further orders.

2. The appointment of Shri/Smt.is co-terminus with the tenure of the.....and will be at his/her discretion.

Sd-
(NAME OF OFFICER)
DESIGNATION

To,

The Manager,
Government of India Press,
Faridabad.

No. RS/File No./Notification No.-Perl.

Dated the _____

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. Office of the Chairman, Committee on.....
4. P.S. to Secretary
5. P.A. to J.S.(D)
6. Individual Concerned
7. Notification Book
8. Gradation List File
9. Stores Section
10. Notice Office
11. CPIC, Parliament Complex
12. Estt. (G) Section
13. Estt. (A/Cs) & Budget Section
14. G.A. Section
15. MS&A Section
16. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha

He/She is directed to contact Personnel Section for completion of necessary verification formalities

It is requested to issue entry pass to the Parliament Complex to Shri/Smt.only after obtaining clearance from the Watch & Ward Office

The salary of the individual may be released only after satisfactory completion of police verification.

(NAME OF OFFICER)
DESIGNATION

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the _____

OFFICE ORDER PART II NO. /[YEAR]-PERSONNEL

Shri/Smt. has been appointed as.....in the Rajya Sabha Secretariat in the Pay Band—of Rs.+Grade Pay of Rs.in the personal staff of.....with effect from the forenoon of..... and until further orders.

2. The appointment of Shri/Smt.is co-terminus with the tenure of the presentand will be at his discretion.

**(NAME OF OFFICER)
DESIGNATION**

No. RS/File No./Perl.

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Chairman, Committee on.....
3. Office of the Secretary-General
4. P.S. to Secretary
5. P.A. to J.S.(D)
6. Individual Concerned
7. Office Order Book
8. Gradation List File
9. Stores Section
10. Notice Office
11. Estt. (G) Section
12. Estt. (A/Cs) & Budget Section
13. CPIC, Parliament House
14. G.A. Section
15. MS&A Section
16. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA PART I
SECTION 2.

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the _____

NOTIFICATION

No. RS/File No./Notification No.-Perl. —The services of Shri/Smt./Kum., who had been appointed as.....on co-terminus basis in the Rajya Sabha Secretariat in the personal staff of....., stand terminated *w.e.f.* the afternoon of.....

Sd-
(NAME OF OFFICER)
DESIGNATION

To,

The Manager,
Government of India Press,
Faridabad.

No. RS/File No./Notification No.-Perl.

Dated the _____

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S.(D)
5. PS to concerned Chairman
6. Individual Concerned
7. Notification Book
8. Gradation List File
9. Stores Section
10. Notice Office
11. CPIC, Parliament Complex
12. Estt. (G) Section
13. Estt. (A/Cs) & Budget Section
14. G.A. Section
15. MS&A Section
16. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha

(NAME OF OFFICER)
DESIGNATION

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

Dated the _____

OFFICE ORDER PART II NO. /[YEAR]-PERSONNEL

The services of Shri/Smt./Kum..... who had been appointed as.....on co-terminus basis in the Rajya Sabha Secretariat in the Personal staff of..... stand terminated *w.e.f.* the afternoon of....., after granting him a winding up period of 15 days *w.e.f.* forenoon of.....

**(NAME OF OFFICER)
DESIGNATION**

No. RS/File No./Perl.

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S.(D)
5. PS to concerned Chairman
6. Individual Concerned
7. Office Order Book
8. Gradation List File
9. Stores Section
10. Notice Office
11. Estt. (G) Section
12. Estt. (A/Cs) & Budget Section
13. CPIC, Parliament House
14. G.A. Section
15. MS&A Section
16. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha

**STATEMENT SHOWING THE SANCTIONED TENURE POSTS FOR THE PERSONAL STAFF OF
HON'BLE CHAIRMAN, RAJYA SABHA**

Sl. No.	POST	NO. OF POSTS
1.	Officer on Special Duty	1
2.	Senior Private Secretary	2
3.	Private Secretary	2
4.	Personal Assistant	1
5.	Senior Clerk	1
6.	Junior Clerk	1
7.	Personal Attendant to Chairman	2
8.	Staff Car Driver (Ordinary Grade)	1
9.	Attendant Grade-III	2

**STATEMENT SHOWING THE SANCTIONED TENURE POSTS IN THE OFFICE OF THE
HON'BLE DEPUTY CHAIRMAN, RAJYA SABHA**

Sl. No.	POST	NO. OF POSTS
1.	Officer on Special Duty	1
2.	Joint Director (PSS)	1
3.	Senior Private Secretary	4*
4.	Additional Private Secretary	1
5.	Executive Assistant	1
6.	Personal Assistant	1
7.	Junior Clerk	1
8.	Attendant Grade-III	6*

*3 in his capacity (*ex-officio*) as Chairman of the Committee of Privileges, Committee on Provision of Computers to Members of Rajya Sabha and Committee on MPLADS

**STATEMENT SHOWING THE SANCTIONED TENURE POSTS FOR THE OFFICE OF THE LEADER OF
OPPOSITION, RAJYA SABHA**

Sl. No.	POST	NO. OF POSTS
GAZETTED POSTS		
1.	Secretary to Leader of Opposition	1
2.	Senior Private Secretary	2
3.	Private Secretary	2
NON-GAZETTED POSTS		
4.	Personal Assistant	3
5.	Junior Clerk	1
6.	Attendant Grade-II	1
7.	Attendant Grade-III	4
		TOTAL = 14

**STATEMENT SHOWING THE SANCTIONED TENURE POSTS FOR LEADERS/DEPUTY LEADERS/CHIEF WHIPS OF
RECOGNISED PARTIES/ GROUPS**

Sanctioned Strength : 4 posts of Private Secretary

**STATEMENT SHOWING THE SANCTIONED TENURE POSTS FOR THE PERSONAL STAFF OF CHAIRMEN OF
THE STANDING COMMITTEES OF RAJYA SABHA**

Total 10 Standing Committees

Sanctioned Strength : 1 post of Senior Private Secretary and 1 Attendant Grade-III for each of the Chairmen of the Standing Committees.

**STATEMENT SHOWING THE SANCTIONED TENURE POSTS FOR THE PERSONAL STAFF OF CHAIRMEN OF
THE DEPARTMENT-RELATED PARLIAMENTARY STANDING COMMITTEES**

Total 8 Department-related Parliamentary Standing Committees

Sanctioned Strength : 1 post of Senior Private Secretary and 1 Attendant Grade-III for each of the Chairman of Department-related Parliamentary Standing Committees.

**F.No. 16012/30/2008-Estt.(Allowance)
Government of India
Ministry of Personnel, P.G. & Pensions
Department of Personnel & Training**

New Delhi, dt. 8th April, 2009

OFFICE MEMORANDUM

Subject: Engagement of consultants as per provisions contained in GFR, 2005.

The Undersigned is directed to refer to this Department's OM No. 16011/6/93-Estt. (Allowance) dt. 21-2-1993, OM No. 16012/7/97-Estt.(Allowance) dt. 13-2-1998 and OM No. 16012/12/2005-Estt.(Allowance) dt. 16-3-2006 regulating the different aspects of the scheme of engagement of consultants and to say that with a view of bringing about uniformity in all cases of engagement of consultants, the above instructions stand withdrawn and the provisions as envisaged in GFR, 2005 in this regard shall apply.

2. This issues with the concurrence of Ministry of Finance.
3. These orders take effect from the date of issue.
4. Hindi version will follow.

Sd/-
(Simmi R. Nakra)
Director

To

All Ministries/Department of Govt. of India
(As per Standard List)

16012/30/2008-Estt.(Allowance) dt. 8th April, 2009.

Copy also forwarded to:

1. Office of the Comptroller & Auditor General of India/Controller General of Accounts, Ministry of Finance.
2. Secretaries to Union Public Service Commission/Supreme Court of India/Lok Sabha Sectt./Rajya Sabha Sectt./Cabinet Sectt./Central Vigilance Commission/President's Sectt./Vice-President's Sectt./Prime Minister's Office/Planning Commission/ Central Information Commission.
3. All State Government and Union Territories.
4. Governors of all States/Lt. Governors of Union Territories.
5. Secretary, National Council (Staff Side), 13-C, Feroz Shah Road, New Delhi.
6. All Members of the Staff Side of the National Council of JCM/Departmental Council.
7. All Officers/Sections of the Department of Personnel & Training/Department of Pension & Pensioners Welfare.
8. Ministry of Finance, Deptt. of Expenditure, (E.IV) Branch).
9. Official Language Wing (Legislative Deptt.), Bhagwan Das Road, New Delhi.
10. Railway Board, New Delhi.
11. NIC, DOP&T to upload on the website www.persmin.nic. in Allowance.
12. 200 spare copies.

Sd/-
(Simmi R. Nakra)
Director

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

NO. RS/1/2008-Perl.

Dated the 28th March, 2008

ORDER

Subject: Creation of temporary gazetted posts of Joint Secretary in the Rajya Sabha Secretariat.

The Chairman, Rajya Sabha has been pleased to accord sanction under Rules 3 (1) (b) of the Rajya Sabha Secretariat (Recruitment & Conditions of Service) Rules, 1957 for the creation of three temporary gazetted posts of Joint Secretary in the scale of pay of Rs. 18,400-500-22,400 in the Secretariat, with immediate effect.

2. The newly created posts are sanctioned upto 28th February, 2011 in the first instance. The necessary expenditure involved will be met from the sanctioned Budget Grants of the Secretariat.

3. Consequent upon the creation of aforesaid three new posts, the apportionment of 11 posts of Joint Secretary in the Secretariat among the services, shall hereafter be as follows:—

Sl. No.	Service	Sanctioned Strength
1.	Legislative, Financial, Executive and Administrative Service (LAFEAS) including two posts to be filled up on deputation basis	7
2.	Library, Reference, Research, Documentation and Information Service (LARRDIS)	1
3.	Editorial & Translation Service	1
4.	Verbatim Reporting Service	1
5.	Simultaneous Interpretation Service	1

4. The posts of Joint Secretary apportioned for each service as indicated above would be filled up by eligible persons from the respective services.

Sd/-
C.B. RAI
JOINT DIRECTOR

No. RS/1/2008-Perl.

Dated the 28th March, 2008

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. P.S. to Secretary-General
3. P.S. to Secretary
4. P.S. to OSD (S)
5. Gradation List File
6. Estt. (G) Section.

Sample proposal submitted to DPC

_____ SERVICE

- I. GRADE -
- GROUP/SCALE OF PAY -
- MODE -
- RECRUITMENT RULE -
- BENCHMARK GRADING - GOOD/VERY GOOD
- VACANCY POSITION -
- (i) Regular/Ad-Hoc Vacancies

Name of the senior most eligible persons in the feeder grade of _____

Sl. No.	Names	Date of appointment as _____	Date of completion of _____ years service in the feeder Grade
---------	-------	------------------------------	---

- 1.
- 2.
3. The officer has completed more than.....years service in the feeder grade. He has also completed the requisite residency period of 2 years in his feeder grade on..... He is, therefore, eligible for promotion to the grade of.....
4. Since, the promotion is within Group A/B/C/D, reservation roster is not applicable. *The vacancies falls against the roster points no.of the post based roster for promotion to the grade of.... As such.....vacancies are reserved for SC and.....vacancies for ST.
5. There is.....disciplinary/vigilance case either pending or being contemplated against the above-mentioned individuals.

*Wherever applicable

No. 22011/2/2002 —Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi-110001
January 6, 2006

Office Memorandum

Subject: DPC Guidelines—Review of size of zone of consideration.

The size of zone of consideration for promotion by 'selection' as prescribed vide DoPT O.M. No. 22011/1/90-Estt. D dated 12th October 1990 read with O.M. No. 22011/1/90-Estt.-(D) dated 22nd April 1992 is as under:

No. of vacancies	Normal size of zone of consideration	Extended zone of consideration for SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the number of vacancies + 4	5 times the number of vacancies.

2. In view of the earlier policy of empanelling officers in accordance with the overall grading assigned to them by the DPC, thereby involving supersessions, a wider size of zone of consideration was necessary to provide the required choice for selection on merit. However, vide DoPT O.M. No. 35034/7/97-Estt-D dated 8th February, 2002, it has been decided by the Government that there shall be on supersession in the matter of 'selection' promotion and the officers are to be graded by the DPC as 'fit' or 'unfit' with reference to the prescribed bench mark and those found 'fit' are to be included in the panel as per the seniority in the feeder grade. Accordingly, a need has arise for review of the size of zone of consideration. Having a size of zone of consideration larger than is necessary in the revised context would lead to unnecessary paper work, which may also lead to delay in convening DPCs. However, the zone of consideration has still to be wide enough to cater to the needs of the Department/cadre authorities for giving an extended panel against empanelled officers who are on deputation or are expected to proceed shortly; who have retired or will be retiring in the course of the vacancy year or who have refused promotion and are under debarment. The size should also be sufficient to take care of officers in the feeder grade whose cases are to be placed in 'sealed cover' and also of those who do not meet the prescribed benchmark. Thus, there is a need for optimizing the size of zone of consideration.

3. The matter has been considered carefully. Keeping in view the considerations in para-2 above, it has been decided to modify the existing provisions relating to size of zone of consideration as under:

- (i) For vacancies upto [and including] 10, existing provisions relating to normal size of zone of consideration will continue to be applicable;
- (ii) For vacancies exceeding 10, the normal size of zone of consideration will now be one and a half times the number of vacancies, rounded off to next higher integer, **plus** three but shall not be less than the size of zone of consideration for ten vacancies;
- (iii) The existing size of extended zone of consideration for SC/ST officers, viz. five times the total number of vacancies, will continue to be applicable.

4. A statement indicating the revised size of zone of consideration based on the above decision is annexed. It is, however, reiterated, that while the size of zone of consideration would, hereafter, be as now prescribed, the DPC, as per the extant instructions, need not assess and grade all the officers in the eligibility list. Assessment of suitability of eligible employees in the zone of consideration (in the descending order of seniority in the feeder grade) for inclusion in the panel for promotion may be considered only upto a number, which is considered sufficient for preparing the normal panel with reference to the number of vacancies as also for preparing the extended panel for promotion in terms of Department of Personnel and Training Office Memorandum No. 22011/18/87- Estt.- (D) dated April 9, 1996. In respect of the remaining employees in the zone of consideration, as now prescribed, the DPC may put a note in the minutes that the assessment of the remaining employees in the zone of consideration is not considered necessary, as sufficient number of employees with prescribed bench-mark have become available.

5. These instructions take effect from the date of issue of this Office Memorandum.

(Vidhu Kashyap)
Director

To

All Ministries/Departments of the Government of India.

F. No. 35034/7/97-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi - 110001
 February 8, 2002

OFFICE MEMORANDUM

Subject:—Procedure to be observed by Departmental Promotion Committees (DPCs) — No supersession in 'selection' promotion—Revised Guidelines regarding.

The undersigned is directed to invite reference to the Department of Personnel and Training (DoP&T) Office Memorandum (O.M.) No.22011/5/86-Estt. (D) dated March 10, 1989 and O.M. of even number dated April 10, 1989 [as amended by O.M. No.22011/5/91-Estt(D) dated March 27, 1997] which contain the instructions on the Departmental Promotion Committees (DPCs) and related matters. In regard to the 'selection' mode of promotion ('selection-cum-seniority' and 'selection by merit'), the aforesaid instructions prescribe the guidelines (as briefly discussed in paragraph 2 below) for overall 'grading' to be given by the DPC, 'bench-mark' for assessment of performance and the manner in which the 'select panel' has to be arranged for promotions to various levels of post/grade.

- (i) DoP&T O.M. N 22011/5/86-Estt. (D) dated 10.3.1989
- (ii) DoP&T O.M. N 22011/5/86-Estt. (D) dated 10.4.1989
- (iii) DoP&T O.M. N 22011/5/91-Estt. (D) dated 27.3.1997

2. Existing Guidelines

2.1 As per the existing (aforementioned) instructions, in promotions up to and excluding the level in the pay-scale of Rs.12,000-16,500 (excepting promotions to Group 'A' posts/services from the lower group), if the mode happens to be '*selection-cum-seniority*', then the bench-mark prescribed is '*good*' and officers obtaining the said bench-mark are arranged in the select panel in the order of their seniority in the lower (feeder) grade. Thus, there is no supersession among those who meet the said bench-mark. Officers getting a grading lower than the prescribed bench-mark ('good') are not empanelled for promotion.

2.2 In the case of promotions from lower Groups to Group 'A', while the mode of promotion happens to be '*selection by merit*', the bench-mark prescribed is '*good*' and only those officers who obtain the said bench-mark are promoted in the order to merit as per grading obtained. Thus, officers getting a superior grading supersede those getting lower grading. In other words, an officer graded as '*outstanding*' supercedes those graded as '*very good*' and an officers graded as '*very good*' supercedes officers graded as '*good*' and an officer grad as '*very good*' supercedes officers graded as '*good*'. Officers obtaining the same grading are arranged in the select panel in the order of their seniority in the lower grade. Those who get a grading lower than the prescribed bench-mark ('good') are not empanelled for promotion.

2.3 In promotions to the level in the pay-scale of Rs. 12,000-16,500/- and above, while the mode of promotion is '*selection by merit*', the bench-mark prescribed is '*very good*' and only those officers who obtain the said bench-mark and promoted in the order of merit as per the grading obtained, officers getting superior grading supersede those getting lower grading as explained in paragraph 2.2 above. Officers obtaining the same grading are arranged in the select panel in the order of their seniority in the lower grade. Those who get a grading lower than the prescribed bench-mark ('very good') are not empanelled for promotion.

3. Revised Guidelines

The aforementioned guidelines which permit supersession in 'selection' promotion ('selection by merit') have been reviewed by the Government and after comprehensive/extensive examination of relevant issue it has been decided that there should be no supersession in the matter of 'selection' (merit) promotion at any level. In keeping with the said decision, the following revised promotion norms/guidelines, *in partial modification (to the extent relevant for the purpose of these instructions) of all existing instructions of the subject* (as referred to in paragraph 1 above) are prescribed in the succeeding paragraphs for providing guidance to the Departmental Promotion Committees (DPCs).

3.1 Mode of promotion

In the case of 'selecion' (merit) promotion, the hitherto existing distinction in the nomenclature ('selection by merit' and 'selection-cum-seniority') is dispensed with and the mode of promotion in all such cases is rechristened as '*selection*' only. The element of selectivity (higher or lower) shall be determined with reference to the relevant bench-mark ('Very Good' or 'Good') prescribed for promotion.

3.2 'Bench-mark' for promotion

The DPC shall determine the *merit* of those being assessed for promotion with reference to the prescribed *bench-mark* and accordingly grade the officers as '*fit*' or '*unfit*' only. Only those who are graded '*fit*' (i.e. who meet the prescribed bench-mark) by the DPC shall be included and arranged in the select panel in order to their inter-se seniority in the feeder grade. Those officers who are graded '*unfit*' (in terms of the prescribed bench-mark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded '*fit*' (in terms of the prescribed bench-mark) by them DPC.

3.2.1. Although among those who meet the prescribed bench-mark, inter-se seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfilment of all the conditions laid down in the relevant Recruitment/Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.

3.3 Promotion to the revised pay-scale (grade) of Rs. 12,000-16,500 and above

- (i) The mode of promotion, as indicated in paragraph 3.1 above, shall be '*selection*'.
- (ii) The bench-mark for promotion, as it is now, shall continue to be '*very good*'. This will ensure element of higher selectivity in comparison to selection promotions to the grades lower than the aforesaid level where the bench-mark, as indicated in the following paragraphs, shall be '*good*' only.
- (iii) The DPC shall for promotions to said pay-scale (grade) and above, grade officers as '*fit*' or '*unfit*' only with reference to the bench-mark of '*very good*'. Only those who are graded as '*fit*' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, as already explained in paragraph 3.2 above, there shall be no supersession in promotion among those who are found '*fit*' by the DPC in terms of the aforesaid prescribed bench-mark of '*very good*'.

3.4 Promotion to grades below the revised pay-scale (grade) of Rs. 12,000-16,500 (including promotions from lower Groups to Group 'A' posts/grades/services)

- (i) The mode of promotion, as indicated in paragraph 3.1 shall be '*selection*'.
- (ii) The bench-mark for promotion, as it is now, shall continue to be '*good*'.
- (iii) The DPC shall for promotions to posts/grades/services in the aforesaid categories, grade officers as '*fit*' or '*unfit*' only with reference to the bench-mark of '*good*'. Only those who are graded as '*fit*' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, as already explained in paragraph 3.2 above, there shall be no supersession in promotion among those who are found '*fit*' by the DPC in terms of the aforesaid prescribed bench-mark of '*good*'.

3.5 Zone of consideration

The guidelines relating to the 'zone of consideration' in its existing form (twice the number of vacancies plus four) shall continue to have general application. However, in view of the modifications in promotion norms indicated in paragraph 3.3 above, the following stipulation [as is already applicable in the case of promotions below the revised pay-scale (grade) of Rs. 12,000-16,500/-*vide* DoP&T O.M. No.22011/8/98-Estt. (D) dated November 6, 1998] is also made in the regard to the zone of consideration for promotion to the revised pay-scale (grade) of Rs. 12,000-16,500 /- and above:

"while the zone of consideration would remain as already prescribed, the DPC, in the aforesaid category of cases, may assess the suitability of eligible employees in the zone of consideration (in the descending order) for inclusion in the panel for promotion up to a number which is considered sufficient against the number of vacancies. With regard to the number of employees to be included in the panel, the DPC may also be required to keep in view the instructions issued vide Department of Personnel and Training Office Memorandum No. 22011/18/87-Estt. (D) dated April 9, 1996 relating to norms for preparing extended panel for promotion. In respect of the remaining employees, the DPC may put a note in the minutes that "the assessment of the remaining employees in the zone of consideration is considered not necessary as sufficient number of employees with prescribed bench-mark have become available."

4. Provisions of the paragraph 1 (vii) of the DoP&T O.M.No.AB-14017/2/97-Estt. (RR) dated May 25, 1998 stand modified in accordance with these revised instructions. In addition to this, if the guidelines contained in this Office Memorandum come in conflict with the provisions of any other executive instructions (O.M.) issued by DoP&T on this subject, the same shall be taken to be modified to the extent provided herein.

5. The instructions contained in this Office Memorandum shall come into force from the date of its issue.

6. Ministries/Departments are requested to give wide circulation to these revised instructions for general guidance in the matter so that immediate steps are taken to amend the Service Rules/Recruitment Rules of various services/posts/grades so as to appropriately incorporate the mode of promotion as '*selection*' (in accordance with these instructions) in place of 'selection by merit' and 'selection-cum-seniority' (as was hitherto prescribed by the aforementioned O.M. dated March 27, 1997) as the case may be. The powers to amend Service Rules/Recruitment Rules in this regard are delegated to the Ministries/Departments. DoP&T need not be consulted to carry out the required amendments.

(ALOK SAXENA)

Deputy Secretary to the Government of India

To

All Ministries/Departments of the Government of India.

Copy to:—

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat, New Delhi.
5. The Lok Sabha Secretariat, New Delhi.
6. The Comptroller and Audit General of India, New Delhi.
7. The Union Public Service Commission, New Delhi with reference to their letter No. 10/7/2001-AU(C) dated 30.10.2001 (20 copies).
8. The Staff Selection Commission, New Delhi.
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
10. Establishment Officer & Secretary, ACC (10 copies) (Smt. Chitra Chopra).
11. All Officers and Sections in the Department of Personnel and Training.
12. Establishment (RR) Section, DoP&T (10 copies). They may also issue separate instructions in terms of the position indicated in paragraph 4 above.
13. Facilitation Centre, DoP&T-20 spare copies.
14. NIC (DoP&T Branch) for placing this Office Memorandum on the Website of DoP&T.
15. Establishment (D) Section, DoP&T (500 copies).

No. 35035/7/97-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi-110001
February 16, 2005

OFFICE MEMORANDUM

Subject:— DPC Guidelines—No supersession in promotions—regarding.

The undersigned is directed to refer to DoPT OM No. 35034/7/97-Estt. (D) dated 8.2.2002 on the above noted subject and to say that in accordance with the decision of the Government not to permit supersessions in promotions, all Ministries/Departments were requested to take immediate steps to amend the Service/Recruitment Rules of various services/posts/grades so as to appropriately incorporate the mode of promotion as 'selection' in place of 'selection by merit' and 'selection-cum-seniority', as the case may be, to bring them in conformity with the above decision of the Government and to make promotions accordingly. To facilitate the amendments to the relevant Service Rules/Recruitment Rules, consultation with DoPT before carrying out the required amendments was dispensed with.

2. It has been brought to the notice of this Department by the UPSC that the Ministries/Departments have not initiated action to amend the Service Rules/Recruitment Rules and the Commission is being requested to hold DPCs in accordance with existing Service Rules/Recruitment Rules which provide for supersessions. Accordingly, the Commission has decided that any proposal for DPC, which is received and is found to be against the revised policy instructions, will be returned to the Ministries/Departments. A proposal would be considered only when the relevant Service Rules/Recruitment Rules were amended as envisaged in the DoPT OM dated 8.2.2002.

4. As orders in the matter were issued almost 3 years back, a situation where the Rules have still not been amended in conformity with the above decision of the Government cannot be justified or allowed to continue. All Ministries/Departments are, accordingly, requested to ensure that they review all Recruitment/Service Rules and carry out amendments in conformity with the decision contained in DoPT O.M. dated 8.2.2002 through a time bound exercise.

5. A status report in this regard may be furnished to this Department latest by 31st May 2005. The decision of the UPSC may also be noted.

(ALOK SAXENA)
DIRECTOR

To

All Ministries/Departments of the Government of India.

Copy to:—

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
5. The Registrar General, Supreme Court of India.
6. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.

7. The Comptroller and Audit General of India, New Delhi.
8. Secretary, Union Public Service Commission w.r.t. his D.O No. F. 10/7/2001-AUC dated 4.1.2005.
9. Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for Scheduled Castes, New Delhi.
12. National Commission for Scheduled Tribes, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
15. Establishment Officer & A.S.
16. All Officers and Sections in the Department of Personnel and Training.
17. Director (CS), Lok Nayak Bhawan, Khan Market, New Delhi.
18. Facilitation Centre, DoP&T **(20 copies)**.
19. NIC (DoP &T) for placing this Office Memorandum on the Website of DoP&T
20. Establishment (D) Section **(200 copies)**.

No. 22011/3/2007-Estt. (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi
Dated 18th February 2008

OFFICE MEMORANDUM

Subject:-DPC Guidelines—Benchmark prescription for promotion at the level for JS and above—Revised Guidelines.

The undersigned is directed to invite reference to Department of Personnel and Training (DoPT) Officer Memorandum No. 35034/7/97 dated February 8.2.2002 which contains instructions on 'Benchmark' for assessment of performance and the manner in which select panel has to be arranged on the basis of *inter-se* seniority, subject to achievement of benchmark, for promotion to various levels of post/grade. Attention is also invited to the DOPT OM No./22011/5/86-Estt. (D) dated April 10, 1989 [as amended by OM No. 22011/5/91-Estt. (D) dated March 27, 1997], which contains instructions on Departmental Promotion Committees (DPCs) and related matter.

2. While considering a proposal of the Department of Revenue the ACC has observed that the benchmark of 'Very Good' in terms of instructions issued by the Department of Personnel and Training is applicable to all promotions at the level of Deputy Secretary and above. A natural corollary is that the benchmark prescription is adhered to rigorously as one goes up higher the ladder. Therefore, at the Joint Secretary and Additional Secretary level, the requirement should be of meeting the 'Very Good' benchmark without fail.

3. The observations of the ACC have been examined in consultation with the UPSC. In order to ensure greater selectivity at higher level of administration, the DPC may ensure that for the promotion to the scale of Rs. 18,400-22-400 and above, the prescribed benchmark of 'Very Good' is invariably met in all ACRs of five years under considerations. **The DPC, in terms of guidelines of this Department, is required to make its own assessment on the basis of entries in the CRs and not be guided merely by the overall grading.** In cases where the assessment by DPCs are apparently not in line with the grades in the ACRs the DPC should appropriately substantiate its assessment by giving reasons, so that the appointing authority could factor these while taking a view on the suitability of officer for promotion.

4. The instructions contained in this Office Memorandum shall come into force from the panel year 2008-09. Ministries/Departments are requested to give wide circulation to these revised instructions for general guidance in the matter.

(SMITA KUMAR)
Director (Establishment)

To

All Ministries/Departments of the Government of India.

Copy to:—

1. The President's Secretariat, New Delhi/Vice-President Sectt.
2. The Prime Minister's Office, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.
5. The Registrar General, Supreme Court of India.
6. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
7. The Comptroller and Audit General of India, New Delhi.

8. Secretary, Union Public Service Commission, New Delhi.
9. Staff Selection Commission, New Delhi.
10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
11. National Commission for SCs, New Delhi.
12. National Commission for STs, New Delhi.
13. National Commission for OBCs, New Delhi.
14. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi.
15. Establishment Officer & A.S.
16. Secretary, National Council (JCM), 13 Ferozeshah Road, New Delhi.
17. EO (ACC), DoPT w.r.t. demi-official letter No. 18/16/2007-EO(SM-II) dated 13.7.2007.
18. All officers and Sections in the Department of Personnel and Training.
19. All Officers and Sections in the Department of Personnel and Training.
20. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.
21. Establishment (D) Section (**200 copies**).
22. Facilitation Centre, DoP &T (**20 copies**).

No. 20034/5/2002-Estt. (D)

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi-110001
 August 4, 2004

OFFICE MEMORANDUM

Subject:—Promotion-validity of panel in the case of those who are on long leave.

The undersigned is directed to invite attention to this Department's Office Memorandum No. 22031/8/80-Estt. (D) dated the 28th September, 1981 (copy enclosed) on the above noted subject and to say that references are being received seeking to know whether persons on leave, other than on grounds of proven physical disability, who do not join the higher post while on leave, will be required to be considered afresh by a fresh DPC and how their seniority will be fixed.

2. It is clarified that if on the basis of empanelment for promotion against vacancies arising in a vacancy year, a promotion order contains name of a person who is on a sanctioned leave, a copy of the same is to be endorsed to the officer at his leave address by registered/speed post etc. along with necessary advice about the authority to whom he is to report for assuming charge of the higher post. If the officer assumes charge of the higher promotional post by curtailing leave, if necessary, within the currency of the vacancy year for which the panel is prepared, or within six months from the date of the promotion order, or before the last person borne on the panel is offered promotion without being required to be reassessed by a fresh DPC, whichever is later, the officer will not be required to be considered afresh by the next DPC and he will retain his seniority as per the position in the panel on the basis of which he has been promoted. If, however, he does not join to assume charge of the higher post within the period as specified above and continues to remain on long leave or seeks further extension of leave the order of promotion, in so far as the said officer is concerned, will become invalid and the officer will be required to be considered afresh by the next DPC held in the normal course after he joins his duty on expiry of the leave. His seniority on subsequent promotion will be as per the position in the fresh panel. This will equally apply to cases of promotion by mode of selection as well as non-selection. While referring the order of promotion to the officer on leave, it would be necessary to bring to his/her notice the above position.

3. Cases of persons on long leave due to 'proven physical disability' will, however, continue to be governed by the provisions of this Department's O.M. dated 28th September, 1981 *ibid*. Similarly, cases of persons on study leave/training will continue to be regulated as per the provisions of DPC guidelines *viz.* para 17.4.1 of DoPT O.M. No. 22011/5/86-Estt. (D) dated 10.4.1989.

4. Hindi version will follow.

(Alok Saxena)

Director

To

All Ministries/Departments of Government of India.

Copy to:—

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. Cabinet Secretariat, New Delhi.
4. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi.

5. The Registrar General, The Supreme Court of India.
 6. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi.
 7. The Comptroller and Auditor General of India, New Delhi.
 8. The Union Public Service Commission, (Shri P.K. Kailasa Babu, US) with reference to their letter No. 1/2/2004-S-II dated 21st June, 2004 (20 copies).
 9. The Staff Selection Commission, New Delhi.
 10. All attached offices under the Ministry of Personnel, Public Grievances and Pensions.
 11. National Commission for Scheduled Castes, New Delhi.
 12. National Commission for Scheduled Tribes, New Delhi.
 13. Secretary, National Council(JCM), 13, Ferozeshah Road, New Delhi.
 14. Stablishment Officer & A.S.
 15. National Commission for OBCs, New Delhi.
 16. All Officers and Sections in the Department of Personnel and Training.
 17. Facilitation Center, DoP&T (20 copies).
 18. Establishment (D) Section (200 copies).
-

No. 2/6/2009-Estt. (Pay II)

Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, 25th February, 2009.

OFFICEMEMORANDUM

Subject:—Deputation of Central Government Employees to ex-cadre posts under Central/State Governments and on Foreign Service to Central/State PSUs/Autonomous Bodies.

Reference is invited to this Department's O.M. No. 2/29/91-Estt. (Pay II) dated 5th January, 1994 which lays down the guidelines relating to deputation of Central Government Employees to ex-cadre posts under Central/State Governments and on Foreign Service to Central/State PSUs/Autonomous Bodies. Para 8 of the O.M. lays down the procedure of extension of deputation/foreign service beyond the period prescribed in the Recruitment Rules of the ex-cadre posts.

2. It has now been decided to revise the existing Para 8 of the O.M. dated 5th January, 1994 [read with O.M. No. 2/29/91-Estt. (Pay II) dated 20th June, 2006] relating to tenure of deputation as under:

8. Tenure of deputation/foreign service

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the RRs of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing Organisations may grant extension upto the 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations, with the approval of the Minister of Ministry/Department with which they are administratively concerned.

8.3 The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:—

- (i) where such extension is granted, it will be subject to the condition that no deputation (duty) allowance will be allowed beyond the fourth year, if the official concerned has opted to draw deputation (duty) allowance.
- (ii) the extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSC/State Public Service Commission and Appointment Committee of Cabinet (ACC).
- (iii) if the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless approval of the competent authority to grant further extension has been obtained.

No further extension shall be considered.

8.4 There shall be a mandatory "colling off" period of three years after every period of deputation/foreign service upto Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to State Government/State Government Organizations/Government of UTs/Government of UTs Organizations/International Organizations/Autonomous bodies, trusts, societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle and has not dealt with the borrowing organization in the last five years. Such deputation/foreign service shall be limited to a maximum period of seven years in the entire service of a Central Government servant.

8.6 If during the period of deputation/foreign service, on account of proforma promotion in the parent cadre under Next Below Rule or upgradation, the official concerned becomes entitled to a higher Pay Scale/Pay Band & Grade Pay in the parent cadre *vis-a-vis* that of the ex-cadre post, he will have the option either to continue in the deputation post (without availing of proforma promotion/upgradation) for the rest of the term or revert to his/her parent cadre within a period of six months. In case the official wishes to continue on the deputation post, there shall be no pay fixation based on the proforma promotion/upgradation and he will continue to draw the pay being drawn by him.

(Rita Mathur)

Director

To

All Ministries/Department (As per standard list attached)

No. 2/6/2009-Estt. (Pay II)

Dated the 25th February, 2008.

Copy to:—Director (NIC), Department of Personnel & Training, to upload the O.M. on this Department's website under the Head "Establishment (Pay)", Sub-Head "Deputation".

Copies also forwarded to:

1. The Comptroller & Auditor General of India and all States under his control. (With 400 spare copies)
2. Controller General of Accounts/Controller of Accounts, Ministry of Finance.
3. Secretaries to UPSC/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Vice President's Secretariat/Prime Minister's Office/Planning Commission.
4. Department of Personnel & Training (AIS Division)/JCA/Admn. Section.
5. Additional Secretary (Union Territories), Ministry of Home Affairs.
6. All State Governments and Union Territories.
7. Secretary, National Council (Staff Side), 13-C, Ferozeshah Road, New Delhi.
8. All Members of the Staff Side of the National Council of JCM/Departmental Council.
9. All Officers/Sections of the Department of Personnel & Training/Department of Administrative Reforms & Public Grievances/Department of Pension & Pensioners' Welfare.
10. Ministry of Finance, Department of Expenditure.
11. 50 spare copies.

(Rita Mathur)

Director

No. 6/8/2009-Estt. (Pay II)

**Government of India
Ministry of Personnel Public Grievances & Pensions
Department of Personnel & Training**

New Delhi the 17th June, 2010

OFFICE MEMORANDUM

Subject:—Transfer on deputation/foreign service of Central Government Employees to ex-cadre posts under the Central Government/State Governments/Public Sector Undertakings/Autonomous Bodies, Universities/UT Administration, Local Bodies etc. and vice-versa—Regulation of pay, Deputation (duty) Allowance, tenure of deputation/foreign service and other terms and conditions—regarding.

The undersigned is directed to refer to this Department's O.M. No. 2/29/91-Estt. (Pay II) dated 5th January, 1994 as amended/revised from time to time. A need has been felt to consolidate all these orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in supersession of OM dated 5.1.94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

2. Application

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Departments of Central Government or under the State Governments/Union Territories Administration/Local Bodies or under Central/State PSUs/Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign service of employees of State Government/local bodies etc. as well as PSUs/Autonomous Bodies of Central/State Governments as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under the orders for whom separate orders exist:—

- (a) Members of the All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;
- (b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;
- (c) Deputation to posts operated outside India;
- (d) Appointments of a specific category of employees to a specified class of posts, such as appointments made in the Personal Staff of Ministers etc., in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such special orders.
- (e) Appointments of the nature of deemed deputation or transfers to ex-cadre posts made in exigencies of service with the specific condition that no deputation (duty) allowance will be admissible — e.g. (i) interim arrangements in the event of conversion of a Government office/organisation or a portion thereof into a PSU/autonomous body or vice-versa; and (ii) appointments to the same post in another cadre.

3. Scope of Term 'deputation/foreign service'—Restrictions on treating an appointment as on deputation/foreign service.

3.1 The terms deputation/foreign service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/foreign service for the purposes of these orders:

- (a) appointment of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.
- (b) permanent appointment made by transfer.
- (c) temporary appointment made on the basis of personal requests of employees.
- (d) arrangements necessitated by staff imbalances arising on re-organisation of offices on the same or different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/an organisation where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance(s) including interim relief if any, admissible to a person in the parent cadre post exceeds the basic pay plus dearness allowance(s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre posts. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 *i.e.* Rs. 67,000. For example, if the ex-cadre post is in the Grade Pay of Rs. 4200, then the maximum would be Rs. 71200 *i.e.* Rs. 4200 plus Rs. 67000 (maximum of PB 4).

4. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation/foreign service to CPSEs, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprises *vide* O.M. dated 26.11.2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee *within one month* from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstances which will be effective from the date of occurrence of the same:

- (a) When he/she receives proforma promotion or is appointed to non-functional selection grade or upgradation of scale in the parent cadre;
- (b) When he/she is reverted to a lower grade in the parent cadre;
- (c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date.
- (d) Based on the revised/same option of the employee, in the event of proforma promotion/appointment to non-functional Selection Grade/revision/upgradation of scales of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note:— Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organisation shall not be an occasion for revision of the earlier option.

4.5 If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

5. Pay Fixation

5.1 When an employee on deputation/Foreign Service elects to draw pay in the scale of pay attached to the ex-cadre post, his/her pay may be fixed as under:

(i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay Band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay Band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs. 10000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs. 67000) plus the grade pay of the post held on deputation. In case the ex-cadre post is in the HAG or HAG+ pay scale, the Basic Pay, from time to time after pay fixation should not exceed Rs. 79000 or Rs. 80000 respectively.

(ii) In foreign service/Reverse Foreign Service

- (a) When the pay scale of the post in the parent cadre and that attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.
- (b) If the appointment is made to a post whose pay structure and/or DA pattern is dissimilar to that in the parent organisation, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim Relief etc., if any) with emoluments comprising of pay plus DA, ADA, Interim Relief etc., if any, admissible, in the borrowing organisation and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post(s) held on an earlier occasion(s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointment to a second or subsequent ex-cadre post(s) in a higher pay scale/grade pay than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scales of pay/Grade Pay attached to the ex-cadre posts.

Note-1: —The term parent post and basic pay means the post held on regular basis in the parent organisation and pay drawn/admissible in such a post respectively.

Note-2:—An officer who may be holding a higher post on adhoc basis in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on adhoc basis and proceeded on deputation/foreign service from his/her regular post. During the period of deputation/foreign service, he/she shall earn notional increments in the parent cadre post. On reversion, if he/she is re-appointed to the higher post on regular or adhoc basis his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior(s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. **Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weight all relevant**

considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note-3:—Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 and 6.1 of this O.M.

Note-4:—The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

6. Deputation (duty) Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

- (a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs. 2000 p.m.; and
- (b) In other cases, Deputation (Duty) allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs. 4000/- p.m.
- (c) The deputation (duty) allowance as above shall further be restricted as under:—

Basic pay, from time to time, plus deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4 (Rs. 67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs. 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus deputation (Duty) Allowance should not exceed Rs. 79000 and 80000 respectively.

Note:— Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from 1.9.2008.

Note: 1—The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.

Note: 2—Where there is no change in the headquarters with reference to the last post held the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1 If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organisation without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2 In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will be refixed as per 6.1(b).

7. Admissibility of pay, allowances and benefits while on deputation/foreign service

7.1 Any project allowance admissible in a project area in the borrowing organisation may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organisation should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to the post held by the employee in his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel and Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in that scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 **Increments**—The employee will draw increment in the parent cadre grade or in the scale of pay/grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale/grade pay of the deputation post. If he has opted for pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organisation for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 **Admissibility of allowances and benefits while on deputation/foreign service.**

- (a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organisation shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organisation.
- (b) Following allowances will be regulated with mutual consent of the lending and borrowing organisation:
 - (i) HRA/Transport Allowance.
 - (ii) Joining time and Joining Time Pay.
 - (iii) Travelling Allowances and Transfer T.A.
 - (iv) Children Education Allowance.
 - (v) LTC.
- (c) Following allowances/facilities will be regulated in accordance with the rules as explained against each:
 - (i) **Dearness Allowance**—The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organisation or in the lending organisation depending on whether he has opted to draw pay in the pay scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.
 - (ii) **Medical Facilities**—This will be regulated in accordance with the rules of the borrowing organisation.
 - (iii) **Leave**—An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organisation. If however an employee proceeds from vacation department to non-vacation department, or *vice-versa*, he shall be governed by Leave Rules of the borrowing organisation. At the time of reversion from the deputation post to the parent cadre, the borrowing organisation may allow him/her leave not exceeding two months. The employees should apply for further leave to his Cadre Controlling Authority.

7.7 **Leave Salary/Pension/NPS Contribution.**

- (i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and *vice-versa*, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organisation. Liability for pension/employee's contribution to CPF will be borne by the parent department, to which the officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.
- (ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/State Public Sector Undertakings and Autonomous Bodies/etc., leave salary contribution (except for the period of leave availed of on foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organisation to the Central Government.

- (iii) In cases of reverse deputation from Central Public Sector Undertakings/State Public Sector Undertakings/Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.
- (iv) In case of employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the Administrative Ministry/borrowing organisation may grant extension upto the 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organisations with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

8.3.1 The borrowing Ministries/Departments/Organisations may extend the period of deputation upto the fifth year where absolutely necessary in public interest, subject to the following conditions:

- (i) The extension would be subject to the prior approval of the lending organisation, the consent of the official concerned and wherever necessary, the approval of the UPSC/State Public Service Commission and Appointment Committee of Cabinet (ACC).
- (ii) If the borrowing organisation wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organisation, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.
- (iii) No further extension beyond the fifth year shall be considered.

8.3.2 Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A Central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organisations/Government of UTs/Government of UT's Organisations/Autonomous Bodies, Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/Pay Band & Grade Pay in the parent cadre *vis-a-vis* that of the ex-cadre post, the official shall complete his/her normal/extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

- (a) If the Grade Pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma promotion, he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.
- (b) If he draws the pay in the pay band + Grade Pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department + the Grade pay attached to it.

- (c) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band+Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DoPT OM No. 35034/3/2008-Estt. (D) dated 19th May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/Department and the employee concerned.

10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the **prior concurrence** of the Department of Personnel & training.

11. Date of Effect

These orders will take effect from 1.1.2006 and shall be applicable to all officers who were on deputation on 1.1.2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1.9.2008 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.

(Rita Mathur)
Director

To

All Ministries/Departments of the Govt. of India etc.
(As per standard list)

Copy to NIC: To upload the O.M. on the Department's website in "What's new" and also in "Establishment" sub-head "deputation".

RAJYA SABHA SECRETARIATPARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/1/2007-Perl.

Dated the 25th June, 2007

ORDER**Subject:—Creation/Reduction of temporary gazetted and non-gazetted posts in the Rajya Sabha Secretariat.**

The Chairman, Rajya Sabha has been pleased to accord sanction under Rule 3 (1) (b) of the Rajya Sabha Secretariat (Recruitment & Conditions of Service) Rules, 1957 for the creation/reduction of the following temporary gazetted and non-gazetted posts in various services in the Secretariat, as applicable, with immediate effect.

2. It has also been approved to introduce time-scale cadres with a combined strength in various services, as indicated below:—

Sl. No.	Existing Designation & Scale of Pay (in Rs.)	Revised Designation	Existing sanctioned strength	Revised Strength	No. of posts	
					Created	Reduced
Legislative, Financial, Executive and Administrative Service (LAFEAS)						
1.	Director (15100-400-18300)	No change	7	15	8	—
2.	Deputy Secretary (12750-375-16500)	Joint Director	8	38	9	—
3.	Under Secretary (12000-375-16500)	Deputy Director	21			
4.	Assistant Director - <i>newly created</i> (10000-325-15200)		—			
5.	Legislative/Committee/ Protocol/Executive Officer (8000-275-13500)	No change	47	56	9	—
6.	Senior Legislative/ Committee/Protocol/ Executive Assistant (7450-225-11500)	No change	87	151	—	10
7.	Legislative/Committee/ Protocol/Executive Assistant (6500-200-10500)	No change	74			
Legislative, Financial, Executive and Administrative Service (LAFFAS)						
8.	Senior Clerk (5000-150-8000)	No change	82	184	—	13
9.	Junior Clerk (4000-100-6000)	No change	115			

Sl. No.	Existing Designation & Scale of Pay (in Rs.)	Revised Designation	Existing sanctioned strength	Revised Strength	No. of posts	
					Created	Reduced
Library, Reference, Research, Documentation & Information Service (LARRDIS)						
10.	Joint Director (12750-375-16500)	No change	2	6	1	—
11.	Deputy Director (12000-375-16500)	No change	3			
12.	Assistant Director (10000-325-15200)	No change	4	8	—	—
13.	Research Officer (8000-275-13500)	No change	4			
Verbatim Reporting Service (VRS)						
14.	Principal Chief Parliamentary Reporter (15100-400-18300)	Director (Reporting)	1	2	1	—
15.	Chief Parliamentary Reporter (12750-375-16500)	Joint Director (reporting)	1	10	9	—
16.	Senior Parliamentary Reporter (12000-375-16500)	Deputy Director (Reporting)	10	21	11	—
17.	Parliamentary Reporter Grade-I (10650-325-15850)	<i>post to be abolished</i>	20	—	—	20
18.	Junior Parliamentary Reporter (8000-275-13500)	No change	4	9	5	—
Simultaneous Interpretation Service (SIS)						
19.	Principal Chief Parliamentary Interpreter (15100-400-18300)	Director (Interpretation)	1	2	1	—
20.	Chief Parliamentary Interpreter (12750-375-16500)	Joint Director (Interpretation)	1	2	1	—
21.	Senior Parliamentary Interpreter (12000-375-16500)	Deputy Director (Interpretation)	8	17	9	—
22.	Parliamentary Interpreter (10000-325-15200)	No change	15	4	—	11
23.	Junior Parliamentary Interpreter (8000-275-13500)	No change	2	5	3	—
Editorial & Translation Service (E&T)						
24.	Principial Chief Editor (15100-400-18300)	Director (E&T)	1	2	1	—

Sl. No.	Existing Designation & Scale of Pay (in Rs.)	Revised Designation	Existing sanctioned strength	Revised Strength	No. of posts	
					Created	Reduced
25	Chief Editor (12750-375-16500)	Joint Director (E & T)	1			
26	Senior Editor (12000-375-16500)	Deputy Director (E & T)	6	11	4	—
27	Editor (10000-325-15200)	Assistant Director (E & T)	13	52	8	—
28	Assistant Editor (8000-275-13500)	Editor	31			
Private Secretaries & Stenographic Service (PSS)						
29	Senior Principal Private Secretary (12750-375-16500)	Joint Director (PPS)	3	14	6	—
30	Principal Private Secretary (12000-375-16500)	Deputy Director (PSS)	5			
31	Senior Private Secretary (10000-325-15200)	No change	12	27	3	—
32	Private Secretary (8000-275-13500)	No change	12			
33	Personal Assistant (6500-200-10500)	No change	27	34	7	—
Printing & Publications Service (P&P)						
34	Controller of Printing & Publications (12750-375-16500)	Joint Director (P&P)	1	3	1	—
35	Assistant Controller of Printing & Publications (12000-375-16500)	Deputy Director (P&P)	1			
36	Assistant Director (P&P) (10000-325-15200)	<i>Newly created</i>		5	—	—
37	Manager of Printing (8000-275-13500)	Printing Officer	5			
Printing & Publications Service (P&P)						
38	Senior Printing Assistant (7450-225-11500)	No change	5	24	8	—
39	Printing Assistant (6500-200-10500)	No change	11			
40	Proof Reader (5000-150-8000)	No change	16	20	—	8
41	Junior Proof Reader (4500-125-7000)	No change	12			

Sl. No.	Existing Designation & Scale of Pay (in Rs.)	Revised Designation	Existing sanctioned strength	Revised Strength	No. of posts	
					Created	Reduced
42	Xerox Operator (4500-125-7000)	No change	10	12	2	—
43	Binder Grade-I (4500-125-7000)	No change	3	1	—	2
Watch & Ward, Door Keeping and Sanitation Service (W&W)						
44	Joint Director (S) (12750-375-16500)	No change	3	12	3	—
45	Deputy Director (S) (12000-375-16500)	No change	6			
46	Assistant Director (S) (10000-325-15200)	No change	8	23	—	3
47	Security Officer (8000-275-13500)	No change	18			
48	Senior Security Assistant (7450-225-11500)	No change	34	146	—	—
49	Security Assistant Grade-I (6500-200-10500)	No change	47			
50	Security Assistant Grade-II (5000-150-8000)	No change	65			
51	Sanitary Attendant Grade-I (3200-85-4900)	<i>Newly created</i>	—	51	—	—
52	Sanitary Attendant Grade-II (3050-75-3950-80-4590)	No change	14			
53	Farash (2750-70-3800-75-4400)	No change	20			
54	Sanitary Attendant Grade-III (2750-70-3800-75-4400)	No change	17			
Drivers & Despatch Riders Service (D&D)						
55	Staff Car Driver (Special Grade) (5500-175-9000)	No change	2	3	1	—
56	Staff Car Driver Grade -I (5000-150-8000)	No change	10	29	—	—
57	Staff Car Driver Grade-II (4500-125-7000)	No change	9			
58	Staff Car Driver (Ordinary Grade) (4000-100-6000)	No change	10			

Sl. No.	Existing Designation & Scale of Pay (in Rs.)	Revised Designation	Existing sanctioned strength	Revised Strength	No. of posts	
					Created	Reduced
Messenger Service						
59	Personal Attendant to Chairman (4000-100-6000)	Personal Attendant to Chairman	1	9	5	—
60	Senior Chamber Attendant (4000-100-6000)	Senior Chamber Attendant	3			
61	Chamber Attendant (3200-85-4900)	Attendant Grade-I/ Chamber Attendant	6	44	43	5
62	Attendant Grade-II (3050-75-3950-80-4590)	No change	95	179	—	43
63	Attendant Grade-III (2750-70-3800-75-4400)	No change	127			

The posts will be filled up on availability of eligible persons.

The additional posts are sanctioned upto 28th February, 2010. The necessary expenditure involved will be met from the sanctioned Budget Grants of the Secretariat.

SMT. AGNES MOMIN GEORGE
DIRECTOR

No. RS/1/2007-Perl.

Dated the 25th June, 2007

Copy to:—

1. The Pay & Accounts Officer, Rajya Sabha
2. Estt. (A/Cs) & Budget Section
3. Estt. (G) Section
4. Gradation List File
5. D.G.A.C.R. (CAP), New Delhi

SMT. AGNES MOMIN GEORGE
DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 26th November, 2009

RECRUITMENT AND CONDITIONS OF SERVICE ORDER

(No. 5/2009)

SUBJECT:—Scheme in *in situ* promotion

In exercise of the powers conferred by sub-rule (2) of Rule 4 and Rule 5 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, the Chairman, Rajya Sabha, hereby, makes the following Order amending the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, with immediate effect, namely:-

1. Short title

This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) (Amendment) Order, 2009.

2. Amendment of the Order

In the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, below Para 6-6A of the Rajya Sabha Secretariat Recruitment and Conditions of Service Order dated 25th August, 2009, the following shall be inserted:—

6B. *In situ* promotion

- (i) *In situ* promotions as provided herein will only be available for promotion upto the grade of Joint Director or equivalent in any Service of the Secretariat.
- (ii) A person holding a post in any grade may be promoted to the next higher grade in his/her line of promotion on *in situ* basis on completion of 8.5 years of service in the grade in which he/she is working or 13.5 years of combined service in the grade in which he/she is working and the grade immediately lower to that, whichever is less.
- (iii) Where juniors who have completed their qualifying/eligibility service for *in situ* promotion are being considered for *in situ* promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service for *in situ* promotion by more than half of such service and have completed the prescribed residency period in their present grade, for *in situ* promotion alongwith their juniors who have already completed such service.
- (iv) The *in situ* promotion as provided in (ii) above, is to be made only when the person is assessed fit for promotion with reference to the prescribed benchmark for promotion to the higher grade and has completed the prescribed residency period in his present grade and is eligible for regular promotion to the higher grade as per recruitment rules.
- (v) On such *in situ* promotion, the post held by the person, shall stand temporarily upgrade to the next higher grade. The upgradation shall be personal to the person concerned and the post shall revert back to its original grade once the person gets adjusted against a regular vacancy in the grade to which he/she has been promoted on *in situ* basis or on his/her vacating the post on account of retirement, resignation or any other reason.
- (vi) The person promoted on *in situ* basis may be required to perform duties of the post from which he/she was so promoted till such time he/she gets adjusted against a regular vacancy in the grade to which he/she has been promoted on *in situ* basis.
- (vii) The service rendered by a person promoted on *in situ* basis in a grade shall count for promotion to the next higher grade but the promotion to next higher grade shall be made only after the person promoted on *in situ* basis gets adjusted against a regular vacancy in the grade.

- (viii) The regular vacancies in a grade arising from time to time shall be filled in accordance with the recruitment rules and other applicable instructions. The persons promoted on *in situ* basis shall be adjusted against regular vacancies in the grade as and when they would have been promoted against such vacancies but for their *in situ* promotion. To the extent, such persons are adjusted against regular vacancies, these shall be deemed to have been filled up by promotion.
- (ix) For purposes of seniority, the persons promoted on *in situ* basis to any grade in any year shall be ranked in order of their seniority below the last person appointed to that grade against vacancies of that year or carried forward vacancies of previous years. The slots in the seniority list in subsequent year against which such persons would have been promoted but for their *in situ* promotion, shall be left vacant. However, for purposes of reservation where applicable and for determination of the remaining vacancies to be filled by promotion quota, the vacancies against which such persons would have been promoted but for their *in situ* promotion, shall be deemed to have been notionally filled by such persons for such purposes.

V. K. AGNIHOTRI
SECRETARY-GENERAL

No. RS/14/2009-Perl.

Dated the 26th November, 2009

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Gradation List File
6. DGACR, (CAP), New Delhi
7. All Officers/Sections/PSs/PAs etc. & Pay & Accounts Office, Rajya Sabha

(D. B. SINGH)
JOINT SECRETARY

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/14/2009-Perl.

Dated the 26th November, 2009

RECRUITMENT AND CONDITIONS OF SERVICE ORDER
(NO. 6/2009)

SUBJECT:—Introduction of time scale promotions in the Verbatim Reporting Service and Simultaneous Interpretation Service.

The Hon'ble Chairman, Rajya Sabha has approved the introduction of combined cadre strength in the following grades in the Verbatim Reporting Service and Simultaneous Interpretation Service with time-scale promotions within the combined cadre, subject to completion of minimum period of service prescribed for promotion and fitness for promotion, as indicated below:—

Sl. No.	Designation & Pay Band (in Rs.)	Existing sanctioned Strength	Revised Strength
VERBATIM REPORTING SERVICE			
1.	Junior Parliamentary Reporter PB-3 (Rs. 15600-39100 + GP 5400)	9	14
2.	Parliamentary Reporter PB-3 (Rs. 15600-39100 + GP 6600)	5	
3.	Deputy Director (Reporting) PB-3 (Rs. 15600-39100 + GP 7600)	21	31
4.	Joint Director (Reporting) PB-3 (Rs. 15600-39100 + GP 8000)	10	
SIMULTANEOUS INTERPRETATION SERVICE			
1.	Junior Parliamentary Interpreter PB-3 (Rs. 15600-39100 + GP 5400)	5	9
2.	Parliamentary Interpreter PB-3 (Rs. 15600-39100 + GP 6600)	4	
3.	Deputy Director (Interpretation) PB-3 (Rs. 15600-39100 + GP 7600)	13	19
4.	Joint Director (Interpretation) PB-3 (Rs. 15600-39100 + GP 8000)	6	

S. RANGARAJAN
DEPUTY DIRECTOR

No. RS/14/2009-Perl.

Dated the 26th November, 2009

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. P.S. to Secretary-General
3. P.S. to Secretary
4. P.A. to JS (D)

5. Gradation List File
6. Estt. (G) Section
7. Estt. (A/Cs) & Budget Section
8. All Officers/Sections/PSs/PAs etc. and
Pay and Account Office, Rajya Sabha
9. D.G.A.C.R. (CAP), New Delhi

(S. RANGARAJAN)
DEPUTY DIRECTOR

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 15th January, 2010

**RECRUITMENT AND CONDITIONS OF SERVICE ORDER
(No. 1/2010)**

SUBJECT:—Assured Financial Upgradation Scheme.

In exercise of the powers conferred by sub-rule (2) of Rule 4 and Rule 5 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, the Chairman, Rajya Sabha, hereby, makes the following Order amending the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, with immediate effect, namely:—

1. Short title

This Order may be called the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) (Amendment) Order, 2010.

2. Amendment of the Order

In the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 2009, below Para-6B of the Rajya Sabha Secretariat Recruitment and Conditions of Service Order dated 25th August, 2009, the following shall be inserted:—

6C. Assured Financial Upgradation Scheme

- (i) An employee shall be eligible for consideration for financial upgradation under the Scheme of Assured Financial Upgradation if he/she is holding on regular basis a post included in *Appendix-1* of this Order.
- (ii) An employee eligible for financial upgradations under the Scheme may be given *three financial upgradations* with reference to the scale of a post specified in the *Appendix-1* of this Order as under:—
 - (a) On completion of 8.5 years of regular service in a post included in *Appendix-1* of this Order, the employees may be given 1st financial upgradation i.e., placed in a scale which is one stage higher to the scale of his/her post.
 - (b) On completion of 17 years of regular service in a post included in *Appendix-1* of this Order, the employee may be given 2nd financial upgradation i.e., placed in scale which is two stages higher to the scale of his/her post.
 - (c) On completion of 25.5 years of regular service in a post included in *Appendix-1* of this Order, the employee may be given 3rd financial upgradation i.e., placed in a scale which is three stages higher to the scale of his/her post.
- (iii) No employee would, however, be eligible for consideration for any financial upgradation if he has already got *4 or more promotions and/or financial upgradations* since his/her joining in the Secretariat. Appointment to a post through limited departmental examination would, for this purpose, also constitute a promotion.
- (iv) The hierarchy of various scales shall be in order as mentioned in *Appendix-2* of this Order. The difference between the serial numbers of the two scales shall indicate the number of stages by which one scale is higher than the other scale.
- (v) Where a junior who has completed the requisite service is being considered for a financial upgradation, his/her senior shall also be considered for the financial upgradation to the same scale of pay irrespective of his/her eligibility for such financial upgradation provided he/she is not short of the requisite service by more than half of such service.
- (vi) The financial upgradation under this Scheme is to be given only when the person is assessed fit for such financial upgradation.

- (vii) The person on being given financial upgradation shall continue to perform duties which he/she was required to perform before he/she was given financial upgradation or such other duties as may be assigned to him/her from time to time.
- (viii) The person on financial upgradation would be entitled to the benefit of pay fixation as is available to him/her at the time of regular promotion.

V. K. AGNIHOTRI
SECRETARY-GENERAL

No. RS/14/2010-Perl.

Dated the 15th January, 2010

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Gradation List File
6. DGACR, (CAP), New Delhi
7. All Officers/Sections/PSs/PAs etc. &
Pay and Accounts Office, Rajya Sabha

(D. B. SINGH)
JOINT SECRETARY

Posts qualifying for Assured Financial Upgradation Scheme, 2010

Sl. No.	Posts
1.	Staff Car Driver (Special Grade)
2.	Cameraman
3.	Reprographer
4.	Binder Grade-I
5.	Despatch Rider
6.	Personal Attendant to Chairman/Senior Chamber Attendant
7.	Light Assistant
8.	Sanitary Attendant Grade-I
9.	Bearer
10.	Cleaner-cum-Helper

HIERARCHY OF SCALES OF PAY

Sl. No.	Name of Pay Band	Pay Band	Grade Pay
(i)	Pay Band-1	Rs. 5200-20200	1900
(ii)	Pay Band-1	Rs. 5200-20200	2000
(iii)	Pay Band-1	Rs. 5200-20200	2200
(iv)	Pay Band-1	Rs. 5200-20200	2400
(v)	Pay Band-1	Rs. 5200-20200	2800
(vi)	Pay Band-2	Rs. 9300-34800	4200
(vii)	Pay Band-2	Rs. 9300-34800	4600
(viii)	Pay Band-2	Rs. 9300-34800	4800
(ix)	Pay Band-3	Rs. 15600-39100	5400
(x)	Pay Band-3	Rs. 15600-39100	6600

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA PART I
SECTION 2.

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the.....

NOTIFICATION

No.RS/File No./Notification No.-Perl.—The Hon'ble Chairman, Rajya Sabha has been pleased to appoint [*Name of the individual*], [*Name of the feeder grade*] in the Rajya Sabha Secretariat to officiate in the grade of [*Name of the promotional grade*] in the Pay Band- of Rs. + Grade Pay of Rs. plus usual allowances as admissible under the rules, on regular basis in that Secretariat with effect from the forenoon of and until further orders.

Sd/-

**(NAME OF OFFICER)
DESIGNATION**

To,

**The Manager,
Government of India Press,
Faridabad.**

No.RS/File No./Notification No.-Perl.

Dated the-----

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S.(D)
5. Individual concerned
6. Notification Book
7. Gradation List File
8. Estt. (G) Section
9. Estt. (A/Cs) & (Budget) Section
10. G.A. Section
11. Notice Office
12. Stores Section
13. M.S. & A. Section
14. CPIC, Parliament House
15. D.G.A.C.R (CAP), New Delhi
16. All Officers/Sections/P.S.s/P.A.s and
Pay & Accounts Office, Rajya Sabha

— He/she is required to exercise his/her option for Fixation of pay within one month.

**(NAME OF OFFICER)
DESIGNATION**

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA PART I
SECTION 2.

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the.....

NOTIFICATION

No.RS/File No./Notification No.-Perl. —The Hon'ble Chairman, Rajya Sabha has been pleased to appoint [*Name of the individual*], [*Name of the feeder grade*] in the Rajya Sabha Secretariat to officiate on *ad-hoc* basis in the grade of [*Name of the promotional grade*] in the Pay Band- of Rs. + Grade Pay of Rs. plus usual allowances as admissible under the rules, on regular basis in that Secretariat with effect from the forenoon of and until further orders.

2. The service rendered on *ad-hoc* basis by the above-mentioned individual in the grade of [*Name of the promotional grade*] will not be counted for the purpose of seniority in that grade and for eligibility for promotion to the next higher grade.

Sd/-
(NAME OF OFFICER)
DESIGNATION

To,

**The Manager,
Government of India Press,
Faridabad.**

No.RS/File No./Notification No.-Perl.

Dated the

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S.(D)
5. Individual concerned
6. Notification Book
7. Gradation List File
8. Estt. (G) Section
9. Estt. (A/Cs) & (Budget) Section
10. G.A. Section
11. Notice Office
12. Stores Section
13. M.S. & A. Section
14. CPIC, Parliament House
15. D.G.A.C.R (CAP), New Delhi
16. All Officers/Sections/P.S.s/P.A.s and
Pay & Accounts Office, Rajya Sabha

(NAME OF OFFICER)
DESIGNATION

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the—————

OFFICE ORDER PART II NO. / [Year]—PERSONNEL

[Name of the individual], [Name of the feeder grade] has been appointed to officiate in the grade of [Name of the promotional grade] in this Secretariat in the Pay Band—of Rs.———+ Grade pay of Rs.———plus usual allowances as admissible under the rules, on regular basis, with effect from the forenoon of the———and until further orders.

(NAME OF OFFICER)
DESIGNATION

No.RS/File No.-Perl.

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Individual concerned
6. Office Order Book
7. Gradation List File
8. Stores Section
9. Notice Office
10. Estt. (G) Section
11. Estt. (A/Cs) & Budget Section
12. CPIC, Parliament House
13. G.A. Section
14. M.S. & A. Section
15. All Officers/Sections/P.S.s/P.A.s and Pay & Accounts Office, Rajya Sabha

— He/she is required to exercise his/her option for Fixation of pay within one month.

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the _____

OFFICE ORDER PART II NO. / [Year]—PERSONNEL

[Name of the individual], [Name of the feeder grade] has been appointed to officiate in the grade of [Name of the promotional grade] on *ad-hoc* basis against *ad-hoc* vacancies in the Pay Band— of Rs. _____ + Grade pay of Rs. _____ plus usual allowances as admissible under the rules, with effect from the forenoon of the _____ and until further orders.

2. The service rendered on *ad-hoc* basis by the above-mentioned individual in the grade of [Name of the promotional grade] will not be counted for the purpose of seniority in that grade and for eligibility for promotion to the next higher grade.

(NAME OF OFFICER)
DESIGNATION

No.RS/File No.-Perl.

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Individual concerned
6. Office Order Book
7. Gradation List File
8. Stores Section
9. Notice Office
10. Estt. (G) Section
11. Estt. (A/Cs) & Budget Section
12. CPIC, Parliament House
13. G.A. Section
14. M.S. & A. Section
15. All Officers/Sections/P.S.s/P.A.s and Pay and Accounts Office, Rajya Sabha

FORM GFR 33

(See Rule 78)

***Certificate of transfer of charge**

Certified that I/We have in the forenoon/afternoon of this day respectively made over and received charge of the office of—
 _____in pursuance of Order No. _____dated _____.

Relieved Officer

Signature _____

(Name in Block Letters)

Designation _____

Station _____

Date _____

Relieving Officer

Signature _____

(Name in Block Letters)

Designation _____

Station _____

Date _____

(For use in Audit Office/PAO only)

Noted in A/R at page _____

SO/AAO/AO/PAO

Noted in A/R at page _____

SO/AAO/AO/PAO

Forwarded _____

Note: Separate certificate in Form GFR 33 (Appendix) also to be used where transfer/assumption of charge involves responsibilities for Cash, Stores etc.

* Amended *vide* Ministry of Finance, Department of Expenditure O.M. No. 15(3)-E.II(A)/98 dated 27.11.98

*Sample Note in case of promotion to grades, which is vacancy based***PERSONNEL SECTION**

The proposal pertains to promotions to the posts of *[Post Name]* in the *[Name of Service]*.

[POST NAME]

2. The cadre strength in the grade of *[Post Name]* is———. At present, there are———incumbents in position in the grade and———regular vacancies in the grade.———*ad-hoc* vacancies are also available in the grade due to———(deputation/leave etc.).

3. As per the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, vacancies in the grade of——— *[Post Name]*———are to be filled as under:—

" [Relevant Recruitment Rule of the Post] "

4. The requisite details in respect of the seniormost eligible persons in the feeder grade of——— are as under:—

Sl. No.	Name	Date of appointment as		Date of completion of——— yrs. service in the feeder grade or ——yrs. combined service in the grades of —— <i>[Feeder Grade]</i> —— & —— <i>[Immediate lower grade of Feeder Grade]</i> ——
		<i>[Feeder Grade]</i>	<i>[Immediate lower grade of feeder grade where combined service applicable]</i>	
1.				
2.				
3.				

5. It may be mentioned that the above-mentioned persons fulfil the requisite eligibility service (——yrs. in the feeder grade or——yrs. combined service in the feeder grade and immediate lower grade of feeder grade) (*as applicable*) and also the directive of the Hon'ble Chairman, Rajya Sabha that an officer should complete 2 years service in the feeder grade to become eligible for promotion to the next higher grade.

6. The Departmental Promotion Committee for Gazetted/Non-Gazetted posts (*as applicable*) at its meeting held on considered the ACRs and service records of S/Shri, Smt. and observed that S/Shri, Smt. fulfilled the requisite benchmark of 'Very Good'/'Good' (*as applicable*) and recommended them 'fit' for promotion to the grade of (*Any other relevant case-specific matters in the Minutes are also included in the note*).

7. There are no vigilance/disciplinary proceedings either pending or being contemplated against any of the above-mentioned persons being considered for promotion.

8. The above-said promotion being within Group 'A', post-based promotion roster is not applicable. (*in case of promotion within Group 'A' Gazetted posts*)

(OR)

The vacancies fall against roster point No.s and (*Category*) of the post based roster for promotion to the grade of The SC/ST representation in the grade is fulfilled. (or) There is a shortage of SC and ST candidates in the grade, out of which SC and ST

shortages will be fulfilled by the promotion of S/Shri/Smt. and However, there are no other eligible SC/ST candidates in the normal/extended zone of consideration. (*in case of promotion to the lowest rung of Group 'A' and in Non-Gazetted posts*)

9. A statement showing the gradings earned by the above-mentioned persons for the last five years alongwith their CR dossiers are placed below for perusal.

10. It is therefore, proposed that S/Shri, Smt. [Feeder Grade] may be promoted to the grade of [Promotional Grade] on regular basis/ad-hoc basis (*as applicable*) w.e.f. the date of occurrence of vacancy/date of eligibility/date of orders of the Hon'ble Chairman, Rajya Sabha/ Secretary-General (*whichever is applicable*).

11. Since the proposed promotions are within Group 'A' and from Group 'B' to the lowest rung of Group 'A', orders of the Hon'ble Chairman, Rajya Sabha, the Competent Authority are to be obtained. (*where applicable*)

12. Accordingly, orders of the Hon'ble Chairman, Rajya Sabha (*in case of promotion to Group 'A' Gazetted posts*)/ Secretary-General (*in case of promotion to Non-Gazetted posts*) are solicited for the following proposals w.e.f. the date of orders/date of occurrence of vacancy/date of eligibility (*whichever is applicable*):—

- (i) Promotion of S/Shri, Smt.[Feeder Grade] to the grade of [Promotional Grade] in the Pay Band [No.] of Rs. on regular basis against the existing/anticipated regular vacancies in the grade; [*in r/o promotion within Group 'A' where reservation roster is not applicable*]

(OR)

Promotion of S/Shri, Smt.[Feeder Grade] to the grade of[Promotional Grade]..... in the Pay Band [No.] of Rs. on regular basis against the roster point No.s & (Category) of the post-band roster for promotion against the existing/anticipated regular vacancies in the grade; and

(*in r/o promotion to the lowest rung of Group 'A' and Non-Gazetted posts, where reservation roster is applicable*)

- (ii) Promotion of S/Shri, Smt.[Feeder Grade]..... to the grade of[Promotional Grade]..... in the Pay Band [No.] of Rs. on ad-hoc basis against the ad-hoc vacancies in the grade.

Submitted.

Sample Note is case of promotion of grades with combined cadre strength, which is time-bound

PERSONNEL SECTION

The proposal pertains to promotion to the posts of [Post Name] in the [Name of Service].

2. As per the R&CS Order dated 25th June, 2007, wherever combined cadre strength of two or more grades in various services has been prescribed, time scale promotions would be applicable in these grades within the combined cadre strength subject to completion of minimum period of service in the lower grade and fitness for promotion.

[POST NAME]

3. The combined cadre strength in the grades of[Grade-I] and [Grade-II] is—.At present, there are incumbents in position in the grade of [Grade-I] and incumbents in position in the grade of [Grade-II] As per time-scale based promotion, persons in the feeder grade of are eligible for promotion to the grade of [Grade-I]

4. As per the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, vacancies in the grade of[Post Name]..... are to be filled as under:—

"[Relevant Recruitment Rule of the Post]"

5. The requisite details in respect of the seniormost eligible persons in the feeder grade of are as under:—

Sl. No.	Name	Date of appointment as		Date of completion of _____ yrs. service in the feeder grade or _____ yrs. combined service in the grades of —[Feeder Grade]— & — [Immediate lower grade of Feeder Grade]—
		[Feeder Grade]	[Immediate lower grade of feeder grade] where combined service applicable	
1.				
2.				

6. It may be mentioned that the above-mentioned persons fulfil the requisite eligibility service of (..... yrs. in the feeder grade or yrs. combined service in the feeder grade and immediate lower grade of feeder grade) (as applicable) and also the directive of the Hon'ble Chairman, Rajya Sabha that an officer should complete 2 years service in the feeder grade to become eligible for promotion to the next higher grade.

7. The Departmental Promotion Committee for Gazetted/Non-Gazetted posts (as applicable) at its meeting held on considered the ACRs and service records of S/Shri,, Smt. and observed that Shri/Smt. fulfilled the requisite benchmark of 'Very Good'/'Good' (as applicable) and recommended 'fit' for promotion to the grade of (Any other relevant case-specific matters in the Minutes are also included in the note).

8. There are no vigilance/disciplinary proceedings either pending or being contemplated against any of the above-mentioned persons being considered for promotion.

9. A statement showing the gradings earned by the above-mentioned persons for the last five years alongwith their CR dossiers are placed below for perusal.

10. It is therefore, proposed that S/Shri,, Smt.,[Feeder Grade]..... may be promoted to the grade of[Promotional Grade]..... on regular basis w.e.f. the dates of their respective eligibility, i.e., & respectively.

11. Since the proposed promotions are within Group 'A' and from Group 'B' to the lowest rung of Group 'A', orders of the Hon'ble Chairman, Rajya Sabha, the Competent Authority are to be obtained. (*where applicable*)

12. Accordingly, orders of the Hon'ble Chairman, Rajya Sabha (*in case of promotion to Group 'A' Gazetted posts*)/ Secretary-General (*in case of promotion to Non-Gazetted posts*) are solicited for the promotion of S/Shri,

Smt.,[Feeder Grade] to the grade of [Promotional Grade] in the Pay Band [No.] of Rs., on regular basis *w.e.f.* the dates of their respective eligibility, *i.e.*, & respectively.

NOTE: The sample notes at Annexures-II to IV are prototypes of the notes regarding promotion proposals placed on the file by Personnel Section and are subject to modifications depending on the specifics of each case submitted for promotion.

*Sample Note in case of promotion to the lower grade of the grades with combined cadre strength,
which is vacancy based*

PERSONNEL SECTION

The proposal pertains to promotion to the posts of *[Post Name]* in the *[Name of Service]*.

2. As per the R&CS Order dated 25th June, 2007, wherever combined cadre strength of two or more grades in various services has been prescribed, time scale promotions would be applicable in these grades within the combined cadre strength subject to completion of minimum period of service in the lower grade and fitness promotion.

[POST NAME]

3. The combined cadre strength in the grades of *[Grade-I]* and *[Grade-II]* is At present, there are incumbents in position in the grade of *[Grade-I]* and incumbents in position in the grade of *[Grade-II]* Accordingly, regular vacancies are available in the grade of *[Grade-II]*

Out of these vacancies, vacancies fall under promotion quota and under direct recruitment/departmental quota. (*Where recruitment rules provide for more than one method of recruitment*) *ad-hoc* vacancies are also available in the grade due to the (deputation/leave etc.).

4. As per the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, vacancies in the grade of *[Post Name]* are to be filled as under:—

"[Relevant Recruitment Rule of the Post]"

5. The requisite details in respect of the seniormost eligible persons in the feeder grade of are as under:—

Sl. No.	Name	Date of appointment as		Date of completion of _____ yrs. service in the feeder grade or _____ yrs. combined service in the grades of — <i>[Feeder Grade]</i> — & — <i>[Immediate lower grade of Feeder Grade]</i> —
		<i>[Feeder Grade]</i>	<i>[Immediate lower grade of feeder grade] where combined service applicable</i>	
1.				
2.				
3.				

6. It may be mentioned that the above-mentioned persons fulfil the requisite eligibility service of (..... yrs. in the feeder grade or yrs. combined service in the feeder grade and immediate lower grade of feeder grade) (*as applicable*) and also the directive of the Hon'ble Chairman, Rajya Sabha that an officer should complete 2 years service in the feeder grade to become eligible for promotion to the next higher grade.

7. The Departmental Promotion Committee for Gazetted/Non-Gazetted posts (*as applicable*) at its meeting held on considered the ACRs and service records of S/Shri, Smt. and observed that S/Shri, Smt.

fulfilled the requisite benchmark of 'Very Good'/'Good' (*as applicable*) and recommended them 'fit' for promotion to the grade of (***Any other relevant case-specific matters in the Minutes are also included in the note.***)

8. There are no vigilance/disciplinary proceedings either pending or being contemplated against any of the above-mentioned persons being considered for promotion.

9. The above-said promotion being within Group 'A', post-based promotion roster is not applicable. (***in case of promotion within Group 'A' Gazetted posts***)

(OR)

The vacancies fall against roster point Nos. and (Category) of the post based roster for promotion to the grade of The SC/ST representation in the grade is fulfilled. (**or**) There is a shortage of SC and ST candidates in the grade, out of which SC and ST shortages will be fulfilled by the promotion of S/Shri and However, there are no other eligible SC/ST candidates in the normal/extended zone of consideration (**in case of promotion to the lowest rung of Group 'A' and in Non-Gazetted posts**)

10. A statement showing the gradings earned by the above-mentioned persons for the last five years alongwith their CR dossiers are placed below for perusal.

11. It is therefore, proposed that S/Shri, Smt., [Feeder Grade] may be promoted to the grade of [Promotional Grade] on regular/*ad-hoc* basis (*as applicable*) *w.e.f.* the date of occurrence of vacancy/date of eligibility/date of orders of the Hon'ble Chairman, Rajya Sabha/Secretary-General (*whichever is applicable*).

12. Since the proposed promotions are within Group 'A' and from Group 'B' to the lowest rung of Group 'A', orders of the Hon'ble Chairman, Rajya Sabha, the Competent Authority are to be obtained. (*where applicable*)

13. Accordingly, orders of the Hon'ble Chairman, Rajya Sabha (*in case of promotion to Group 'A' Gazetted posts*)/ Secretary-General (*in case of promotion to Non-Gazetted posts*) are solicited for the following proposals *w.e.f.* the date of orders/date of occurrence of vacancy/date of eligibility (*whichever is applicable*):—

- (i) Promotion of S/Shri, Smt., [Feeder Grade] to the grade of [Promotional Grade] in the Pay Band [No.] of Rs. on regular basis against the existing/anticipated regular vacancies in the grade; (*in r/o promotion within Group 'A' where reservation roster is not applicable*).

(OR)

Promotion of S/Shri, Smt., [Feeder Grade] to the grade of [Promotional Grade] in the Pay Band [No.] of Rs. on regular basis against the roster point No.s & (Category) of the post-based roster for promotion against the existing/anticipated regular vacancies in the grade; and

(*in r/o promotion to the lowest rung of Group 'A' and Non-Gazetted posts, where reservation roster is applicable*)

- (ii) Promotion of S/Shri, Smt., [Feeder Grade] to the grade of [Promotional Grade] in the Pay Band [No.] of Rs. on *ad-hoc* basis against the *ad-hoc* vacancies in the grade.

Submitted.

No. 20011/5/90-Estt.(D)

GOVERNMENT OF INDIA

Ministry of Personnel, P.G. & Pensions

(Department of Personnel and Training)

New Delhi, the 4 November, 1992

OFFICE MEMORANDUM

Subject: Delinking seniority from conformation

The seniority of Government servants is determined in accordance with the general principles of seniority contained in MHA OM No. 9/11/55-RPS dated 22.12.59 (copy enclosed). One of the basic principles enunciated in the said OM is that seniority follows confirmation and consequently permanent officers in each grade shall rank senior to those who are officiating in that grade.

2. This principle has been coming under judicial scrutiny in a number of cases in the past; the last important judgement being the one delivered by the Supreme Court on 2.5.90 (JT-1990(2)SC-264) in the case of Class II Direct Recruits Engineering Officers association vs. State of Maharashtra. In para 47(A) of the said judgement the Supreme Court has held that once an incumbent is appointed to a post according to rule, his seniority has to be counted from the date of his appointment and not according to the date of his confirmation.

3. The general principle of seniority mentioned above has been examined in the light of the judicial pronouncement referred to above and it has been decided that seniority may be delinked from confirmation as per the directive of the Spureme Court in para 47(A) of its judgement dated 2.5.90. Accordingly in modification of the general principle 3, proviso to general principle 4 and proviso to general principle 5(i) contained in MHA (now DoPT) O.M. No. 9/11/55-RPS dated 22.12.59 and para 2.3 of this Department O.M. dt. 3.7.86 (copy enclosed) it has been decided that seniority of a person regularly appointed to a post according to rule would be determined by the order of merit indicated at the time of initial appointment and not according to the date of his confirmation.

4. These orders shall take effect from the date of issue of this Office Memorandum. Seniority already determined according to the existing principles on the date of issue of these orders will not be reopened even if in some cases seniority has already been challenged or is in dispute and it will continue to be determined on the basis of the principles already existing prior to the date of issue of these orders.

5. All Ministries/Departments therefore requested to bring these instructions to the notice of all concerned for guidance and compliance.

(Y.G.PARANDE)
DIRECTOR

To

All Ministries/Departments etc.

Copy to:—

1. Comptroller and Auditor General of India.
2. Rajya Sabha Sectt./Lok Sabha Sectt.
3. UPSC (with 10 spare copies).
4. All Union Territory Administrations.
5. All attached/subordinate offices under the DoPT.
6. Commissioner for SC/ST, New Delhi.
7. Secratary, Staff Side, National Council (JCM), 9 Ashoka Road, New Delhi.
8. All Sections.
9. 200 spare copies for Estt. (D).

RAJYA SABHA SECRETARIAT

TO BE PUBLISHED
IN THE GAZETTE
OF INDIA PART 1
SECTION 2.

PARLIAMENT HOUSE ANNEXE,
NEW DELHI

Dated the _____

NOTIFICATION

No. [RS File No./Notification No.-Perl.] The Hon'ble Chairman, Rajya Sabha has been pleased to confirm [*Name of the Individual*] in the grade of [*Name of Post*] in the Rajya Sabha Secretariat with effect from [*Date of completion of two years service in the entry grade*].

2. Hon'ble Chairman, Rajya Sabha has been pleased to accord sanction to the relaxation of the condition of maximum age limit prescribed under Clause 10 (3) of the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, in respect of [*Name of the Individual*]. (*wherever applicable*)

Sd/-
(NAME OF OFFICER)
DESIGNATION

To

The Manager,
Government of India Press,
Faridabad.

No. [RS File No./Notification No.-Perl.]

Dated the _____

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Individual concerned
6. Notification Book
7. Gradation List File
8. Estt. (G) Section
9. Estt. (A/Cs) and Budget Section
10. G.A. Section
11. Notice Office
12. Stores Section
13. CPIC, Parliament House
14. D.G.A.C.R. (CAP), New Delhi
15. All Officers/Sections/P.Ss/P.As. and
Pay & Accounts Office, Rajya Sabha
16. **Address of the parent organization** (where applicable)

(NAME OF OFFICER)
DESIGNATION

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI

Dated the _____

OFFICE ORDER PART II NO. -PERSONNEL

[Name of the Individual] has been confirmed in the grade of *[Name of Post]* in the Rajya Sabha Secretariat with effect from *[Date of completion of two years service in the entry grade]*.

2. Secretary-General, Rajya Sabha has been pleased to accord sanction to the relaxation of the condition of maximum age limit prescribed under Clause 10 (3) of the Rajya Sabha Secretariat (Methods of Recruitment and Qualifications for Appointment) Order, 1974, in respect of *[Name of the Individual]*. (*wherever applicable*)

(NAME OF OFFICER)
DESIGNATION

No.[RS/File No-Perl.]

Copy to :—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. P.S. to Secretary
4. P.A. to J.S. (D)
5. Individual concerned
6. Office Order Book
7. Gradation List File
8. Stores Section
9. Notice Office
10. Estt. (A/Cs) and Budget Section
11. Estt. (G) Section
12. CPIC, Parliament House
13. G.A. Section
14. All Officers/Sections/P.Ss/P.As and
Pay & Accounts Office, Rajya Sabha
15. **Address of parent organization/department** (where applicable)

CHAPTER 2

PERCENTAGE OF RESERVATION FOR SCHEDULED CASTES AND SCHEDULED TRIBES

2.1 Subject to Exemptions and Exclusions referred in Chapter 3, the following reservations are in force in favour of the Scheduled Castes and Scheduled Tribes in filling vacancies in posts and services under the Government of India:

		<i>Scheduled Castes</i>	<i>Scheduled Tribes</i>
M.H.A. Resolution No. 27/25/68-Est. (SCT) dated 25-3-70.	(i) Direct recruitment on an all-India basis:—		
	(a) By open competition (<i>i.e.</i> through the UPSC or by means of open competitive test held by any other authority)	15%	7½%
DP & AR O.M. No. 36011/33/81—Est/ (SCT) dated 5-10-81.	(b) Otherwise than at (a) above.....	16 2/3%	7½%
Deptt. of personnel & Trg. O.M. No. 36013/4/85—Est. (SCT) dated 24-5-85.	(ii) Direct recruitment to Group C and Group D (Class III and Class IV) posts normally attracting candidates from a locality or a region.	As shown in Appendix 3 (Generally in proportion to the population of Scheduled Castes and Scheduled Tribes in the respective State/Territories).	
M.H.A. O.M. No. 1/12/67—Est. (C) dated 11-7-68 and 27/25/68 Est. (SCT) dt. 25-3-70 and Deptt. of Personnel & A.R.O. M.No. 10/41/73 Est. (SCT) dated 20-7-1974 and DP&TOM No. 36012/17/88. Est. (SCT) dt. 25-4-89	(iii) Post filled by promotion:—		
	(a) <i>Through limited departmental competitive examination, in Groups B, C and D (Class II, III, IV), in grades or services in which the element of direct recruitment if any, does not exceed 75%.....</i>	15%	7½%
	(b) <i>By Selection from Group B (Class II) to the lowest rung or category in Group A (Class I) and in Groups B, C and D (Class II, III and IV) posts, in grades or services in which the element of direct recruitment if any, does not exceed 75%.....</i>	15%	7½%
Deptt. of Personnel O.M. No. 27/2/71 Est. (SCT) dated 27-11-72 and No. 36021/7/75-Est. (SCT) dated 25-2-1976 and DP&TOM No. 36012/17/89 Est. (SCT) dt. 25-4-89.	(c) <i>On the basis of seniority subject to fitness, in Groups A, B, C and D—(Class I, II, III and IV), posts, in grades or services in which the element of direct recruitment if any, does not exceed 75 per cent.....</i>	15%	7½%
Rule VIII of Appendix 'A' to MHA O.M. No. 42/21/49-NGS. dated 28-1-52.	<i>Note (1) The appointment of a person, who holds a post which is exempted from the above reservation, to a post which is not so exempted shall, for the purpose of the maintenance of the roster as described in Chapter 4 of this Brochure be treated as appointment by direct recruitment.</i>		

No. 36012/31/90-Estt. (SCT)

Government of India
Ministry of Personnel, Public Grievances & Pensions
(Department of Personnel & Training)

New Delhi, the 13th August, 1990

OFFICE MEMORANDUM

Subject: Recommendations of the Second Backward Classes Commission (Mandal Report)—Reservation for Socially and Educationally Backward Classes in services under the Government of India.

In a multiple undulating society like ours, early achievement of the objective of social justice as enshrined in the Constitution is a must. The Second Backward Classes Commission called in Mandal Commission was established by the then Government with this purpose in view, which submitted its report to the Government of India on 31.12.1980.

2. Government have carefully considered the report and the recommendations of the Commission in the present context regarding the benefits to be extended to the socially and educationally backward classes as opined by the Commission and are of the clear view that at the outset certain weightage has to be provided to such classes in the services of the Union and their Public Undertakings. Accordingly orders are issued as follows:—

- (i) 27% of the vacancies in civil posts and services under the Government of India shall be reserved for SEBC.
- (ii) The aforesaid reservation shall apply to vacancies to be filled by direct recruitment. Detailed instructions relating to the procedure to be followed for enforcing reservation will be issued separately.
- (iii) Candidates belonging to SEBC recruited on the basis of merit in an open competition on the same standards prescribed for the general candidates shall not be adjusted against the reservation quota of 27%.
- (iv) The SEBC would comprise in the first phase the castes and communities which are common to both the list in the report of the Mandal Commission and the State Government's lists. A list of such castes/communities is being issued separately.
- (v) The aforesaid reservation shall take effect from 7.8.1990. However, this will not apply to vacancies where the recruitment process has already been initiated prior to the issue of these orders.

3. Similar instructions in respect of public sector undertakings and financial institutions including public sector banks will be issued by the Department of Public Enterprises and Ministry of Finance respectively.

Sd/-
(Smt. Krishna Singh)
Joint Secretary to the Govt. of India.

To

All Ministries/Departments of Govt. of India

Copy to—

1. Department of Public Enterprises, New Delhi.
2. Ministry of Finance (Banking & Insurance Divisions) New Delhi.

It is requested that similar instructions may be issued in respect of public sector undertakings, public sector banks and insurance corporations.

SWAMY'S—RESERVATION AND CONCESSIONS IN GOVT. SERVICES

ANNEXURE-II
FOR DIRECT RECRUITMENT

Objective:— Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS BY OPEN COMPETITION

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
1.	0.15	0.07	0.27	UR
2.	0.30	0.15	0.54	UR
3.	0.45	0.225	0.81	UR
4.	0.6	0.3	1.08	OBC-1
5.	0.75	0.375	1.35	UR
6.	0.90	0.45	1.62	UR
7.	1.05	0.525	1.89	SC-1
8.	1.2	0.6	2.16	OBC-2
9.	1.35	0.675	2.43	UR
10.	1.5	0.75	2.7	UR
11.	1.65	0.825	2.97	UR
12.	1.8	0.9	3.24	OBC-3
13.	1.95	0.975	3.51	UR
14.	2.1	1.05	3.78	ST-1
15.	2.25	1.125	4.05	SC-2
16.	2.40	1.2	4.32	OBC-4
17.	2.55	1.275	4.59	UR
18.	2.70	1.35	4.86	UR
19.	2.85	1.425	5.13	OBC-5
20.	3.00	1.5	5.4	SC-3
21.	3.15	1.575	5.67	UR
22.	3.30	1.65	5.94	UR
23.	3.45	1.725	6.21	OBC-6
24.	3.60	1.8	6.48	UR
25.	3.75	1.875	6.75	UR
26.	3.90	1.95	7.02	OBC-7
27.	4.05	2.025	7.29	SC-4
28.	4.20	2.1	7.56	ST-2
29.	4.35	2.175	7.83	UR
30.	4.50	2.25	8.1	OBC-8
31.	4.65	2.325	8.37	UR
32.	4.80	2.4	8.64	UR
33.	4.95	2.475	8.91	UR
34.	5.10	2.55	9.18	OBC-9
35.	5.25	2.625	9.55	SC-5
36.	5.40	2.7	9.72	UR

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
37.	5.55	2.775	9.99	UR
38.	5.70	2.85	10.26	OBC-10
39.	5.85	2.925	10.53	UR
40.	6.00	3	10.8	ST-3
41.	6.15	3.075	11.07	SC-6
42.	6.30	3.15	11.34	OBC-11
43.	6.45	3.225	11.61	UR
44.	6.60	3.3	11.88	UR
45.	6.75	3.375	12.15	OBC-12
46.	6.90	3.45	12.42	UR
47.	7.05	3.525	12.69	SC-7
48.	7.20	3.6	12.96	UR
49.	7.35	3.675	13.23	OBC-13
50.	7.50	3.75	13.5	UR
51.	7.65	3.825	13.77	UR
52.	7.80	3.9	14.04	OBC-14
53.	7.95	3.975	14.31	UR
54.	8.10	4.05	14.58	SC-8
55.	8.25	4.125	14.85	ST-4
56.	8.40	4.2	15.12	OBC-15
57.	8.55	4.275	15.39	UR
58.	8.70	4.35	15.66	UR
59.	8.85	4.425	15.93	UR
60.	9.00	4.5	16.2	OBC-16
61.	9.15	4.575	16.47	SC-9
62.	9.30	4.65	16.74	UR
63.	9.45	4.725	17.01	OBC-17
64.	9.60	4.8	17.28	UR
65.	9.75	4.875	17.55	UR
66.	9.90	4.95	17.82	UR
67.	10.05	5.025	18.09	OBC-18
68.	10.20	5.1	18.36	SC-10
69.	10.35	5.175	18.63	ST-5
70.	10.50	5.25	18.9	UR
71.	10.65	5.325	19.17	OBC-19
72.	10.80	5.4	19.44	UR
73.	10.95	5.475	19.71	UR
74.	11.10	5.55	19.98	SC-11
75.	11.25	5.625	20.25	OBC-20
76.	11.40	5.7	20.52	UR

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
77.	11.55	5.775	20.79	UR
78.	11.70	5.85	21.06	OBC-21
79.	11.85	5.925	21.33	UR
80.	12.00	6	21.6	ST-6
81.	12.15	6.075	21.87	SC-12
82.	12.30	6.15	22.14	OBC-22
83.	12.45	6.225	22.41	UR
84.	12.60	6.3	22.68	UR
85.	12.75	6.375	22.95	UR
86.	12.90	6.45	23.22	OBC-23
87.	13.05	6.525	23.49	SC-13
88.	13.20	6.6	23.76	UR
89.	13.35	6.675	24.03	OBC-24
90.	13.50	6.75	24.3	UR
91.	13.65	6.825	24.57	UR
92.	13.80	6.9	24.84	UR
93.	13.95	6.975	25.11	OBC-25
94.	14.10	7.05	25.38	SC-14
95.	14.25	7.125	25.65	ST-7
96.	14.40	7.2	25.92	UR
97.	14.55	7.275	26.19	OBC-26
98.	14.70	7.35	26.46	UR
99.	14.85	7.425	26.73	SC-15*
100.	15.00	7.5	27	OBC-27*
101.	15.15	7.575	27.27	UR
102.	15.30	7.65	27.54	UR
103.	15.45	7.725	27.81	UR
104.	15.60	7.80	28.08	OBC-28
105.	15.75	7.875	28.35	UR
106.	15.90	7.95	28.62	UR
107.	16.05	8.025	28.89	SC-16
108.	16.2	8.10	29.43	ST-8
109.	16.35	8.175	29.43	OBC-29
110.	16.50	8.25	29.70	UR
111.	16.65	8.325	29.97	UR
112.	16.80	8.40	30.24	OBC-30
113.	16.95	8.475	30.51	UR
114.	17.10	8.55	30.78	SC-17
115.	17.25	8.625	31.05	OBC-31
116.	17.40	8.70	31.32	UR

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
117.	17.55	8.775	31.59	UR
118.	17.70	8.85	31.86	UR
119.	17.85	8.925	32.13	OBC-32
120.	18	9	32.40	ST-9
121.	18.15	9.075	32.67	SC-18
122.	18.30	9.15	32.94	UR
123.	18.45	9.225	33.21	OBC-33
124.	18.60	9.30	33.48	UR
125.	18.75	9.375	33.75	UR
126.	18.90	9.45	34.02	OBC-34
127.	19.05	9.525	34.29	SC-19
128.	19.20	9.60	34.56	UR
129.	19.35	9.675	34.83	UR
130.	19.50	9.75	35.10	OBC-35
131.	19.65	9.825	35.37	UR
132.	19.80	9.90	35.64	UR
133.	19.95	9.975	35.91	UR
134.	20.10	10.05	36.18	OBC-36
135.	20.25	10.125	36.45	SC-20
136.	20.40	10.20	36.72	ST-10
137.	20.55	10.275	36.99	UR
138.	20.70	10.35	37.26	OBC-37
139.	20.85	10.425	37.53	UR
140.	21	10.50	37.80	SC-21
141.	21.15	10.575	38.07	OBC-38
142.	21.30	10.65	38.34	UR
143.	21.45	10.725	38.61	UR
144.	21.60	10.80	38.88	UR
145.	21.75	10.875	39.15	OBC-39
146.	21.90	10.95	39.42	UR
147.	22.05	11.025	39.69	SC-22
148.	22.20	11.10	39.96	ST-11
149.	22.35	11.175	40.23	OBC-40
150.	22.50	11.25	40.50	UR
151.	22.65	11.325	40.77	UR
152.	22.80	11.40	41.04	OBC-41
153.	22.95	11.475	41.31	UR
154.	23.10	11.55	41.58	SC-23
155.	23.25	11.625	41.85	UR
156.	23.40	11.70	42.12	OBC-42

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
157.	23.55	11.775	42.39	UR
158.	23.70	11.85	42.66	UR
159.	23.85	11.925	42.93	UR
160.	24	12	43.20	ST-12
161.	24.15	12.075	43.47	OBC-43
162.	24.30	12.15	43.74	SC-24
163.	24.45	12.225	44.01	OBC-44
164.	24.60	12.30	44.28	UR
165.	24.75	12.375	44.55	UR
166.	24.90	12.45	44.82	UR
167.	25.05	12.525	45.09	OBC-45
168.	25.20	12.60	45.36	SC-25
169.	25.35	12.675	45.63	UR
170.	25.50	12.75	45.90	UR
171.	25.65	12.825	46.17	OBC-46
172.	25.80	12.90	46.44	UR
173.	25.95	12.975	46.71	UR
174.	26.10	13.05	46.98	SC-26
175.	26.25	13.125	47.25	ST-13
176.	26.40	13.20	47.52	OBC-47
177.	26.55	13.275	47.79	UR
178.	26.70	13.35	48.06	OBC-48
179.	26.85	13.425	48.33	UR
180.	27	13.50	48.60	SC-27
181.	27.15	13.575	48.87	UR
182.	27.30	13.65	49.14	OBC-49
183.	27.45	13.725	49.41	UR
184.	27.60	13.80	49.68	UR
185.	27.75	13.875	49.95	UR
186.	27.90	13.95	50.22	OBC-50
187.	28.05	14.10	50.49	SC-28
188.	28.20	14.10	50.76	ST-14
189.	28.35	14.175	51.03	OBC-51
190.	28.50	14.25	51.30	UR
191.	28.65	14.325	51.57	UR
192.	28.80	14.40	51.84	UR
193.	28.95	14.475	52.11	OBC-52
194.	29.10	14.55	52.38	SC-29
195.	29.25	14.625	52.65	UR
196.	29.40	14.70	52.92	UR

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
197.	29.55	14.775	53.19	OBC-53
198.	29.70	14.85	53.46	ST-15*
199.	29.85	14.925	53.73	SC-30*
200.	30	15	54	OBC-54

*To allot requisite number of posts without violating rule of 50%

ANNEXURE-IV
FOR DIRECT RECRUITMENT

Objective:— Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

II

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASIS OTHERWISE THAN BY OPEN COMPETITION

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 16.66%	ST @ 7.5%	OBC @ 25.84%	
1.	0.166	0.075	0.258	UR
2.	0.332	0.150	0.516	UR
3.	0.498	0.225	0.774	UR
4.	0.664	0.300	1.032	OBC-1
5.	0.830	0.375	1.290	UR
6.	0.996	0.450	1.548	UR
7.	1.162	0.525	1.806	SC-1
8.	1.328	0.600	2.064	OBC-2
9.	1.494	0.675	2.322	UR
10.	1.660	0.750	2.580	UR
11.	1.826	0.825	2.838	UR
12.	1.992	0.900	3.096	OBC-3
13.	2.158	0.975	3.354	SC-2
14.	2.324	1.050	3.612	ST-1
15.	2.490	1.125	3.870	UR
16.	2.656	1.200	4.128	OBC-4
17.	2.822	1.275	4.386	UR
18.	2.988	1.350	4.644	UR
19.	3.154	1.425	4.902	SC-3
20.	3.320	1.500	5.160	OBC-5
21.	3.486	1.575	5.418	UR
22.	3.652	1.650	5.675	UR
23.	3.818	1.725	5.934	UR
24.	3.984	1.800	6.192	OBC-6
25.	4.150	1.875	6.480	SC-4
26.	4.316	1.950	6.708	UR
27.	4.482	2.025	6.966	ST-2
28.	4.648	2.100	7.224	OBC-7
29.	4.814	2.175	7.482	UR
30.	4.980	2.250	7.740	UR

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 16.66%	ST @ 7.5%	OBC @ 25.84%	
31.	5.146	2.325	7.998	SC-5
32.	5.312	2.400	8.256	OBC-8
33.	5.478	2.475	8.514	UR
34.	5.644	2.550	8.772	UR
35.	5.810	2.625	9.030	OBC-9
36.	5.976	2.700	9.288	UR
37.	6.142	2.775	9.546	SC-6
38.	6.308	2.850	9.804	UR
39.	6.474	2.925	10.062	OBC-10
40.	6.640	3.000	10.320	ST-3
41.	6.806	3.075	10.578	UR
42.	6.972	3.150	10.836	UR
43.	7.138	3.225	11.094	SC-7
44.	7.304	3.300	11.352	OBC-11
45.	7.470	3.375	11.610	UR
46.	7.636	3.450	11.868	UR
47.	7.802	3.525	12.126	OBC-12
48.	7.968	3.600	12.384	UR
49.	8.134	3.675	12.642	SC-8
50.	8.300	3.750	12.900	UR
51.	8.466	3.825	13.158	OBC-13
52.	8.632	3.900	13.416	UR
53.	8.798	3.975	13.674	UR
54.	8.964	4.050	13.932	ST-4
55.	9.130	4.125	14.190	OBC-14
56.	9.296	4.200	14.448	SC-9
57.	9.462	4.275	14.706	UR
58.	9.628	4.350	14.964	UR
59.	9.794	4.425	15.222	OBC-15
60.	9.960	4.500	15.480	UR
61.	10.126	4.575	15.738	SC-10
62.	10.292	4.650	15.996	UR
63.	10.458	4.725	16.254	OBC-16
64.	10.624	4.800	16.512	UR
65.	10.790	4.875	16.770	UR
66.	10.956	4.950	17.028	OBC-17
67.	11.122	5.025	17.286	SC-11
68.	11.288	5.100	17.544	ST-5

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 16.66%	ST @ 7.5%	OBC @ 25.84%	
69.	11.454	5.175	17.802	UR
70.	11.620	5.250	18.060	OBC-18
71.	11.786	5.325	18.318	UR
72.	11.952	5.400	18.576	UR
73.	12.118	5.475	18.834	SC-12
74.	12.284	5.550	19.092	OBC-19
75.	12.450	5.625	19.350	UR
76.	12.616	5.700	19.608	UR
77.	12.782	5.775	19.866	UR
78.	12.948	5.850	20.124	OBC-20
79.	13.114	5.925	20.382	SC-13
80.	13.280	6.000	20.640	ST-6
81.	13.446	6.075	20.898	UR
82.	13.612	6.150	21.156	OBC-21
83.	13.778	6.225	21.414	UR
84.	13.944	6.300	21.672	UR
85.	14.110	6.375	21.930	SC-14
86.	14.276	6.450	22.188	OBC-22
87.	14.442	6.525	22.446	UR
88.	14.608	6.600	22.704	UR
89.	14.774	6.675	22.962	UR
90.	14.940	6.750	23.220	OBC-23
91.	15.106	6.825	23.478	SC-15
92.	15.272	6.900	23.736	UR
93.	15.438	6.975	23.994	UR
94.	15.604	7.050	24.252	OBC-24
95.	15.770	7.125	24.510	ST-7
96.	15.936	7.200	24.768	UR
97.	16.102	7.275	25.026	SC-16
98.	16.268	7.350	25.284	OBC-25
99.	16.434	7.425	25.542	UR
100.	16.600	7.500	25.800	UR
101.	16.766	7.575	26.058	OBC-26
102.	16.932	7.650	26.316	UR
103.	17.098	7.725	26.574	SC-17
104.	17.264	7.800	26.832	UR
105.	17.430	7.875	27.090	OBC-27
106.	17.596	7.950	27.348	UR
107.	17.762	8.025	27.606	ST-8
108.	17.928	8.100	27.864	UR

Sl. No.	Share of entitlement			Category for which the post should be earmarked
	SC @ 16.66%	ST @ 7.5%	OBC @ 25.84%	
109.	18.094	8.175	28.122	OBC-28
110.	18.260	8.250	28.380	SC-18
111.	18.426	8.325	28.638	UR
112.	18.592	8.400	28.896	UR
113.	18.758	8.475	29.154	OBC-29
114.	18.924	8.550	29.412	UR
115.	19.090	8.625	29.670	SC-19
116.	19.256	8.700	29.928	UR
117.	19.422	8.775	30.186	OBC-30
118.	19.588	8.850	30.444	ST-9
119.	19.754	8.925	30.702	SC-20*
120.	19.920	9.000	30.960	OBC-31*

*To allot requisite number of posts without violating rule of 50%.

10. SWAMY'S—RESERVATION AND CONCESSIONS IN GOVT. SERVICES

APPENDIX TO ANNEXURE-II

DIRECT RECRUITMENT ON ALL INDIA BASIS

BY OPEN COMPETITION

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	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												

- NOTE.—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.

POST-BASED ROSTERS

ANNEXURE-III

FOR PROMOTION

Objective:— Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS

Sl. No.	Share of entitlement		Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	
1.	0.15	0.075	UR
2.	0.30	0.15	UR
3.	0.45	0.225	UR
4.	0.6	0.3	UR
5.	0.75	0.375	UR
6.	0.90	0.45	UR
7.	1.05	0.525	SC-1
8.	1.2	0.6	UR
9.	1.35	0.675	UR
10.	1.5	0.75	UR
11.	1.65	0.825	UR
12.	1.8	0.9	UR
13.	1.95	0.975	UR
14.	2.1	1.05	ST-1
15.	2.25	1.125	SC-2
16.	2.40	1.2	UR
17.	2.55	1.275	UR
18.	2.70	1.35	UR
19.	2.85	1.425	UR
20.	3.0	1.5	SC-3
21.	3.15	1.575	UR
22.	3.30	1.65	UR
23.	3.45	1.725	UR
24.	3.60	1.8	UR
25.	3.75	1.875	UR
26.	3.90	1.95	UR
27.	4.05	2.025	SC-4
28.	4.20	2.1	ST-2
29.	4.35	2.175	UR
30.	4.50	2.25	UR
31.	4.65	2.325	UR

Sl. No. of Post	Share of entitlement		Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	
32.	4.80	2.4	UR
33.	4.95	2.475	UR
34.	5.10	2.55	UR
35.	5.25	2.625	SC-5
36.	5.40	2.7	UR
37.	5.55	2.775	UR
38.	5.70	2.85	UR
39.	5.85	2.925	UR
40.	6.00	3	ST-3
41.	6.15	3.075	SC-6
42.	6.30	3.15	UR
43.	6.45	3.225	UR
44.	6.60	3.3	UR
45.	6.75	3.375	UR
46.	6.90	3.45	UR
47.	7.05	3.525	SC-7
48.	7.20	3.6	UR
49.	7.35	3.675	UR
50.	7.50	3.75	UR
51.	7.65	3.825	UR
52.	7.80	3.9	UR
53.	7.95	3.975	UR
54.	8.10	4.05	SC-8
55.	8.25	4.125	ST-4
56.	8.40	4.2	UR
57.	8.55	4.275	UR
58.	8.70	4.35	UR
59.	8.85	4.425	UR
60.	9.00	4.5	UR
61.	9.15	4.575	SC-9
62.	9.30	4.65	UR
63.	9.45	4.725	UR
64.	9.60	4.8	UR
65.	9.75	4.875	UR
66.	9.90	4.95	UR
67.	10.05	5.025	UR
68.	10.20	5.1	SC-10
69.	10.35	5.175	ST-5
70.	10.50	5.25	UR
71.	10.65	5.325	UR

Sl. No. of Post	Share of entitlement		Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	
72.	10.80	5.4	UR
73.	10.95	5.475	UR
74.	11.10	5.55	SC-11
75.	11.25	5.625	UR
76.	11.40	5.7	UR
77.	11.55	5.775	UR
78.	11.70	5.85	UR
79.	11.85	8.925	UR
80.	12.00	6	ST-6
81.	12.15	6.075	SC-12
82.	12.30	6.15	UR
83.	12.45	6.225	UR
84.	12.60	6.3	UR
85.	12.75	6.375	UR
86.	12.90	6.45	UR
87.	13.05	6.525	SC-13
88.	13.20	6.6	UR
89.	13.35	6.675	UR
90.	13.50	6.75	UR
91.	13.65	6.825	UR
92.	13.80	6.9	UR
93.	13.95	6.975	UR
94.	14.10	7.05	SC-14
95.	14.25	7.125	ST-7
96.	14.40	7.2	UR
97.	14.55	7.275	UR
98.	14.70	7.35	UR
99.	14.85	7.425	SC-15*
100.	15.00	7.5	UR
101.	15.15	7.575	UR
102.	15.30	7.65	UR
103.	15.45	7.725	UR
104.	15.60	7.80	UR
105.	15.75	7.875	UR
106.	15.90	7.95	UR
107.	16.05	8.025	SC-16
108.	16.20	8.10	ST-8
109.	16.35	8.175	UR
110.	16.50	8.25	UR
111.	16.65	8.325	UR

Sl. No. of Post	Share of entitlement		Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	
112.	16.80	8.40	UR
113.	16.95	8.475	UR
114.	17.10	8.55	SC-17
115.	17.25	8.625	UR
116.	17.40	8.70	UR
117.	17.55	8.775	UR
118.	17.70	8.85	UR
119.	17.85	8.925	UR
120.	18	9	SC-9
121.	18.15	9.075	ST-18
122.	18.30	9.15	UR
123.	18.45	9.225	UR
124.	18.60	9.30	UR
125.	18.75	9.375	UR
126.	18.90	9.45	UR
127.	19.05	9.525	SC-19
128.	19.20	9.60	UR
129.	19.35	9.675	UR
130.	19.50	9.75	UR
131.	19.65	9.825	UR
132.	19.80	9.90	UR
133.	19.95	9.975	UR
134.	20.10	10.05	UR
135.	20.25	10.125	SC-20
136.	20.40	10.20	ST-10
137.	20.55	10.275	UR
138.	20.70	10.35	UR
139.	20.85	10.425	UR
140.	21	10.50	SC-21
141.	21.15	10.575	UR
142.	21.30	10.65	UR
143.	21.45	10.725	UR
144.	21.60	10.80	UR
145.	21.75	10.875	UR
146.	21.90	10.95	UR
147.	22.05	11.025	SC-22
148.	22.20	11.10	ST-11
149.	22.35	11.175	UR
150.	22.50	11.25	UR
151.	22.65	11.325	UR

Sl. No. of Post	Share of entitlement		Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	
152.	22.80	11.40	UR
153.	22.95	11.475	UR
154.	23.10	11.55	SC-23
155.	23.25	11.625	UR
156.	23.40	11.70	UR
157.	23.55	11.775	UR
158.	23.70	11.85	UR
159.	23.85	11.925	UR
160.	24	12	ST-12
161.	24.15	12.075	UR
162.	24.30	12.15	SC-24
163.	24.45	12.225	UR
164.	24.60	12.30	UR
165.	24.75	12.375	UR
166.	24.90	12.45	UR
167.	25.05	12.525	UR
168.	25.20	12.60	SC-25
169.	25.35	12.675	UR
170.	25.50	12.75	UR
171.	25.65	12.825	UR
172.	25.80	12.90	UR
173.	25.95	12.975	UR
174.	26.10	13.05	SC-26
175.	26.25	13.125	ST-13
176.	26.40	13.20	UR
177.	26.55	13.275	UR
178.	26.70	13.35	UR
179.	26.85	13.425	UR
180.	27	13.50	SC-27
181.	27.15	13.575	UR
182.	27.30	13.65	UR
183.	27.45	13.725	UR
184.	27.60	13.80	UR
185.	27.75	13.875	UR
186.	27.90	13.95	UR
187.	28.05	14.025	SC-28
188.	28.20	14.10	ST-14
189.	28.35	14.175	UR
190.	28.50	14.25	UR
191.	28.65	14.325	UR

Sl. No.	Share of entitlement		Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	
192.	28.80	14.40	UR
193.	28.95	14.475	UR
194.	29.10	14.55	SC-29
195.	29.25	14.625	UR
196.	29.40	14.70	UR
197.	29.55	14.775	UR
198.	29.70	14.85	ST-15*
199.	29.85	14.925	SC-3-*
200.	30	15	UR

* To allot requisite number of posts without violating rule of 50%.

APPENDIX TO ANNEXURE-III

Model Roster for promotion for cadre strength upto 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	ST
2.	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6.	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7.	SC	UR	UR	UR	UR	UR	UR	ST						
8.	UR	UR	UR	UR	UR	UR	ST							
9.	UR	UR	UR	UR	UR	ST								
10.	UR	UR	UR	UR	ST									
11.	UR	UR	UR	ST										
12.	UR	UR	ST											
13.	UR	ST												

- NOTE:**—1. For cadres 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 is 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.

No. 36012/17/2002-Estt. (Res.)

GOVERNMENT OF INDIA

Ministry of Personnel, P.G. & Pensions

Department of Personnel & Training

New Delhi, dated: the 6th November, 2003

OFFICE MEMORANDUM

Sub:— Non-permissibility of exchange of reservation between SCs and STs.

The undersigned is directed to say that after introduction of post based reservation various ministries/departments have been seeking clarification whether it is possible to fill up a post reserved for Scheduled Tribes by a Scheduled Caste candidate or *vice-versa* by applying the principle of exchange of reservation between Scheduled Castes and Scheduled Tribes as was possible when vacancy based rosters were in vogue.

2. Basic principle of post based reservation is that the number of posts filled by reservation by any category in a cadre should be equal to the quota prescribed for that category. If exchange of reservation between SCs and STs is permitted, number of employees of one reserved category of employees appointed by reservation will go beyond reservation prescribed for that category. It would be against the spirit of post based reservation. Therefore, after introduction of post based reservation, it is not permissible to fill up a post reserved for Scheduled Tribes by a Scheduled Caste candidate or *vice-versa* by exchange of reservation between SCs and STs.

3. If sufficient number of SC/ST/OBC candidates fit for appointment against reserved vacancies are not available, procedure as given below should be followed for filling up such reserved vacancies:

A. In cases of Direct Recruitment:

- (i) Where sufficient number of candidates belonging to SC/ST/SC are not available to fill up the vacancies reserved for them in direct recruitment, the vacancies shall not be filled by candidates not belonging to these communities. In other words, there is a ban on dereservation of vacancies reserved for SCs, STs and OBCs in direct recruitment.
- (ii) If sufficient number of suitable SC/ST/OBC candidates are not available to fill up vacancies reserved for them in the first attempt of recruitment, a second attempt shall be made recruiting suitable candidates belonging to the concerned category in the same recruitment year or as early as possible before the next recruitment to fill up these vacancies. If the required number of SC/ST/OBC candidates are not even then available, the vacancies which could not be filled up shall remain unfilled until the next recruitment year. These vacancies will be treated as "backlog vacancies."
- (iii) In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs, STs and OBCs will also be announced for recruitment. While doing so it may be kept in view that the vacancies of the particular recruitment year i.e. the current vacancies and the backlog vacancies of OBCs will be treated as one group and backlog vacancies of SCs and STs as a separate and distinct group. Thus, there will be two distinct groups of vacancies. One group will contain the current vacancies and the backlog vacancies of OBCs, and the another group will contain backlog vacancies of SCs and STs. While in respect of vacancies in the first group instructions that not more than 50% of the vacancies can be reserved in a year will apply, all the backlog vacancies reserved for SCs and STs will be filled up by the candidates belonging to concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies of SCs and STs.
- (iv) If vacancies reserved for SCs/STs/OBCs cannot be filled up and are carried forward as backlog vacancies and remain unfilled in the following recruitment year also, they will be carried forward as backlog vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved.

- (v) There may be rare and exceptional cases in Group 'A' services, where posts cannot be allowed to remain vacant in public interest. In such situations, the administrative Ministry/Department under which the recruitment is being made shall make a proposal for dereservation giving full justification for such action, and consult the National Commission for Scheduled Castes and Scheduled Tribes in case of posts reserved for SCs/STs and the National Commission for Backward Classes in case of posts reserved for OBCs and obtain the comments of concerned Commission on each proposal. After obtaining the comments of the concerned Commission, the administrative Ministry/Department shall place the proposal for dereservation alongwith the Commission's comments before a Committee comprising the Secretaries in the Department of Personnel and Training, in the Ministry of Social Justice and Empowerment and in the Ministry/Department under which the recruitment is being made for consideration and recommendation. The recommendation of the Committee shall be placed before the Minister in charge of the Department of Personnel and Training for a final decision. If dereservation of the vacancies is approved, these can be filled by the candidate of other communities.

B. In cases of Promotion:

- (i) In cases of promotion including promotion by selection from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rung of Group 'A', if sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available, such vacancies may be dereserved as per prescribed procedure and filled by candidates of other communities.
- (ii) If sufficient number of SC/ST candidates fit for promotion against reserved vacancies are not available and such vacancies can also not be dereserved for reasons like non-availability of candidates of other categories to fill up the posts etc., the vacancies shall not be filled and will remain unfilled until the next recruitment year. These vacancies will be treated as "backlog vacancies."
- (iii) In the subsequent recruitment year when recruitment is made for the vacancies of that year (called the current vacancies), the backlog vacancies of SCs and STs will also be filled up, keeping the current vacancies and the backlog vacancies of SCs and STs as two distinct groups. While in respect of the current vacancies the instructions that not more than 50% of the vacancies can be reserved will apply, all the backlog vacancies reserved for SCs and STs will be filled up by candidates belonging to the concerned category without any restriction whatsoever as they belong to distinct group of backlog vacancies.
- (iv) If backlog vacancies reserved for SCs/STs cannot be filled up by reservation and can also not be dereserved in the subsequent recruitment year as well, such backlog vacancies will be carried forward as backlog reserved vacancies for subsequent recruitment year(s) as long as these are not filled by candidates of the category for which these are reserved or by candidates of other communities after dereservation.

4. In cadres having more than 13 posts, number of posts filled by reservation by any category at any point of time should ideally be equal to the quota determined as per percentage of reservation prescribed for that category. Whenever the posts are filled, efforts have to be made to complete reservation quota for SCs/STs/OBCs in case of direct recruitment and for SCs/STs in case of promotion so that the number of posts filled by reservation by SCs, STs and OBCs, as the cases may be, in the cadre is equal to the number of posts earmarked for them. It means that if reservation quota is not complete, efforts would be made to complete the reservation quota whenever the recruitments are made in the cadre. Thus, reservation would not lapse in case of posts based reservation for the reason that reserved posts could not be filled for a specified number of years.

5. In cadres having 13 or less number of posts where 14 point L-shaped rosters are applied, if a reserved vacancy is filled by a candidate belonging to other community after dereservation, the reservation will be carried forward for subsequent recruitment year. Such carry forward of reservation, would be permitted for three subsequent recruitment years. In the third year of carried forward of reservation, the vacancy will be treated reserved for the concerned category, but if it cannot be filled by reservation in the third year of carried forward of reservation by a candidate of the concerned category, reservation will be treated as lapsed and it will be filled as an unreserved vacancy.

6. It is possible that some posts reserved for STs might have been filled by SC candidates by exchange of reservation or *vice-versa* before issue of this OM. Such cases need not be reopened. However, if number of SC or ST candidates appointed by reservation including by exchange of reservation between SCs and STs is in excess of reservation prescribed for them, such excess representation may be adjusted in future recruitment.

7. All the Ministries/Departments are requested to bring these instructions to the notice of all offices/organizations/ establishments etc. under their control.

(K.G. Verma)

Deputy Secretary to the Govt. of India

1. All Ministries/Departments of Govt. of India.
2. Department of Economic Affairs (Banking Division), New Delhi.
3. Department of Economic Affairs (Insurance Division), New Delhi.
4. Department of Public Enterprises, New Delhi.
5. Railway Board.
6. Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/ Planning Commission.
7. Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
8. Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
9. 200 spare copies.

**SECTIONS/BRANCHES/UNITS UNDER LEGISLATIVE, FINANCIAL, EXECUTIVE
AND ADMINISTRATIVE SERVICE**

Sl. No. Name of the Section

1. Accounts Section (P & AO)
2. Audit Section (P & AO)
3. Bill Office
4. Committee Section (Subordinate Legislation)
5. Committee Section (Petitions)
6. Committee Section (Govt. Assurances)
7. Committee Section (COPLLOT)
8. Committee Section (HA)
9. Committee Section (Commerce)
10. Committee Section (T&T)
11. Committee Section (Industry)
12. Committee Section (HRD)
13. Committee Section (S&T)
14. Committee Section (H&FW)
15. Committee Section (PPG)
16. Committee Section (Ethics)
17. Committee Section (MPLADS)
18. Committee Section (JPC on Wakf)
19. Committee Co-ordination Section
20. Conference & Protocol Section
21. Distribution Branch
22. Establishment (Accounts) & Budget Section
23. Establishment (General) Section
24. Finance Cell
25. General Administration Section
26. Information Technology Section
27. Legislative Section
28. Lobby Office
29. Members' Amenities Section
30. Members Salaries & Allowances Branch
31. Notice Office
32. Organisation & Methods Section

33. Personnel Section
34. Questions Branch
35. Recruitment Cell
36. Right to Information Cell
37. Sales and Archives Section
38. Stores Section
39. Table Office
40. Training Cell

SECTIONS/BRANCHES/UNITS UNDER EDITORIAL AND TRANSLATION SERVICE

Sl. No. Name of the Section

1. Editing (English) Section
2. English Debate Section
3. Editing (Hindi) Section
4. Translation-I Section
5. Translation-II Section
6. Translation (OIH) Section
7. Translation (Comm. I) Section
8. Translation (Comm. II) Section
9. Synopsis Section
10. Rajbhasha Prabhag
11. Digitization and Hindi Website Updation Cell

SECTIONS/BRANCHES/UNITS UNDER PRINTING & PUBLICATIONS SERVICE

Sl. No. Name of the Section

1. Printing Section-I
2. Printing Section-II

SECTIONS/BRANCHES/UNITS UNDER LIBRARY, REFERENCE, RESEARCH, DOCUMENTATION AND INFORMATION SERVICE

Sl. No. Name of the Section

1. General Research Unit (Unit 1)
2. Publications and Who's Who Unit (Unit 2)
3. Library and Reference Unit (Unit 3)
4. Media, Education and Audio-Visual Unit (Unit 4)
5. Research Unit-I (Unit 5)
6. Research Unit-II (Unit 6)
7. Research Unit-III (Unit 7)
8. Research Unit-IV (Unit 8)

Consolidated statement showing the Normal Tenure for persons appointed on posts requiring special expertise

<i>Sl. No. Section Name</i>	<i>Normal Tenure Suggested</i>
1. Accounts Section (P&AO)	5 years
2. Audit Section (P&AO)	5 years
3. Bill Office	5 Years
4. Committee Section (Subordinate Legislation)	3 years
5. Committee Section (Petitions)	5 Years
6. Committee Section (Government Assurances)	3 years
7. Committee Section (COPLLOT)	3 to 5 years
8. Committee Section (HA)	5 years
9. Committee Section (Commerce)	3 to 5 years
10. Committee Section (T&T)	4 to 5 years
11. Committee Section (Industry)	5 years
12. Committee Section (HRD)	5 years
13. Committee Section (S&T)	4 to 5 years
14. Committee Section (H&FW)	5 years
15. Committee Section (PPG)	5 years
16. Committee Section (Ethics)	5 years
17. Committee Section (MPLADS)	3 years
18. Committee Section (JPC on Wakf)	3 years
19. Committee Co-ordinance Section	longer tenure
20. Conference & Protocol Section	5 years
21. Distribution Branch	3 years
22. Establishment (Accounts) and Budget Section	3 to 5 years
23. Establishment (General) Section	5 years
24. Finance Cell	5 years
25. G.A. Section	longer tenure
26. IT Section	3 years
27. Legislative Section	5 years
28. Lobby Office	3 years
29. Members' Amenities Section	No minimum tenure
30. Members Salaries and Allowances Branch	5 years
31. Notice Office	3 years
32. Organisation and Methods Section	3 years

<i>Sl. No. Section Name</i>	<i>Normal Tenure Suggested</i>
33. Personnel Section	5 years
34. Questions Branch	5 years
35. Recruitment Cell	5 years
36. Right to Information Cell	5 years
37. Sales and Archives Section	No minimum tenure
38. Stores Section	3 years
39. Table Office	5 years
40. Training Cell	3 to 5 years

RAJYA SABHA SECRETARIAT**PARLIAMENT HOUSE ANNEXE****NEW DELHI****Dated the****OFFICE ORDER PART-II NO. /[Year]-PERSONNEL**

The following transfers in the grade of have been ordered with immediate effect and until further orders:—

Sl. No.	Name & Designation	From	To	Remarks
1.				
2.				

(NAME OF OFFICER)**DESIGNATION****No. RS/File No.***Copy to:—*

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. Office of the Secretary
4. PA to JS (D)
5. Sections/Individuals concerned
6. Office Order Book
7. All Officers/Sections/PSs/PAs and Pay & Accounts Office, Rajya Sabha

RAJYA SABHA SECRETARIAT
(Personnel Section)

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/31/2002-Perl.

Dated the 17th April, 2002

CIRCULAR

Subject: Maintenance of discipline

Personnel Section has been receiving requests from various Sections/Officers for providing substitutes for employees who are either negligent in the performance of official work or have defied the legitimate instructions of superior officers. Sections/Officers also report the cases of employees who are absent from duty without prior intimation/permission requesting for posting of substitutes.

2. Instructions have already been issued to the effect that refusal to perform the assigned work or any dilatory tactics will be treated as insubordination and unbecoming conduct and that the concerned person will be liable for suitable disciplinary action. In the case of employees who are absent from duty without prior sanctions of leave, the concerned Under Secretary/Deputy Secretary are competent to recall them on duty forthwith.

3. It would not be possible to provide substitutes for errant members of staff as the work of all the Services/Sections of the Secretariat are equally important and it is extremely difficult to make temporary arrangements. As such every member of staff is expected to contribute towards smooth disposal of parliamentary work and maintain discipline at all times. Supervisory Officers should ensure the subordinates adhere to the expected standards of work and discipline.

4. It has therefore been decided that when the gravity of the offence does not demand initiation of immediate disciplinary action by the administration, the concerned Supervisory Officer in the case of gazetted officers and the Branch Officer of the level of Under Secretary/Deputy Secretary in the case of non-gazetted officers, may issue a written warning, if felt desirable, after calling for written explanation in the matter in the first instance. In the event of repetition of the lapse/misconduct by the Officer/member of staff, the matter may be referred to Personnel Section alongwith all the earlier/connected papers for initiating suitable disciplinary action.

5. Similarly, when an official absents from duty without prior permission/intimation, the concerned Supervisory Officer or the Branch Officer of the level of Under Secretary/Deputy Secretary should, in the first instance, recall the person concerned on duty immediately and in the event of non-compliance of such directions, the matter may be referred to Personnel Section for initiating suitable disciplinary action.

(P. R. GHUA ROY)
DEPUTY SECRETARY

To

All Officers/Sections/P.S.s./P.A.s. and
Pay & Accounts Office, Rajya Sabha.

SECTION-WISE STAFF LIST

(as on)

S1. Section No.	Junior Clerk	Senior Clerk	Assistant	Senior Assistant	A.D./L.O./C.O. /E.O./P.O.	Joint Director/ Deputy Director	Secretary/ AS/JS/ Director
1. Accounts Section (P&AO)							
							<i>Sanctioned Strength</i>
2. Audit Section (P&AO)							
							<i>Sanctioned Strength</i>
3. Bill Office							
							<i>Sanctioned Strength</i>
4. Committee Section (Subordinate Legislation)							
							<i>Sanctioned Strength</i>
5. Committee Section (Petitions)							
							<i>Sanctioned Strength</i>
6. Committee Section (Government Assurances)							
							<i>Sanctioned Strength</i>
7. Committee Section (COPLLOT)							
							<i>Sanctioned Strength</i>
8. Committee Section (Commerce)							
							<i>Sanctioned Strength</i>
9. Committee Section (HA)							
							<i>Sanctioned Strength</i>
10. Committee Section (HRD)							
							<i>Sanctioned Strength</i>
11. Committee Section (Industry)							
							<i>Sanctioned Strength</i>
12. Committee Section (S&T)							
							<i>Sanctioned Strength</i>

S1. Section No.	Junior Clerk	Senior Clerk	Assistant	Senior Assistant	A.D./L.O./C.O./E.O./P.O.	Joint Director/ Deputy Director	Secretary AS/JS/ Director
13. Committee Section (T&T)							
							<i>Sanctioned Strength</i>
14. Committee Section (H&FW)							
							<i>Sanctioned Strength</i>
15. Committee Section (PPG)							
							<i>Sanctioned Strength</i>
16. Committee Section (Ethics)							
							<i>Sanctioned Strength</i>
17. Committee Section (MPLADS)							
							<i>Sanctioned Strength</i>
18. Committee Section (JPC on Wakf)							
							<i>Sanctioned Strength</i>
19. Committee Co-ordination Section							
							<i>Sanctioned Strength</i>
20. Conference & Protocol Section							
							<i>Sanctioned Strength</i>
21. Distribution Branch							
							<i>Sanctioned Strength</i>
22. Editorial & Translation Service							
							<i>Sanctioned Strength</i>
23. Estt. (Accounts) & Budget Section							
							<i>Sanctioned Strength</i>
24. Estt. (General) Section							
							<i>Sanctioned Strength</i>
25. Finance Cell							
							<i>Sanctioned Strength</i>
26. G.A. Section							
							<i>Sanctioned Strength</i>
27. IT Section							
							<i>Sanctioned Strength</i>

S1. Section No.	Junior Clerk	Senior Clerk	Assistant	Senior Assistant	A.D./L.O./C.O./E.O./P.O.	Joint Director/Deputy Director	Secretary/AS/JS/Director
28. Interpreters Section							
							<i>Sanctioned Strength</i>
29. Legislative Section							
							<i>Sanctioned Strength</i>
30. Lobby Office							
							<i>Sanctioned Strength</i>
31. M.A. Section							
							<i>Sanctioned Strength</i>
32. MS & A Branch							
							<i>Sanctioned Strength</i>
33. Notice Office							
							<i>Sanctioned Strength</i>
34. O&M Section							
							<i>Sanctioned Strength</i>
35. Personnel Section							
							<i>Sanctioned Strength</i>
36. Printing Section-I							
							<i>Sanctioned Strength</i>
37. Printing Section-II							
							<i>Sanctioned Strength</i>
38. Questions Branch							
							<i>Sanctioned Strength</i>
39. LARRDI Service							
							<i>Sanctioned Strength</i>
40. Press & Media Unit (LARRDI Service)							
							<i>Sanctioned Strength</i>
41. Reporters Section							
							<i>Sanctioned Strength</i>
42. Recruitment Cell							
							<i>Sanctioned Strength</i>
43. Joint Recruitment Cell							
							<i>Sanctioned Strength</i>
44. RTI Cell							
							<i>Sanctioned Strength</i>

S1. Section No.	Junior Clerk	Senior Clerk	Assistant	Senior Assistant	A.D./L.O./C.O./E.O./P.O.	Joint Director/ Deputy Director	Secretary/ AS/JS/ Director
45. Sales & Archives Section <i>Sanctioned Strength</i>							
46. Stenographers Pool <i>Sanctioned Strength</i>							
47. Stores Section <i>Sanctioned Strength</i>							
48. Table Office <i>Sanctioned Strength</i>							
49. Training Cell <i>Sanctioned Strength</i>							
50. Watch & Ward Office <i>Sanctioned Strength</i>							
51. Centralised Pass Issue Cell (CPIC) [W&W] <i>Sanctioned Strength</i>							
52. Office of the Hon'ble Chairman, Rajya Sabha <i>Sanctioned Strength</i>							
53. Office of the Hon'ble Deputy Chairman, Rajya Sabha <i>Sanctioned Strength</i>							
54. Office of the Secretary-General <i>Sanctioned Strength</i>							

STENOGRAPHER'S POOL

<i>Director (PSSS)</i>	<i>Joint Director (PSSS)</i>	<i>Deputy Director (PSSS)</i>	<i>Senior Private Secretary</i>	<i>Private Secretary</i>	<i>Personal Assistant</i>	<i>Stenographer</i>
<i>No. S.S.</i>	<i>No. S.S.</i>	<i>No. S.S.</i>	<i>No. S.S.</i>	<i>S.S.-2</i>	<i>S.S.-7</i>	<i>S.S.-4</i>

STATEMENT SHOWING THE ALLOCATION OF WORK AMONGST OFFICERS IN THE CADRE OF
SECRETARY/ADDITIONAL SECRETARY/JOINT SECRETARY/DIRECTOR/JOINT
DIRECTOR/DEPUTY DIRECTOR, as on

<i>Sl. No.</i>	<i>Name & Designation</i>	<i>Work allotted</i>	<i>Date</i>	<i>Office Order No.</i>
 <i><u>SECRETARY</u></i>				
 <i><u>ADDITIONAL SECRETARY</u></i>				
 <i><u>JOINT SECRETARY</u></i>				
 <i><u>DIRECTOR</u></i>				
 <i><u>DEPUTY DIRECTOR</u></i>				

STATEMENT SHOWING THE POSTINGS OF PERSONNEL OF PRIVATE
SECRETARIES & STENOGRAPHIC SERVICE, as on

<i>Sl. No.</i>	<i>Name</i>	<i>Room No.</i>	<i>Date of Posting/ Office Order No.</i>
	<u>Director (PSS)</u>		
1.			
	<u>Joint Director (PSS)</u>		
1.			
	<u>Deputy Director (PSS)</u>		
1.			
	<u>Senior Private Secretary</u>		
1.			
	<u>Private Secretary</u>		
1.			
	<u>Personal Assistant</u>		
1.			
	<u>Stenographer</u>		
1.			

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE

NEW DELHI

No. Rs/18(xxvii)/93-Personnel

Dated the 17th Sept., 1993

CIRCULAR

Subject: Setting up of Grievance Committee to look into requests/grievances of officers/members of staff of Rajya Sabha Secretariat.

It has been decided to set up a Grievance Committee to look into problems as may be brought before it by staff of the Secretariat from time to time.

The Committee will be headed by Additional Secretary and will include three other Members—Director (A), Under Secretary (P) and one other Under Secretary level officer. The Committee will sit from 3.00 P.M. to 4.00 P.M. on the last Friday of every month.

Those desiring to bring up any grievance before the Committee may inform Under Secretary (P) two days prior to the date of the meeting. The grievances will be taken up accordingly, in chronological order of receipt.

(T.P. BUGGA)
UNDER SECRETARY

To

All Officers/P.S.s/P.A.s and Pay & Accounts Office.

**RAJYA SABHA SECRETARIAT
(PERSONNEL SECTION)**

**PARLIAMENT HOUSE ANNEXE
NEW DELHI**

No.RS/31(i)/2006-Perl.

Dated the 25th April, 2008

CIRCULAR

Subject: Rajya Sabha Secretariat Employees Association.

Hon'ble Chairman, Rajya Sabha has approved the formation of Rajya Sabha Secretariat Employees Association. A copy of the Constitution of the Association, approved by the Hon'ble Chairman, Rajya Sabha is circulated herewith for information.

Sd/-

(C.B. RAI)

JOINT DIRECTOR

To,

1. Office of Hon'ble Chairman, Rajya Sabha
2. Office of Hon'ble Deputy Chairman, Rajya Sabha
3. P.S. to Secretary General
4. P.S. to Secretary
5. P.S. to OSD(S)
6. All Officers/Sections/P.S.s/P.A.s & Pay & Accounts Office, Rajya Sabha

**CONSTITUTION OF THE RAJYA SABHA
SECRETARIAT EMPLOYEES
ASSOCIATION**

CONSTITUTION OF THE RAJYA SABHA SECRETARIAT EMPLOYEES ASSOCIATION

1. Name : The Association shall be called "The Rajya Sabha Secretariat Employees Association" (RSSEA).
2. HEADQUARTERS : The Headquarters of the Association shall be located at New Delhi.
3. AIMS AND OBJECTS : The aims and objects of the Association shall be:—
- (a) to foster a spirit of co-operation amongst its members and employees of Rajya Sabha Sectt. to attain greater efficiency in work and harmonious relationship at all levels;
 - (b) to safeguard and promote the legitimate interests of its members and employees of Rajya Sabha Sectt. in service matters and to secure redressal of their grievances consistent with the requirements of Parliamentary work and the overall interests of the Secretariat;
 - (b) to do all such other things as are incidental or conducive to the attainment of any or all of the above mentioned aims and objects.
4. MEMBERSHIP : All officers and staff of Rajya Sabha Secretariat temporary as well as permanent will be members of the Association except those who decide not to be its members and withdraw from its membership in writing.
5. SUBSCRIPTION : All members of the Association shall pay a monthly subscription of Rupees two (Rs.2/-).
6. REGISTER OF MEMBERSHIP : The Association shall maintain an up-to-date register of all its members along with their designations.
7. COMPOSITION OF THE EXECUTIVE COUNCIL
- (a) Patron : Secretary General, Rajya Sabha.
 - (b) President : To be elected from amongst the members of the Association.
 - (c) Senior Vice-President : -do-
 - (d) Vice-President : -do-
 - (e) General Secretary : -do-
 - (f) Secretary : -do-
 - (g) Treasurer : -do-
 - (h) Executive Members (Twenty-one) : To be elected from various services and grades as shown in **Annexure-I**.

Provided that if there is no lady representative elected to the E.C. one lady member of the Association may be co-opted by the President to the E.C.

8. TERM OF OFFICE
OF THE EXECUTIVE COUNCIL

- : Except as otherwise provided in this Constitution, the Executive Council shall normally hold office for a period of two years from the date of the declaration of results of elections or till such time as a new Executive Council is elected.

Provided that the extended term of the Executive Council shall in no case exceed three months.

All Members of the Executive Council shall have one vote each and 1/3rd of the membership of the Council shall form a quorum at a meeting.

9. FUNCTIONS OF
THE EXECUTIVE COUNCIL

- : All the activities of the Association shall be carried out by an Executive Council.

The functions of the Executive Council shall be—

- (i) to consider all questions affecting the interests of the Members of the Association and employees of Rajya Sabha Secretariat in pursuance of its aims and objects.
- (ii) to have the right to insist on the Administration to respond in writing to the recommendations made by the Executive Council and its various Committees within a month of these being communicated to the Administration.
- (iii) to arrange for the collection of subscription from the members, to incur expenditure in pursuance of the aims and objects of the Association, to provide necessary funds to various committees for different activities and to maintain proper accounts of the funds of the Association; and
- (iv) to prepare every year a report of the activities of the Association and a statement of audited accounts and circulate them to all members for consideration at the Annual General Body Meeting.
- (v) It shall meet at least once in every two months or as often as may be necessary to consider any emergent matter provided the request for such an emergent meeting has been supported by at least one-third of the members of the Executive Council.
- (vi) While considering matters pertaining to service conditions of a particular Service/Grade, opportunity shall be provided to the representative(s) thereof to depose and apprise the Executive Council of the practical difficulties faced by the Service/Grade so as to devise ways and means to resolve them.

10. GENERAL BODY
MEETING

- : A meeting of the General Body shall be held at least once every year:

- (i) to consider the Annual Report and Statement of Accounts of the previous year;

- (ii) To announce the results of election of the Executive Council in the year in which these are held; and
 - (iii) to transact any other business placed on the agenda by the Executive Council or by a member, due notice for which has been given under these rules.
11. EXTRAORDINARY MEETING : An extraordinary meeting of the RSSEA may be convened at any time considered necessary by the Executive Council or on receipt of a written request made by not less than one-fifth of the total membership of the Association. Such an extraordinary meeting shall be convened within seven days of the receipt of a request to this effect.
12. NOTICE : A notice of 15 days, to be counted from the date of its issue, shall be given to the members for any meeting of the General Body, other than extraordinary meeting. The notice shall also specify the date by which the members shall intimate in writing to the General Secretary the resolutions which they wish to be placed on the agenda for the meeting. The agenda and papers for the meeting shall be circulated to all members at least three days before the meeting.
13. QUORUM : The quorum at a meeting of the General Body shall be one-fifth of its total membership. Where a meeting of the General Body, held after giving due notices is adjourned for want of quorum, no quorum shall be necessary for the reconvened meeting which may be held any day seven days thereafter.
14. AMENDMENTS : Amendments to provisions of this Constitution shall be deemed to have come into force after these have been approved at a meeting of General Body by two-thirds majority of the members present. Proposals for amendments shall be circulated by the General Secretary to all members at least three working days before the meeting at which they are to be considered.
15. ELECTION OF THE EXECUTIVE COUNCIL : The election of Executive Council shall be held by secret ballot at least ten days before the Annual General Body meeting but results would be announced at the General Body meeting. Returning Officer for conducting biennial elections shall be appointed by the Executive Council. The Returning Officer so appointed shall be responsible for the superintendence, direction and control of elections and maintenance of its secrecy.
- For settling any disputes or considering and disposing of any petitions pertaining to elections, the Executive Council shall also constitute, with the approval of the patron, a Committee consisting of not more than three members from amongst officers of the rank of Deputy Secretary or equivalent and above, provided the members so nominated are not members of the Executive Council. The decisions of this Committee shall be final and binding on the parties to the dispute.

16. DUTIES, RESPONSIBILITIES & POWERS OF :
EXECUTIVE COUNCIL

- (a) The President, or in his absence, the Senior Vice-President or in the absence of the latter, Vice President shall preside over the meeting of the Executive Council.
- (b) It shall be the duty of the General Secretary:—
 - (i) to conduct the correspondence of the Association and to sign all letters and papers emanating from the Association under the directions of the Executive Council;
 - (ii) to attend all meetings of the Executive Council of the Association and take notes of the proceedings;
 - (iii) to record and circulate minutes of all meetings of the Executive Council and the Association;
 - (iv) to preserve all letters, papers and documents of every kind connected with the business of the Association;
 - (v) to exercise general supervision over the staff appointed by the Association if any;
 - (vi) to arrange for the holding of various meetings prescribed under the rules;
 - (vii) to maintain a complete and up-to-date list of members of the Association; and
 - (viii) to prepare an annual report of the activities of the Association for distribution amongst the members alongwith the audited Statements of Accounts.
- (c) The General Secretary shall have power to spend up to Rs. 2000/- (Rupees Two Thousand only) at a time on contingent charges which shall be supported by proper receipts and he shall not exceed this limit without the prior sanction of the Executive Council.
- (d) It shall be the duty of the Treasurer:—
 - (i) to receive subscriptions and any other moneys due to the Association and deposit them in the approved scheduled Bank;
 - (ii) to give receipts for all moneys received by the Association and disburse under the authority of the Executive Council all moneys payable by the Association;
 - (iii) to maintain a complete and up-to-date list of the members of the Association and the amount due from each of them;
 - (iv) to maintain the account of the Association and submit them quarterly to the Executive Council for scrutiny; and

- (v) to get the account audited after every year by an auditor appointed by the Executive Council;
17. CONTROL OF FUNDS : The funds of the Association shall be under the control of the Executive Council and shall be deposited in a scheduled Bank. No money shall be spent for any purposes other than those essential to subserve the aims and objects of the Association. No expenditure shall be incurred without the prior sanction of the Executive Council except as provided for in rule 16(c). Where for emergent reasons prior sanction of the Executive Council cannot be obtained, the President, or in his absence the Senior Vice-President, may authorize an expenditure not exceeding Rs. 3,000/- (Rupees Three Thousand only) in a month subject to regularization by Executive Council, at its next meeting. Moneys shall be drawn from the Bank under joint signatures of President/General Secretary and/or Treasurer.
18. ACCOUNTS : The Accounts of the Association shall be maintained in such form as may be prescribed by the internal auditor and approved by the Executive Council and these shall be closed on 31st March of every year.
19. AUDITORS AND AUDIT OF ACCOUNTS : The accounts of the Association shall be audited annually by an internal auditor, appointed by the Executive Council in consultation with the Pay & Accounts Officer, Rajya Sabha. The Auditor shall certify the correctness of the Income and Expenditure statement, which shall then form part of the Annual Report of the Association.
20. DISSOLUTION : The Association shall not be dissolved except by a majority of three-fourths of members present in a General Body Meeting, specially convened for the purpose by majority of three-fourths of total membership of the Executive Council;
- Provided that the total number of votes cast is not less than two-thirds of the total number of members then on the rolls of the Association in case of General Body Meetings.
21. DISPOSAL OF FUNDS : The funds of the Association, after meeting all liabilities, shall be disposed of in accordance with the decision of the General Body Meeting deciding on the dissolution of the Association.
22. INTERPRETATION : The Patron on the advice of the Executive Council shall decide any difference of opinion as to the interpretation of the provisions of this Constitution finally.

ANNEXURE-I

EXECUTIVE MEMBERS

1. DS/Director & above	One
2. The Legislative, Executive, Financial and Administrative Service (LEFA)	Five
3. The Library, Reference, Research Documentation and Information Service (LARRDIS)	One
4. Verbatim Reporting	One
5. Private Secretaries and Stenographic Service	One
6. Simultaneous Interpretation Service	One
7. Printing and Publication Service	One
8. Editorial and Translation Service	Two
9. Watch and Ward, Door Keeping	Two
10. Sanitation Service	One
11. Drivers and Dispatch Riders	One
12. Messenger Service	Three
Total: Twenty One	

**OFFICE BEARERS OF THE AD-HOC EXECUTIVE COUNCIL OF THE RAJYA SABHA SECRETARIAT
EMPLOYEES ASSOCIATION**

1. Shri D.P. Ahuja	—	<i>President</i>
2. Ch. R.K. Das	—	<i>Sr. Vice President</i>
3. Shri J.R. Arora	—	<i>Vice-President</i>
4. Shri A.K. Sahoo	—	<i>General Secretary</i>
5. Mrs. Meena Kandwal	—	<i>Secretary</i>
6. Shri Ram Avtar Singh	—	<i>Treasurer</i>

RAJYA SABHA SECRETARIAT EMPLOYEES ASSOCIATION

Parliament House Annexe, New Delhi-110001

No. RSSEA/01/08

Dated the 1st May, 2008

<p>PATRON Dr. V.K. Agnihotri, Secretary-General Tele: 23034695</p> <p>PRESIDENT D.P. Ahuja Tele: 23034163</p> <p>Sr. VICE PRESIDENT Ch. R.K. Das Tele: 23035297</p> <p>VICE PRESIDENT J.R. Arora Tele: 23034047</p> <p>GENERAL SECRETARY A.K. Sahoo Tele: 23034537</p> <p>SECRETARY Mrs. Meena Kandwal Tele: 23034533</p> <p>TREASURER Ram Avtar Singh Tele: 23034203</p>	<p>To</p> <p>Secretary-General, Rajya Sabha, New Delhi-110001</p> <p>Sir,</p> <p>I am directed to state that Executive Council of Rajya Sabha Secretariat Employees Association (RSSEA) at its meeting held on 29th April, 08 decided that administration may be approached with a request to deduct subscription from employees of the Secretariat towards membership of RSSEA as per clause 5 of the Constitution of the Rajya Sabha Secretariat Employees Association. It is, therefore, requested that a sum of Rs. 2-(Rs. Two only) may kindly be deducted from the salary of all employees of the Secretariat with effect from the month of May, 2008.</p> <p>Thanking you,</p> <p>Yours faithfully,</p> <p>Sd/- (A.K. SAHOO) GENERAL SECRETARY</p>
--	---

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

Dated the 30th June, 2009

OFFICE ORDER PART-INO. 5/2009 - PERSONNEL

Sub:— Prevention of Sexual harassment of Women at places of work — CCS (Conduct) Rules, 1964 & Establishment of Redressal mechanism.

1. The Hon'ble Supreme Court in the case of Vishaka and Others Vs. State of Rajasthan and Others, laid down certain guidelines and norms to be observed to prevent sexual harassment of women employees at their work places. Accordingly, CCS (Conduct) Rules 1964, which are applicable to Officers/Staff of Rajya Sabha Secretariat *vide* Rule 10 of the Rajya Sabha Secretariat (Recruitment & Conditions of Service) Rules, 1957, have been amended by the Government of India, Department of Personnel and Training, *vide* their notification No. 11013/10/97-Estt. (A) dated 13.02.98.

2. Pursuant to the above directions of the Hon'ble Supreme Court, a three member Complaints Committee for redressal of complaints of sexual harassment of women employees in Rajya Sabha Secretariat has been constituted by the Secretary-General, Rajya Sabha. The Committee shall comprise the following members:—

- | | | |
|--|---|--------------------------------|
| (i) Smt. Agnes Momin George, Joint Secretary | — | <i>Chairman & Convener</i> |
| (ii) Shri Ram Behari Gupta, Director | — | <i>Member</i> |
| (iii) Smt. Vanjula G. Rajan, Joint Director | — | <i>Member - Secretary</i> |

3. The Committee shall discharge the following functions:—

- (i) Registering and inquiring into the complaints of sexual harassment within the Rajya Sabha Secretariat, for time bound disposal.
- (ii) Register and inquire into the complaints made directly to the Committee.
- (iii) Render advice to appropriate authority on its own motion or otherwise, on the complaints, including the following points:—
 - (a) Whether any conduct amounts to specific offence under the Indian Penal Code, any other law or the CCS (Conduct) Rules, and
 - (b) Action to be taken on specific complaints.
- (iv) The Committee shall further ensure that:—
 - (a) The victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.
 - (b) The guidelines laid down by the Supreme Court on prevention of sexual harassment are being followed in the Rajya Sabha Secretariat.

- (v) The Committee may, on its own motion or otherwise, inquire whether a Departmental Committee while dealing with the complaints has followed the guidelines of the Hon'ble Supreme Court and direct the department to take appropriate action on the complaints.

(C.B. RAI)
DIRECTOR

No. RS/31/1/2009-Perl.

Copy to:—

1. Office of the Hon'ble Chairman, Rajya Sabha
2. Office of the Secretary-General
3. PS to Secretary
4. PS to AS&FA
5. PA to JS (D)
6. Smt. Agnes Momin George, Joint Secretary
7. Shri Ram Behari Gupta, Director
8. Smt. Vanjula G. Rajan, Joint Director
9. Office Order Book
10. All Officers/Sections/PSs/PAs and Pay & Accounts Office, Rajya Sabha

Fundamental Rules—

- (1) *Fundamental Rule* 11 provides that unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Secretariat which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration.
- (2) Proviso under *Fundamental Rule* 17(1) provides that an officer who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence. Further, *Fundamental Rule* 17-A provides that a period of unauthorised absence.
 - (i) in the case of employees working in individual establishments, during a strike which has been declared illegal under the provisions of Industrial Disputes Act, 1947, or any other law for the time being in force;
 - (ii) in the case of other employees as a result of acting in combination or in concerted manner, such as during a strike without any authority from, or valid reason to the satisfaction of, the competent authority; and
 - (iii) in the case of an individual employee, remaining absent unauthorisedly or deserting the post;

shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession, quasi-permanency and eligibility for appearing in departmental examinations for which a minimum period of continuous service is required.

C.C.S. (Conduct) Rules—The Central Civil Services (Conduct) Rules, 1964 impose various restrictions on the rights conferred by Article 19(1) of the Constitution in so far as the Government servants are concerned. Important provisions of the Central Civil Services (Conduct) Rules, 1964 which impose such restrictions as made applicable to this Secretariat are as given below for guidance:

(1) Rule 3. General

(1) Every Employee of the Secretariat shall at all times—

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty; and
- (iii) do nothing which is unbecoming of a Employee of the Secretariat.

- (2) (i) Every Employee of the Secretariat holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Employees of the Secretariat for the time being under his control and authority;
- (ii) No Employee of the Secretariat shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior;
- (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;
- (iv) An Employee of the Secretariat who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

3-A. Promptness and Courtesy

No Employee of the Secretariat shall—

- (a) in the performance of his official duties, act in a discourteous manner;
- (b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

3-B. Observance of Government's policies

Every Employee of the Secretariat shall, at all times—

- (i) act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
- (ii) Observe the Government's policies regarding prevention of crime against women.

3-C. Prohibition of sexual harassment of working women

- (1) No Employee of the Secretariat shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every Employee of the Secretariat who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation— For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as—

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) sexually coloured remarks;

(d) showing any pornography; or

(e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

(2) Rule 4. Employment of near relatives of Employee of the Secretariat in companies or firms

(i) No Employee of the Secretariat shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.

(ii) No Group 'A' officer shall, except with the previous sanction of the Secretariat, permit his son, daughter or other dependant, to accept employment in any company or firm with which he has official dealings or any other company or firm having official dealings with the Secretariat:

Provided that where the acceptance of the employment cannot await prior permission of the Secretariat or is otherwise considered urgent, the matter shall be reported to the Secretariat and the employment may be accepted provisionally subject to the permission of the Secretariat.

(i) A Employee of the Secretariat shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm:

Provided that no such intimation shall be necessary in the case of a Group 'A' officer if he has already obtained the sanction of, or sent a report to the Secretariat under Clause (i).

(3) No Employee of the Secretariat shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Employee of the Secretariat shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

(3) Rule 5. Taking part in politics and election

(1) No Employee of the Secretariat shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every Employee of the Secretariat to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established and where a Employee of the Secretariat is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Secretariat.

(3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Secretariat thereon shall be final.

(4) No Employee of the Secretariat shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any Legislature or Local Authority:

Provided that—

(i) a Employee of the Secretariat qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii) a Employee of the Secretariat shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation.—The display by a Employee of the Secretariat on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

(4) Rule 6. Joining of Associations by Employees of the Secretariat

No Employee of the Secretariat shall join, or continue to be a member of, an association the objects or activities or which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

(5) Rule 7. Demonstration and Strikes

No Employee of the Secretariat shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence, or
- (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Employee of the Secretariat.

(6) Rule 8. Connection with press or other media

- (1) No Employee of the Secretariat shall, except with the previous sanction of the Secretariat, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.
- (2) Nothing in sub-rule (1) shall apply in case a Employee of the Secretariat in the bona fide discharge of his official duties publishes a book or participates in a public media.
- (3) A Employee of the Secretariat publishing a book or participating in a public media shall at all times make it clear that the views expressed by him are his own and not that of Secretariat.

(7) Rule 9. Criticism of Government

No Employee of the Secretariat shall, in any radio broadcast, telecast through any electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any public utterance, make any statement of fact or opinion—

- (i) which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government;
- (ii) which is capable of embarrassing the relations between the Central Government and the Government of any State; or
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State:

Provided that nothing in this rule shall apply to any statement made or views expressed by a Employee of the Secretariat in his official capacity or in the due performance of the duties assigned to him.

(8) Rule 10. Evidence before Committee or any other authority

- (1) Save as provided in sub-rule (3), no Employee of the Secretariat shall, except with the previous sanction of the Secretariat, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no Employee of the Secretariat giving such evidence shall criticize the policy or any action of the Central Government or of a State Government.
- (3) Nothing in this rule shall apply to—
 - (a) evidence given at any enquiry before an authority appointed by the Government, Parliament or a State legislature; or
 - (b) evidence given in any judicial enquiry; or
 - (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

(9) Rule 11. Unauthorized communication of information

No Employee of the Secretariat shall, except in accordance with any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or

any part thereof or information to any Employee of the Secretariat or any other person to whom he is not authorized to communicate such document or information.

Explanation:—Quotation by a Employee of the Secretariat (in his representation to the Head of Office, or Head of Department or Chairman) of or from any letter, circular or office memorandum or from the notes on any file, to which he is not authorized to have access, or which he is not authorized to keep in his personal custody or for personal purposes, shall amount to unauthorized communication of information within the meaning of this rule.

(10) Rule 12. Subscriptions

No Employee of the Secretariat shall, except with the previous sanction of the Secretariat or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of, any funds or other collections in cash or in kind in pursuance of any subject whatsoever.

(11) Rule 13. Gifts

- (1) Save as otherwise provided in these rules, no Employee of the Secretariat shall accept, or permit any member of his family or any other person acting on his behalf to accept any gift.

Explanation:—The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage provided by any person other than a near relative or personal friend having no official dealings with the Employee of the Secretariat.

NOTE 1. A casual meal, lift or other social hospitality shall not be deemed to be a gift.

NOTE 2. A Employee of the Secretariat shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firm, organization, etc., having official dealings with him.

- (2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gifts is in conformity with the prevailing religious and social practice, a Employee of the Secretariat may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Secretariat, if the value of such gift exceeds—
- (i) rupees seven thousand in case of a Employee of the Secretariat holding any Group 'A' post;
 - (ii) rupees four thousand in the case of a Employee of the Secretariat holding any Group 'B' post; and
 - (iii) rupees two thousand in the case of a Employee of the Secretariat holding any Group 'C' post.
- (3) In any other case, a Employee of the Secretariat shall not accept any gift without the sanction of the Secretariat, if the value exceeds—
- (i) rupees one thousand five hundred in the case of Employee of the Secretariats holding any Group 'A' or Group 'B' post; and
 - (ii) rupees five hundred in the case of Employee of the Secretariats holding any Group 'C' post.
- (4) Notwithstanding anything contained in sub-rules (2) and (3), a Employee of the Secretariat, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Government in this regard from time to time.
- (5) A Employee of the Secretariat shall not accept any gifts from any foreign firm which is either contracting with the Secretariat or is one with which the Employee of the Secretariat had, has or is likely to have official dealings. Acceptance of gifts by a Employee of the Secretariat from any other firm shall be subject to the provisions of sub-rule (3).

Rule 13-A. Dowry

No Employee of the Secretariat shall—

- (i) give or take or abet in giving or taking of dowry; or

- (ii) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation.—For the purposes of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

(12) Rule 14. Public demonstrations in honour of Employee of the Secretariats

No Employee of the Secretariat shall, except with the previous sanction of the Secretariat, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other Employee of the Secretariat:

Provided that nothing in this rule shall apply to—

- (i) a farewell entertainment of a substantially private and informal character held in honour of a Employee of the Secretariat or any other Employee of the Secretariat on the occasion of his retirement or transfer or any person who has recently quitted the service of any Government; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

NOTE.— Exercise of pressure or influence of any sort on any Employee of the Secretariat to induce him to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscription from Group 'C' employees under any circumstances for the entertainment of any Employee of the Secretariat not belonging to Group 'C', is forbidden.

(13) Rule 15. Private trade or employment

- (1) Subject to the provisions of sub-rule (2), no Employee of the Secretariat shall, except with the previous sanction of the Secretariat—
 - (a) engage directly or indirectly in any trade or business; or
 - (b) negotiate for, or undertake, any other employment, or
 - (c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
 - (d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
 - (e) take part except in the discharge of his official duties, in the registration, promotion or management of any Bank, or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956), or any other law for the time being in force, or of any co-operative society for commercial purposes.
 - (f) participate in or associate himself in any manner in the making of—
 - (i) a sponsored media (radio or television) programme; or
 - (ii) a media programme commissioned by Government media but produced by a private agency; or
 - (iii) a privately produced media programme including video magazine:

Provided that no previous permission shall be necessary in case where the Employee of the Secretariat participates in a programme produced or commissioned by Government media in his official capacity.

- (2) A Employee of the Secretariat may, without the previous sanction of the Secretariat,
 - (a) undertake honorary work of a social or charitable nature, or
 - (b) undertake occasional work of a literary, artistic or scientific character, or
 - (c) participate in sports activities as an amateur, or
 - (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or a club or similar organisation, the aims or objects of which

relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being force, or

- (e) take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Employee of the Secretariat, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force:

Provided that—

- (i) he shall discontinue taking part in such activities, if so directed by the Secretariat; and
 - (ii) in a case falling under Clause (d) or Clause (e) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Secretariat giving details of the nature of his participation.
- (3) Every employee of the Secretariat shall report to the Secretariat if any member of his family is engaged in a trade or business or owns or manages any insurance agency or commission agency.
 - (4) Unless otherwise provided by general or special orders of the Secretariat, no Employee of the Secretariat may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

Explanation. The term 'fee' used here shall have the meaning assigned to it in Fundamental Rule 9(6-A).

Rule 15-A. Subletting and vacation of official accommodation

- (1) Save as otherwise provided in any other law for the time being in force, no Employee of the Secretariat shall sublet, lease or otherwise allow occupation by any other person of official accommodation which has been allotted to him.
- (2) A Employee of the Secretariat shall, after the cancellation of his allotment of official accommodation vacate the same within the time limit prescribed by the allotting authority.

(14) Rule 16. Investments, lending and borrowing

- (1) No Employee of the Secretariat shall speculate in any stock, share or other investment:

Provided that a nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorized and licensed or who have obtained a certificate or registration under the relevant law.

Explanation.—Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- (2) No Employee of the Secretariat shall make, or permit any member or his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to be an investment which is likely to influence the Employee of the Secretariat.
- (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Secretariat thereon shall be final.
- (4) (i) No Employee of the Secretariat shall, save in the ordinary course of business with a Bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf,—
 - (a) lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or
 - (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a Employee of the Secretariat may give to, or accept from a relative or a personal friend purely temporary loan of a small amount free of interest, or operate credit account with a bone fide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-rule apply in respect of any transaction entered into by a Employee of the Secretariat with the previous sanction of the Secretariat.

- (ii) When a Employee of the Secretariat is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

(15) Rule 17. Insolvency and habitual indebtedness

A Employee of the Secretariat shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Employee of the Secretariat against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent, shall forthwith report the full facts of the legal proceedings to the Secretariat.

Note—The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the Employee of Secretariat could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Employee of the Secretariat.

(16) Rule 18. Movable, immovable and valuable property

- (1) (i) Every Employee of the Secretariat shall on his first appointment to any service or post submit a return of his assets and liabilities, in his own name or in the name of any member of his family or in the name of any other person;
 - (a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name or any other person;
 - (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;
 - (c) other movable property inherited by him or similarly owned, acquired or held by him; and
 - (d) debts and other liabilities incurred by him directly or indirectly.

Note. 1.—Sub-rule (1) shall not ordinarily apply to Group 'C' employees but the Secretariat may direct that it shall apply to any such Employee of the Secretariat or class of such Employee of the Secretariats.

Note. 2.—In all returns, the values of items of movable property worth less than Rs. 10,000/- may be added and shown as a lumpsum. The value of article of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.

Note. 3.—Where a Employee of the Secretariat already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

- (ii) Every Employee of the Secretariat belonging to any service or holding any post included in Group 'A' And Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his name or in the name of any member or his family or in the name of any other person.
- (2) No Employee of the Secretariat shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.

Provided that the previous sanction of the prescribed authority shall be obtained by the Employee of the Secretariat if any such transaction is with a person having official dealings with him.

- (3) Where a Employee of the Secretariat enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds twenty thousand rupees in the case of Employee of the Secretariat holding any Group 'A' or Group 'B' post or fifteen thousand rupees in the case of Employee of the Secretariat holding any Group 'C' post:

Provided that the previous sanction of the prescribed authority shall be obtained by the Employee of the Secretariat if any such transaction is with a person having official dealing with him.

- (4) The Secretariat or the prescribed authority may, at any time, by general or special order, require a Employee of the Secretariat to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf by any member of his family as may be specified in the order. Such statement shall, if so required by the Secretariat or by the prescribed authority, include the details of the means by which, or the source from which, property was acquired
- (5) The Secretariat may exempt any category of Employee of the Secretariats belonging to Group 'C' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of prescribed Authority.

Explanation I. For the purposes of this rule—

- (1) the expression "movable property" includes—
- (a) jewellery, insurance policies, the annual premia of which exceeds Rs. 10,000/-or one sixth of the total annual emoluments received from Government, whichever is less, shares, securities and debentures;
 - (b) all loans, whether secured or not, advanced or taken by the Employee of the Secretariat;
 - (c) motor cars, motor cycles, horses or any other means of conveyance; and
 - (d) refrigerators, radios [radiograms and television sets]
- (2) (a) "prescribed authority" in respect of a Employee of the Secretariat shall mean Hon'ble Chairman, Rajya Sabha for Group 'A' employees and Secretary-General, Rajya Sabha for Group 'B' & 'C' employees.
- (b) "prescribed authority" in respect of a Employee of the Secretariat on foreign service or on deputation to any other Ministry or any other Government, means—the parent department on the cadre of which such Employee of the Secretariat is borne or the Ministry to which he is administratively subordinate as member of that cadre.

Explanation II.—For the purpose of this rule 'lease' means, except where it is obtained from, or granted to, a person having official dealings with a Employee of the Secretariat, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

Rule 18—A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.

Notwithstanding anything contained in sub-rule (2) of Rule 18, no Employee of the Secretariat shall, except with the previous sanction of the prescribed authority—

- (a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organization or concern;
 - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, or any immovable property.

- (ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family;

Explanation. In this rule 'prescribed authority' has the same meaning as in Rule 18.

(17) Rule 19. Vindication of acts and character of Employee of the Secretariat

- (1) No Employee of the Secretariat shall, except with the previous sanction of the Secretariat, have recourse to any Court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character:

Provided that if no such sanction is received by the Employee of the Secretariat within a period of three months from the date of receipt of his request by the Secretariat, he shall be free to assume that the permission as sought for has been granted to him.

- (2) Nothing in this rule shall be deemed to prohibit a Employee of the Secretariat from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in his private capacity is taken, the Employee of the Secretariat shall submit a report to the prescribed authority regarding such action.

(18) Rule 20. Canvassing of non-official or other outside influence

No Employee of the Secretariat shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his servant under Government.

(19) Rule 21. Restriction regarding marriage.

- (1) No Employee of the Secretariat shall enter into, or contract, a marriage with a person having a spouse living; and
- (2) No Employee of the Secretariat having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Secretariat may permit an Employee to enter into, or contract, any such marriage as is referred to in Clause (1) or Clause (2), if it is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such Employee of the Secretariat and the other party to the marriage;
- (b) there are other grounds for so doing.
- (3) A Employee of the Secretariat who has married a person other than of Indian nationality shall forthwith intimate the fact to the Secretariat.

(20) Rule 22. Consumption of intoxicating drinks and drugs

A Employee of the Secretariat shall—

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drugs;
- (c) not appear in a public place in a state of intoxication;
- (d) not use any intoxicating drink or drug to excess.

Rule 22-A. Prohibition regarding employment of children below 14 years of age

No Employee of the Secretariat shall employ to work any child below the age of 14 years.

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/—/Perl.

Dated the _____

ORDER

Whereas a case against _____ in respect to criminal offences is under investigation/Inquiry/trial.

*2. **And Whereas** a disciplinary proceeding against _____ is also contemplated/pending.

3. **Now, therefore**, the undersigned, in exercise of the powers conferred by *sub-rules (1) and (3) of Rule 19 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957, hereby places the said _____, under suspension **with effect from** _____.

4. It is further ordered that during the period that this order shall remain in force, the headquarters of _____ shall be (*New Delhi*) and the said _____ shall not leave the said headquarters without obtaining the previous permission of the undersigned.

By order and in the name of

(disciplinary authority)

Sd/-

(Name & Appointment of Officer)

Copy to:—

1. Office of the Hon'ble Chairman
2. PS to Secretary-General
3. PA to JS(D)
4. (*Individual Concerned*)
5. Pay & Accounts Office, Rajya Sabha
6. Estt. (G) Section.
7. Estt. (A/Cs) & Budget Section
8. Parliament Security Office
9. All Officers/Sections/P.Ss/P.As etc.

No. RS/-----Perl.

Dated the

MEMORANDUM

It is proposed to hold an Inquiry against Shri----- under Rule 16 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 [read with Rule 14 of the CCS (CCA) Rules, 1965]. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehaviour in support of the article of charge is enclosed (Annexure-II). A list of documents by which and a list of witnesses by whom the articles of charge are proposed to be substantiated are also enclosed (Annexure-III & IV).

2. Shri----- is directed to submit within 10 days of the receipt of this Memorandum a written statement of his defence and to state whether he desires to be heard in person.

3. He is informed that an inquiry will be held only in respect of those articles of charge as are not admitted. He should, therefore, specifically admit or deny each article of charge.

4. Shri----- is further informed that if he does not submit his written statement of defence within the period specified in para 2 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rule 16 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules 1957 [read with Rule 14 of the CCS (CCA) Rules, 1965] or the orders/directions issued in pursuance of the said rules, the inquiring authority may hold the inquiry against him ex-parte.

5. Attention of Shri----- is invited to Rule 20 of the Central Civil Services (Conduct) Rules, 1964, under which no Government servant shall bring or attempt to bring any political or outside influence to bear under any superior authority to further his interest in respect of matters pertaining to his service under the Government. If any representation is received on his behalf from another person in respect of any matter dealt within these proceedings, it will be presumed that it has been made at his instance and action will be taken against him for violation of Rule 20 of the CCS (Conduct) Rules, 1964.

6. Receipt of the memorandum may be acknowledged.

Sd/-

To

Shri-----

ANNEXURE-I

**Statement of articles of charge framed against Shri/Smt./Kumari
(name and designation of the Secretariat employee)**

Article I

That the said Shri/Smt./Kumari _____ while functioning as _____
during the period _____

Article II

That during the aforesaid period and while functioning in the aforesaid office, the said
Shri/Smt./Kumari _____

Article III

That during the aforesaid period and while functioning in the aforesaid office, the said
Shri/ Smt./Kumari _____

ANNEXURE-II

**Statement of imputation of misconduct or misbehaviour in support of the articles of charge framed against
Shri/Smt./Kumari (name and designation of the Secretariat employee)**

Article I

Article II

Article III

ANNEXURE-III

**LIST OF DOCUMENTS BY WHICH THE ARTICLES OF CHARGE FRAMED AGAINST
SHRI/SMT./KUMARI _____ (name and designation of the
Secretariat employee) ARE PROPOSED TO BE SUSTAINED.**

1. _____
2. _____
3. _____
4. _____
5. _____

ANNEXURE-IV

**LIST OF WITNESSES BY WHOM THE ARTICLES OF CHARGE FRAMED AGAINST
SHRI/SMT./KUMARI _____ (name and designation of the
Secretariat employee) ARE PROPOSED TO BE SUSTAINED.**

1. _____
2. _____
3. _____
4. _____
5. _____

No. RS/————— -Perl.

Dated the—————

ORDER

WHEREAS an inquiry under rule 16 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 [read with Rule 14 of the CCS (CCA) Rules, 1965] is being held against Shri/Smt./Kumari—————
—————;

AND WHEREAS the undersigned considers that an Inquiry Officer should be appointed to inquire into the charges framed against the said Shri/Smt./Kumari—————;

NOW, THEREFORE, the undersigned in exercise of the powers conferred by sub-rule (5) of the Rule 16 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 hereby appoints Shri/Smt./Kumari—————
————— as the Inquiry Officer to inquire into the charges framed against the said Shri—————

By order and in the name of

—————
—————

Sd/-

—————
—————

Copy to :—

1. (Designated Inquiry Officer).
2. (Designated Presenting Officer).
3. (Charged Officer).

No. RS ——— Perl.

Dated the

ORDER

WHEREAS an inquiry under rule 16 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 [read with Rule 14 of the CCS (CCA) Rules, 1965] is being held against Shri/Smt./Kumari

AND WHEREAS the undersigned considers that a Presenting Officer should be appointed to present, on behalf of the undersigned, the case in support of the articles of charge;

NOW, THEREFORE, the undersigned hereby appoints Shri/Smt./Kumari as the Presenting Officer.

By order and in the name of

Sd/-

Copy to: —

1. (Designated Presenting Officer).
2. (Designated Inquiry Officer).
3. (Charged Officer).

No. RS/ _____ Perl.

Dated the _____

ORDER

WHEREAS an inquiry was initiated against Shri/Smt./Kumari _____ under Rule 16 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 [read with Rule 14 of the CCS (CCA) Rules, 1965] on the Articles of Charge regarding the violation of Rules _____ of the CCS (Conduct) Rules, 1964 vide this Secretariat Memorandum of even number dated _____;

2. **AND WHEREAS** Shri/Smt./Kumari _____ was appointed as the Inquiry Officer to inquire into the charges framed against Shri/Smt./Kumari _____ vide this Secretariat Order No. _____ has conducted the Inquiry and has submitted the Report of Inquiry (copy enclosed) on *all the Articles of Charge.

3. **AND WHEREAS** the Disciplinary Authority after considering the Report of Inquiry and other relevant records has tentatively *agreed with the findings of the Report of the Inquiry on *all the articles of Charge of the chargesheet.

4. **NOW THEREFORE**, Shri/Smt./Kumari _____ is hereby given an opportunity of making a representation/submission, if he so desires on the Report of Inquiry. Such representation/submission, if any, should be made in writing and submitted so as to reach the undersigned *within 15 days* of the receipt of this ORDER.

5. **The receipt of the Order may be acknowledged.**

By order and in the name of

Sd/-

To

Shri/Smt./Kumari _____

* Necessary changes to be made.

No. RS/ _____ -Perl.

Dated _____

ORDER

WHEREAS disciplinary proceeding was initiated against Shri/Smt./Kumari _____ under Rule 16 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules, 1957 [read with Rule 14 of the CCS (CCA) Rules, 1965] on the charges of _____ in violation of Rules _____ of the CCS (Conduct) Rules, 1964 *vide* Memorandum No. _____ dated _____.

2. **AND WHEREAS** Shri/Smt./Kumari _____ was appointed as the Inquiry Officer to inquire into the charges framed against

Shri/Smt./Kumari _____ *vide* Order No. _____ dated _____;

3. **AND WHEREAS** the Inquiry Officer has conducted the Inquiry and has submitted the Report of Inquiry to the Disciplinary Authority (_____) on _____ finding *all articles of the charge established against him/her.

4. **AND WHEREAS** the Disciplinary Authority, after considering the Report of Inquiry and other relevant material on record had *agreed with the findings of the Inquiry Officer on *all articles of the charge and a copy of the Inquiry Report was forwarded to Shri/Smt./Kumari _____ *vide* Order of even number dated _____ giving him an opportunity of making a representation/submission, if he so desired;

5. **AND WHEREAS** Shri/Smt./Kumari _____ *did not make any representation/submission on the Report of Inquiry sent to him *vide* the said order within the stipulated period.

6. **NOW, THEREFORE** the Disciplinary Authority, the _____ in exercise of the powers conferred by Rule 15 of the Rajya Sabha Secretariat (Recruitment & Conditions of Service) Rules, 1957, has ordered on _____ as under:—

" _____

_____ "

By Order and in the name of

Sd/-

To,

Shri/Smt./Kumari _____

Copy to:—

- 1. C.R. Folder.
- 2. Estt.(G) Section.

*necessary changes to be made.

No. 21011/1/2010-Estt.A

Government of India

**Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training**

North Block, New Delhi

Dated the 13th April, 2010

OFFICEMEMORANDUM

SUBJECT: Below Benchmark gradings in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR or for upgradation of the final grading.

The undersigned is directed to say that prior to the reporting period 2008-09, only the adverse remarks in the ACRs had to be communicated to the concerned officer for representation, if any to be considered by the competent authority. The question of treating the grading in the ACR which is below the benchmark for next promotion has been considered in this Department and it has been decided that if an employee is to be considered for promotion in a future DPC and his ACRs prior to the period 2008-09 which would be reckonable for assessment of his fitness in such future DPCs contain final grading which are below the benchmark for his next promotion, before such ACRs are placed before the DPC, the concerned employee will be given a copy of the relevant ACR for his representation, if any, within 15 days of such communication. It may be noted that only below benchmark ACR for the period relevant to promotion need be sent. There is no need to send below benchmark ACRs of other years.

2. As per existing instructions, representations against the remarks or for upgradation of the final grading given in the APAR (previously known as ACR) should be examined by the competent authority in consultation, if necessary, with the Reporting and the Reviewing Officer, if any. While considering the representation, the competent authority decides the matter objectively in a quasi-judicial manner on the basis of material placed before it. This would imply that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and the views of the Reporting and Reviewing officer if they are still in service on the points raised in the representation vis-a-vis the remarks/gradings given by them in the APAR. The UPSC has informed this Department that the Commission has observed that while deciding such representations, the competent authorities sometimes do not take into account the views of Reporting/Reviewing Officers if they are still in service. The Commission has further observed that in a majority of such cases, the competent authority does not give specific reasons for upgrading the below benchmark ACR/APAR gradings at par with the benchmark for next promotion.

3. All Ministries/Departments are therefore requested to inform the competent authorities while forwarding such cases to them to decide on the representations against the remarks or for upgradation of the grading in the APAR that the decision on the representation may be taken objectively after taking into account the views of the concerned Reporting/Reviewing Officers if they are still in service' and in case of upgradation of the final grading given in the APAR, specific reasons therefor may also be given in the order of the competent authority.

(C.A. Subramanian)

Director

To

All Ministries/Departments of Government of India

Copy to:—

1. The President's Secretariat, New Delhi.
2. The Prime Minister's Office, New Delhi.
3. The Cabinet Secretariat, New Delhi.
4. The Rajya Sabha Secretariat.

5. The Lok Sabha Secretariat.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.

Copy also to:—

- (i) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions.
- (ii) Establishment Officer and Secretary, ACC (10 copies).
- (iii) All Officers and Sections in the Department of Personnel and Training.
- (iv) NIC (DoP&T) for placing the Office Memorandum on the website of DoP&T.
- (v) Hindi Section for Hindi version of the O.M.

**ANNEXURES OF
PART-2**

**(ESTABLISHMENT
(G) SECTION)**

FORM-I

RAJYA SABHA SECRETARIAT

NOMINATION FOR DEATH-CUM-RETIREMENT GRATUITY

When the employee has a *FAMILY* and wishes to nominate one member, or more than one member, thereof.

I, _____ hereby nominate the person mentioned below who is/are member(s) of my family, and confer of him/them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the Secretariat in the event of my death while in service and the right to receive on my death, to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death:—

ORIGINAL NOMINEE(S)

ALTERNATIVE NOMINEES(S)

Names and addresses of nominee/nominees	Reationalship with the Govt. Servant	Age (in years)	Amount of share of gratuity payable to each*	Name, addresses, relationship and age of the person(s), if any, to whom the right conferred on the nominee shall pass in the event or the nominee predeceasing the employee or the nominee dying after the death of employee but before receiving payment or gratuity	Amount of share of gratuity payable to each**

* *This column should be filled in so as to cover the whole amount of the gratuity.*

** The amount/share of the gratuity shown in this column should cover the whole amount/share payable to the original nominee(s).

The nomination supersedes the nomination made by me earlier on _____
with stands cancelled.

NOTE: (i) The employee shall draw lines across the blank space below the last entry to prevent the insertion of any name
after he has signed.

(ii) Strike out which is not applicable.

Dated this _____ day of _____ 199 _____
at _____.

Witnesses

1. _____
2. _____

Signature of employee

(To be filled in by the Head of Office)

Nomination by : _____

**UNDER SECRETARY
RAJYA SABHA SECRETARIAT**

Designation : _____

Date : _____

FORM-3

[See rule 54(12) of the
C.C.S. Pension Rules]

RAJYA SABHA SECRETARIAT**DETAILS OF FAMILY**

Name of the employee : _____

Designation : _____

Date of Birth : _____

Date of appointment : _____

Details of the members my family* as on

Sl. No.	Names of the members of the family*	Date of Birth	Relationship with the officer	Initials of the Head of the Office	Ramarks
1	2	3	4	5	6

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alternation.

Place: New Delhi

Dated the

Signature of employee

* Family for this purpose means:

- * Wife, in the case of a male Government servant;
- * Husband, in the case of a female Government servant;
- * Sons and unmarried daughters below twenty five years of age, including such sons or daughters adopted legally before retirement.

NOTE: *wife and husband shall include respectively judicially separated wife and husband.*

RAJYA SABHA SECRETARIAT

**NOMINATION FOR BENEFITS UNDER THE CENTRAL GOVERNMENT
EMPLOYEES GROUP INSURANCE SCHEME, 1980**

When employee has a FAMILY and wishes to nominate one member or more than one member thereof.

I, _____ hereby nominate the person(s) mentioned below, who is/are member(s) mentioned below, who is/are member(s) of my family, and confer on him/them the right to receive to the extent specified below any amount that may be sanctioned by the Secretariat under the Central Government Employees Group Insurance Scheme, 1980 in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain un-paid at my death.

Names and addresses of nominee/nominees	Relationship with Govt. servant	Age	*Share to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the Govt. servant.
1	2	3	4	5	6
1.					
2.					
3.					
4.					

N.B. The Government servant should draw line across the blank space below his last entry to prevent insertion of any names after he has signed.

Dated this _____ day of _____ 20____ at _____

Signature of two witnesses:

- 1.
- 2.

Signature of Government servant

Designation

**This column should be filled in so as to cover the whole amount that may be payable under the Insurance Scheme.*

RAJYA SABHA SECRETARIAT
To be countersigned by the Head of the Office

DEPUTY DIRECTOR/JOINT DIRECTOR
RAJYA SABHA SECRETARIAT

Dated:

RAJYA SABHA SECRETARIAT

**PARLIAMENT HOUSE ANNEXE
NEW DELHI-110 001.**

No. RS/4/6(7)/08-Estt.(G)

Dated the 10th April, 2008.

CIRCULAR

Subject:—Annual Verification on Service Books.

Attention of all the officers and staff of the Secretariat is invited to Supplementary Rule 202 in which it has been stated that it shall be the duty of every Head of Office to initiate action to show the Service Books to the Government servants under his administrative control every year and to obtain their signature therein in token of their having inspected the Service Books.

2. Accordingly, all officers and staff of the Secretariat are requested to inspect their service books and sign therein, between 3.00 p.m. and 4.00 p.m., on all working days, in the month of their annual increment.

ASSISTANT DIRECTOR

To

**All Officers/Sections/PSs/PAs to Officers
and Pay & Accounts Office, Rajya Sabha.**

CENTRAL CIVIL SERVICES (REVISED PAY) RULES, 2008

MINISTRY OF FINANCE
(Department of Expenditure)

NOTIFICATION

New Delhi, the 29th August, 2008

G.S.R. 622(E).—In exercise of the powers conferred by the proviso to article 309, and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

1. *Short title and commencement-*

- (1) These rules may be called the Central Civil Services (Revised Pay) Rules, 2008.
- (2) They shall be deemed to have come into force on the 1st day of January, 2006.

2. *Categories of Government servants to whom the rules apply*

- (1) Save as otherwise provided by or under these rules, these rules shall apply to persons appointed to civil services and posts in connection with the affairs of the Union whose pay is debitable to the Civil Estimates as also to persons serving in the Indian Audit and Accounts Departments.
- (2) These rules shall not apply to:-
 - (i) persons appointed to the Central Civil Services and posts in Groups 'A', 'B', 'C' and 'D' under the administrative control of the Administrator of the Union Territory of Chandigarh;
 - (ii) persons locally recruited for service in Diplomatic, Consular or other Indian establishments in foreign countries;
 - (iii) persons not in whole-time employment;
 - (iv) persons paid out of contingencies;
 - (v) persons paid otherwise than on a monthly basis including those paid only on a piece-rate basis;
 - (vi) persons employed on contract except where the contract provides otherwise;
 - (vii) persons re-employed in Government service after retirement;
 - (viii) any other class or category of persons whom the President may, by order, specifically exclude from the operation of all or any of the provisions contained in these rules.

3. *Definitions-* In these rules, unless the context otherwise requires-

- (1) "existing basic pay" means pay drawn in the prescribed existing scale of pay, including stagnation increment(s), but does not include any other type of pay like 'special pay', etc.
- (2) "existing scale" in relation to a Government servant means the present scale applicable to the post held by the Government servant (or, as the case may be, personal scale applicable to him) as on the 1st day of January, 2006 whether in a substantive or officiating capacity.

Explanation — In the case of a Government servant, who was on the 1st day of January, 2006 on deputation out of India or on leave or on foreign service, or who would have on that date officiated in one or more lower posts but for his officiating in a higher post, "existing scale" includes the scale applicable to the post which he would have held but for his being on deputation out of India or on leave or on foreign service or, as the case may be, but for his officiating in a higher post;

- (3) "existing emoluments" mean the sum of (i) existing basic pay, (ii) dearness pay appropriate to the basic pay and (iii) dearness allowance appropriate to the basic pay + dearness pay at index average 536 (1982=100).
- (4) "present scale" in relation to any post/grade specified in column 2 of the First Schedule means the scale of pay specified against that post in column 3 thereof;
- (5) "pay in the pay band" means pay drawn in the running pay bands specified in Column 5 of the First Schedule.
- (6) "grade pay" is the fixed amount corresponding to the pre-revised pay scales/posts.
- (7) "revised pay structure" in relation to any post specified in column 2 of the First Schedule means the pay band and grade pay specified against that post or the pay scale specified in column 5 & 6 thereof, unless a different revised pay band and grade pay or pay scale is notified separately for that post.
- (8) "basic pay" in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.
In the case of Government servants in the pay scales of HAG+, apex scale and the Cabinet Secretary's scale, basic pay means the pay in the prescribed scale.
- (9) "revised emoluments" means the pay in the pay band plus the grade pay of a Government servant in the revised pay structure or the basic pay in HAG+ & above and includes the revised non-practising allowance, if any, admissible to him, in addition.
- (10) "Schedule" means a schedule annexed to these rules.

4. **Scale of pay of posts**- The pay band and grade pay or the pay scale, as applicable, of every post/grade specified in column 2 of the First Schedule shall be as specified against it in column 5 & 6 thereof.

5. **Drawal of pay in the revised pay structure**- Save as otherwise provided in these rules, a Government servant shall draw pay in the revised pay structure applicable to the post to which he is appointed;

Provided that a Government servant may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale or until he vacates his post or ceases to draw pay in that scale.

Provided further that in cases where a Government servant has been placed in a higher pay scale between 1.1.2006 and the date of notification of these Rules on account of promotion, upgradation of pay scale etc., the Government servant may elect to switch over to the revised pay structure from the date of such promotion, upgradation, etc.

Explanation 1- The option to retain the existing scale under the provisos to this rule shall be admissible only in respect of one existing scale.

Explanation 2- The aforesaid option shall not be admissible to any person appointed to a post on or after the 1st day of January, 2006, whether for the first time in Government service or by transfer from another post and he shall be allowed pay only in the revised pay structure.

Explanation 3- Where a Government servant exercises the option under the provisos to this rule to retain the existing scale in respect of a post held by him in an officiating capacity on a regular basis for the purpose of regulation of pay in that scale under Fundamental Rule 22, or any other rule or order applicable to that post, his substantive pay shall be substantive pay which he would have drawn had he retained the existing scale in respect of the permanent post on which he holds a lien or would have held a lien had his lien not been suspended or the pay of the officiating post which has acquired the character of substantive pay in accordance with any order for the time being in force, whichever is higher.

6. **Exercise of Option-**

- (1) The option under the provisos to Rule 5 shall be exercised in writing in the form appended to the Second Schedule so as to reach the authority mentioned in sub-rule (2) within three months of the date of publication of these rules or where an existing scale has been revised by any order made subsequent to that date, within three months of the date of such order.

Provided that—

- (i) in the case of a Government servant who is, on the date of such publication or, as the case may be, date of such order, out of India on leave or deputation or foreign service or active service, the said option shall be exercised in writing so as to reach the said authority within three months of the date of his taking charge of his post in India; and
 - (ii) where a Government servant is under suspension on the 1st day of January, 2006, the option may be exercised within three months of the date of his return to his duty if that date is later than the date prescribed in this sub-rule.
- (2) The option shall be intimated by the Government servant to the Head of his Office.
 - (3) If the intimation regarding option is not received within the time mentioned in sub-rule (1), the Government servant shall be deemed to have elected to be governed by the revised pay structure with effect on and from the 1st day of January, 2006.
 - (4) The option once exercised shall be final.

Note 1- Persons whose services were terminated on or after the 1st January, 2006 and who could not exercise the option within the prescribed time limit, on account of discharge on the expiry of the sanctioned posts, resignation, dismissal or discharge or disciplinary grounds, are entitled to the benefits of this rule.

Note 2- Persons who have died on or after the 1st day of January, 2006 and could not exercise the option within the prescribed time limit are deemed to have opted for the revised pay structure on and from the 1st day of January, 2006 or such later date as is most beneficial to their dependents, if the revised pay structure is more favourable and in such cases, necessary action for payment of arrears should be taken by the Head of Office.

Note 3- Persons who were on earned leave or any other leave on 1.1.2006 which entitled them to leave salary will be allowed the benefits of this rule.

7. Fixation of initial pay in the revised pay structure:

- (1) The initial pay of a Government servant who elects, or is deemed to have elected under sub-rule (3) of rule 6 to be governed by the revised pay structure on and from the 1st day of January, 2006, shall, unless in any case the President by special order otherwise directs, be fixed separately in respect of his substantive pay in the permanent post on which he holds a lien or would have held a lien if it had not been suspended, and in respect of his pay in the officiating post held by him, in the following manner, namely:

(A) in the case of all employees:—

- (i) the pay in the pay band/pay scale will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
- (ii) if the minimum of the revised pay band/pay scale is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised pay band/pay scale;

Provided further that:—

Where, in the fixation of pay, the pay of Government servants drawing pay at two or more consecutive stages in an existing scale gets bunched, that is to say, gets fixed in the revised pay structure at the same stage in the pay band, then, for every two stages so bunched, benefit of one increment shall be given so as to avoid bunching of more than two stages in the revised running pay bands. For this purpose, the increment will be calculated on the pay in the pay band. Grade pay would not be taken into account for the purpose of granting increments to alleviate bunching.

In the case of pay scales in higher administrative grade (HAG) in the pay band PB-4, benefit of increments due to bunching shall be given taking into account all the stages in different pay scales in this grade. In the case of HAG+scale, benefit of one increment for every two stages in the pre-revised scale will be granted in the revised pay scale.

If by stepping up of the pay as above, the pay of a Government servant gets fixed at a stage in the revised pay band/pay scale (where applicable) which is higher than the stage in the revised pay band at which the pay of a Government servant who was drawing pay at the next higher stage or stages in the same existing scale is fixed, the pay of the latter shall also be stepped up only to the extent by which it falls short of that of the former.

- (iii) The pay in the pay band will be determined in the above manner. In addition to the pay in the pay band, grade pay corresponding to the existing scale will be payable.

Note - Illustration 1 on the above is provided in the Explanatory memorandum to these Rules.

- (B) In the case of employees who are in receipt of special pay/allowance in addition to pay in the existing scale which has been recommended for replacement by a pay band and grade pay without any special pay/allowance, pay shall be fixed in the revised pay structure in accordance with the provisions of clause (A) above.
- (C) In the case of employees who are in receipt of special pay component with any other nomenclature in addition to pay in the existing scales, such as personal pay for promoting small family norms, special pay to Parliament Assistants, Central (Deputation on Tenure) Allowance, etc., and in whose case the same has been replaced in the revised pay structure with corresponding allowance/pay at the same rate or at a different rate, the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A) above. In such cases, the allowance at the new rate as recommended shall be drawn in addition to pay in the revised pay structure from the date specified in the individual notifications related to these allowances.
- (D) In the case of medical officers who are in receipt of non-practising allowance, the pay in the revised pay structure shall be fixed in accordance with the provisions of clause (A) above except that, in such cases, the pre-revised dearness allowance appropriate to the non-practising allowance admissible at index average 536 (1982 = 100) shall be added while fixing the pay in the revised pay band, and in such cases, non-practising allowance at the new rates shall be drawn with effect from 1.1.2006 or the date of option for revised pay structure, in addition to the pay so fixed in the revised pay structure. *Illustration 2* in this regard is at in the Explanatory Memorandum to these Rules.

Note 1- (a) In the case of Group D employees, the pay in the revised pay structure will be fixed initially in the -1S pay band as per Clause (A) above with the appropriate grade pay and arrears paid accordingly. Thereafter, pay of such of those Group D employees who already possess the revised minimum qualifications recommended by the Commission prescribed for entry into PB-1 would be fixed with effect from 1.1.2006 in PB-1 with grade pay of Rs. 1800.

(b) Such of those existing Group D employees who do not possess the revised minimum qualifications for entry into PB-1 would be retrained by the concerned Department preferably within a period of six months so that payment of arrears on account of upgradation are not delayed. After retraining, these Group D staff will also be placed in the Pay Band PB-1 with the grade pay of Rs. 1800 with effect from 1.1.2006 and arrears drawn accordingly. Once placed in the PB-1 Pay Band, this category of Group D staff will regain their seniority *vis-a-vis* the other category of Group D staff that already possessed the minimum qualifications and were, therefore, placed in the PB-1 Pay Band as on 1.1.2006. Inter-se seniority of all the employees in erstwhile Group D will be fully maintained with Group D employee in a higher pre-revised pay scale being placed higher *vis-a-vis* an employee in a lower pay scale. Within the same pre-revised pay scale, seniority which existed prior to revision would continue.

(c) Arrears shall be payable with effect from 1.1.2006 in both the cases i.e. to those Group D employees who possess the qualifications and are placed in PB-1 straight away and those Group D employees who do not possess the qualifications and are placed after re-training. *Illustration 3* in regard to fixation of pay for Group D staff is in the Explanatory memorandum to these Rules.

Note 2A—Where a post has been upgraded as a result of the recommendations of the Sixth CPC as indicated in Part B or Part C of the First Schedule to these Rules, the fixation of pay in the applicable pay band will be done in the manner prescribed in accordance with Clause (A) (i) and (ii) of Rule 7 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of ten.

The grade pay corresponding to the upgraded scale as indicated in Column 6 of Part B or C will be payable in addition. *Illustration 4A* in this regard is in the Explanatory Memorandum to these Rules.

Note 2B— In the case of merger of pay scales, pay in the revised pay bands will be fixed in the manner prescribed in accordance with Clause (A) (i) and (ii) of Rule 7 by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding the resultant figure to the next multiple of ten. The grade pay corresponding to the merged scale as indicated in Column 6 of Part B or C will be payable in addition. *Illustration 4B* in this regard is in the Explanatory Memorandum to these Rules.

Note 3— A Government servant who is on leave on the 1st day of January, 2006 and is entitled to leave salary shall become entitled to pay in the revised pay structure from 1.1.2006 or the date of option for the revised pay structure. Similarly, where a government servant is on study leave on the first day of January, 2006 he will be entitled to the benefits under these Rules from 1.1.2006 or the date of option.

Note 4— A Government servant under suspension, shall continue to draw subsistence allowance based on existing scale of pay and his pay in the revised pay structure will be subject to the final order on the pending disciplinary proceedings.

Note 5— Where a Government servant is holding a permanent post and is officiating in a higher post on a regular basis and the scales applicable to these two posts are merged into one scale, the pay shall be fixed under this sub-rule with reference to the officiating post only, and the pay so fixed shall be treated as substantive pay.

The provisions of this Note shall apply *mutatis mutandis*, to Government servants holding in an officiating capacity, posts on different existing scales which have been replaced by the revised pay structure.

Note 6— Where the 'existing emoluments' exceed the revised emoluments in the case of any Government servant, the difference shall be allowed as personal pay to be absorbed in future increases in pay.

Note 7— Where in the fixation of pay under sub-rule (1), the pay of a Government servant, who, in the existing scale was drawing immediately before the 1st day of January, 2006 more pay than another Government servant junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.

Note 8— Where a Government servant is in receipt of personal pay on the 1st day of January, 2006, which together with this existing emoluments exceeds the revised emoluments, then, the difference representing such excess shall be allowed to such Government servant as personal pay to be absorbed in future increases in pay.

Note 9— In the case of employees who are in receipt of personal pay for passing Hindi Pragma, Hindi Typewriting, Hindi Shorthand and such other examinations under the "Hindi Teaching Scheme", or on successfully undergoing training in cash and accounts matters prior to the 1st day of January, 2006, while the personal pay shall not be taken into account for purposes of fixation of initial pay in the revised pay structure, they would continue to draw personal pay after fixation of their pay in the revised pay structure on and from the 1st day of January, 2006 or subsequently for the period for which they would have drawn it but for the fixation of their pay in the revised pay structure. The quantum of such personal pay would be paid at the appropriate rate of increment in the revised pay structure from the date of fixation of pay for the period for which the employee would have continued to draw it.

Explanation— For the purpose of this Note, "appropriate rate of increment in the revised pay structure" means 3% of the sum of the pay in the pay band and the grade pay at the stage at which the pay of the employee is fixed in the revised pay structure.

Note 10— In cases where a senior Government servant promoted to a higher post before the 1st day of January, 2006 draws less pay in the revised pay structure than his junior who is promoted to the higher post on or after the 1st day of January, 2006, the pay in the pay band of the senior Government servant should be stepped up to an amount equal to the pay in the pay band as fixed for his junior in that higher post. The stepping

up should be done with effect from the date of promotion of the junior Government servant subject to the fulfillment of the following conditions, namely:—

- (a) both the junior and the senior Government servants should belong to the same cadre and the posts in which they have been promoted should be identical in the same cadre.
- (b) the pre-revised scale of pay and the revised grade pay of the lower and higher posts in which they are entitled to draw pay should be identical.
- (c) the senior Government servants at the time of promotion should have been drawing equal or more pay than the junior.
- (d) the anomaly should be directly as a result of the application of the provisions of Fundamental Rule 22 or any other rule or order regulating pay fixation on such promotion in the revised pay structure. If even in the lower post, the junior officer was drawing more pay in the pre-revised scale than the senior by virtue of any advance increments granted to him, provision of this Note need not be invoked to step up the pay of the senior officer.

- (2) Subject to the provisions of rule 5, if the pay as fixed in the officiating post under sub-rule(1) is lower than the pay fixed in the substantive post, the former shall be fixed at the same stage as the substantive pay.

8. Fixation of pay in the revised pay structure of employees appointed as fresh recruits on or after 1.1.2006—Section II of Part A of the First Schedule of these Rules indicates the entry level pay in the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay will be fixed on or after 1.1.2006.

This will also be applied in the case of those recruited between 1.1.2006 and the date of issue of this Notification. In such cases, where the emoluments in the pre-revised pay scale(s) [i.e., basic pay in the pre-revised pay scale(s) plus Dearness Pay plus Dearness Allowance applicable on the date of joining] exceeds the sum of the pay fixed in the revised pay structure and the applicable dearness allowance thereon, the difference shall be allowed as personal pay to be absorbed in future increments in pay.

9. Rate of increment in the revised pay structure—The rate of increment in the revised pay structure will be 3% of the sum of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band. *Illustration 5* in this regard is in the Explanatory Memorandum to these Rules. In the case of PB-3, variable rates of increment at 3% and 4% have been provided. The higher rate of increment will be granted to not more than 20% of the strength of officers in PB-3.

10. Date of next increment in the revised pay structure—There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees whom the date of next increment was between 1st July, 2006 to 1st January, 2007.

Provided that in the case of persons who had been drawing maximum of the existing scale for more than a year as on the 1st day of January, 2006, the next increment in the revised pay structure shall be allowed on the 1st day of January, 2006. Thereafter the provision of Rule 10 would apply.

Provided that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such a maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB-4, after which no further increments will be granted.

Note 1— In cases where two existing scales, one being a promotional scale for the other, are merged, and the junior Government servant, now drawing his pay at equal or lower stage in the lower scale of pay, happens to draw more pay in the pay band in the revised pay structure than the pay of the senior Government servant in the existing higher scale, the pay in the pay band of the senior government servant shall be stepped up to that of his junior from the same date and he shall draw next increment in accordance with Rule 10.

11. Fixation of pay in the revised pay structure subsequent to the 1st day of January, 2006.—Where a Government servant continues to draw his pay in the existing scale and is brought over to the revised pay structure from a date later than the 1st day of January, 2006, his pay from the later date in the revised pay structure shall be fixed in the following manner:—

- (i) Pay in the pay band will be fixed by adding the basic pay applicable on the later date, the dearness pay applicable on that date and the pre-revised dearness allowance based on rates applicable as on 1.1.2006. This figure will be rounded off to the next multiple of 10 and will then become the pay in the applicable pay band. In addition to this, the grade pay corresponding to the pre-revised pay scale will be payable. Where the Government servant is in receipt of special pay or non-practising allowance, the methodology followed will be as prescribed in Rule 7(i), (B),(C) or (D) as applicable, except that the basic pay and dearness pay to be taken into account will be the basic pay and dearness pay applicable as on that date but dearness allowance will be calculated as per rates applicable on 1.1.2006.

12. Fixation of pay on reappointment after the 1st day of January, 2006 to a post held prior to that date—A Government servant who had officiated in a post prior to the 1st day of January, 2006 but was not holding that post on that date and who on subsequent appointment to that post draws pay in the revised pay structure shall be allowed the benefit of the proviso to Fundamental Rule 22, to the extent it would have been admissible had he been holding that post on the 1st day of January, 2006, and had elected the revised pay structure on and from that date.

13. Fixation of pay on promotion on or after 1.1.2006—In the case of promotion from one grade pay to another in the revised pay structure, the fixation will be done as follows:—

- (i) One increment equal to 3% of the sum of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the pay band. The grade pay corresponding to the promotion post will thereafter be granted in addition to this pay in the pay band. In cases where promotion involves change in the pay band also, the same methodology will be followed. However, if the pay in the pay band after adding the increment is less than the minimum of the higher pay band to which promotion is taking place, pay in the pay band will be stepped to such minimum.
- (ii) In the case of promotion from PB-4 to HAG+, after adding one increment in the manner prescribed in Rule 9, the pay in the pay band and existing grade pay will be added and the resultant figure will become the basic pay in HAG+. This shall not exceed Rs. 80,000, the maximum of the scale. For Government servants in receipt of NPA, pay NPA will not exceed Rs. 85,000.

14. Mode of payment of arrears of pay—The arrears shall be paid in cash in two instalments. The first instalment should be restricted to 40% of the total arrears. The remaining 60% of arrears should be paid during the next financial year.

Explanation— For the purposes of this rule:

(a) "arrears of pay" in relation to a Government servant, means the difference between:

- (i) the aggregate of the pay and allowances to which he is entitled on account of the revision of his pay and allowances under these rules, for the relevant period. Revised allowances (except for dearness allowance and non-practising allowance) will be payable only with effect from 1.9.2009; and
- (ii) The aggregate of the pay and allowances to which he would have been entitled (whether such pay and allowances had been received or not) for that period had his pay and allowances not been so revised.

(b) "relevant period" means the period commencing on 1st day of January, 2006 and ending with the 31st August, 2008.

15. Overriding effect of Rules—The provisions of the Fundamental rules, the Central Civil Services (Revision of Pay) Rules, 1947, the Central Civil Services (Revised Pay) Rules, 1960, the Central Civil Services (Revised Pay) Rules, 1973, Central Civil Services (Revised Pay) Rules, 1986 and CCS (Revised Pay) Rules, 1997 shall not, save as otherwise provided in these rules, apply to cases where pay is regulated under these rules, to the extent they are inconsistent with these rules.

16. Power to relax—Where the President is satisfied that the operation of all or any of the provisions of these rules causes undue hardship in any particular case, he may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

17. Interpretation—If any question arises relating to the interpretation of any of the provisions of these rules, it shall be referred to the Central Government for decision.

**THE FIRST SCHEDULE
(SEE RULES 3 AND 4)**

PART-A

Section I

Revised Pay Bands and Grade Pays for posts carrying present scales in Group 'A', 'B', 'C' and 'D' except posts for which different revised scales are notified separately.

(In Rs.)

Present Scale		Revised Pay Structure			
Sl. No.	Post Grade	Present Scale	Name of Pay Band/ Scale	Corresponding Pay Bands/ Scales	Corresponding Grade Pay
(1)	(2)	(3)	(4)	(5)	(6)
1.	S-1	2550-55-2660-60-3200	-1S	4440-7440	1300
2.	S-2	2610-60-3150-65-3540	-1S	4440-7440	1400
3.	S-2A	2610-60-2910-65-3300-70-4000	-1S	4440-7440	1600
4.	S-3	2650-65-3300-70-4000	-1S	4440-7440	1650
5.	S-4	2750-70-3800-75-4400	PB-1	5200-20200	1800
6.	S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
7.	S-6	3200-85-4900	PB-1	5200-20200	2000
8.	S-7	4000-100-6000	PB-1	5200-20200	2400
9.	S-8	4500-125-7000	PB-1	5200-20200	2800
10.	S-9	5000-150-8000	PB-2	9300-34800	4200
11.	S-10	5500-175-9000	PB-2	9300-34800	4200
12.	S-11	6500-200-6900	PB-2	9300-34800	4200
13.	S-12	6500-200-10500	PB-2	9300-34800	4200
14.	S-13	7450-225-11500	PB-2	9300-34800	4600
15.	S-14	7500-250-12000	PB-2	9300-34800	4800
16.	S-15	8000-275-13500	PB-2	9300-34800	5400
17.	New Scale	8000-275-13500 (Group A Entry)	PB-3	15600-39100	5400
18.	S-16	9000	PB-3	15600-39100	5400
19.	S-17	9000-275-9550	PB-3	15600-39100	5400
20.	S-18	10325-325-10975	PB-3	15600-39100	6600
21.	S-19	10000-325-15200	PB-3	15600-39100	6600
22.	S-20	10650-325-15850	PB-3	15600-39100	6600
23.	S-21	12000-275-16500	PB-3	15600-39100	7600
24.	S-22	12750-375-16500	PB-3	15600-39100	7600
25.	S-23	12000-375-18000	PB-3	15600-39100	7600

(1)	(2)	(3)	(4)	(5)	(6)
26.	S-24	14300-400-18300	PB-4	37400-67000	8700
27.	S-25	15100-400-18300	PB-4	37400-67000	8700
28.	S-26	16400-450-20000	PB-4	37400-67000	8900
29.	S-27	16400-450-20900	PB-4	37400-67000	8900
30.	S-28	14300-450-22400	PB-4	37400-67000	10000
31.	S-29	18400-500-22400	PB-4	37400-67000	10000
32.	S-30	22400-525-24500	PB-4	37400-67000	12000
33.	S-31	22400-600-26000	HAG+Scale	75500-(annual increment @ 3%)-80000	Nil
34.	S-32	24050-650-26000	HAG+Scale	75500-(annual increment @ 3%)-80000	Nil
35.	S-33	26000(Fixed)	Apex Scale	80000 (Fixed)	Nil
36.	S-34	30000 (Fixed)	Cab. Sec.	90000 (Fixed)	Nil

Section II

Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006

PB-1 (Rs. 5200-20200)

Grade pay	Pay in the Pay Band	Total
1,800	5,200	7,000
1,900	5,830	7,730
2,000	6,460	8,460
2,400	7,510	9,910
2,800	8,560	11,360

PB-2 (Rs. 9300-34800)

Grade pay	Pay in the Pay Band	Total
4,200	9,300	13,500
4,600	12,540	17,140
4,800	13,350	18,150

PB-3 (Rs. 15600-39100)

Grade pay	Pay in the Pay Band	Total
5,400	15,600	21,000
6,600	18,750	25,350
7,600	21,900	29,500

PB-4 (Rs. 37400-67000)

Grade pay	Pay in the Pay Band	Total
8,700	37,400	46,100
8,900	40,200	49,100
10,000	43,000	53,000
12,000	47,100	59,100

RAJYA SABHA SECRETARIAT

OPTION

Consequent upon my appointment/promotion to the post of _____ with effect from _____ vide Notification/Office Order Part II No. _____ dated _____ I hereby opt in terms of para *2(a)/*2 (b) of D.P.A.R. Office Memorandum dated 26.9.1981.

* (a) Fixation of my pay in the higher post of _____ from the date of my promotion/appointment to that post on the basis of FR 221 (a) (1) straightaway without any further review on accrual of increment in the pay scale of the lower post:

OR

* (b) fixation of my pay in the higher post of _____ from the date of accrual of next increment in pay scale of the lower post of _____ i.e. with effect from _____ and my pay may be fixed initially in the manner as provided under FR. 22 (a) (I) i.e. next higher stage which may be refixed on the basis of the provisions of FR. 22 (a) (1) on the date of accrual of next increment in the scale of post of the lower post.

I understand that the next of increment will fall due on completion of 12 months qualifying service from the date the pay is refixed on the second occasion.

Signature _____

Name (in block letters) _____

Designation _____

Branch/Office _____

NEW DELHI;

Dated _____

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI

No. RS/2227/Estt. (G)

Dated the 21st January, 2010.

ORDER

Consequent upon his appointment as Deputy Director in the Pay Band-3 of Rs. 15600 + Grade Pay of Rs. 7600/- with effect from the forenoon of the 13th November, 2009 *vide* Notification No. RS/3/1/1/2009/95-Perl. dated the 13th November, 2009, the pay of Shri Sameer Suryapani is provisionally fixed @ **Rs. 38,020/- (Rs. 30420+7600 Grade Pay)** with effect from the 13th November, 2009 under FR 22I (a) (1).

2. He shall earn his next increment with effect from 1st July, 2010, if otherwise admissible, whereby raising his pay to **Rs. 39,160/- (Rs. 31560+7600 Grade Pay)**.

JOINT DIRECTOR

Copy to:—

1. Pay and Accounts Office, Rajya Sabha.
2. Establishment (A/Cs) & Budget Section
3. Shri Sameer Suryapani, Deputy Director
4. Pay Fixation Order Folder

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001.

Dated the 8th September, 2008

RECRUITMENT AND CONDITIONS OF SERVICE ORDER

(No. 3/2008)

Subject:—Provisional revision of scales of pay and other allowances in respect of officers/staff of Rajya Sabha Secretariat.

In exercise of powers conferred by Rule 8 of the Rajya Sabha Secretariat (Recruitment and Conditions of Service) Rules 1957, the Chairman is pleased to direct that the orders contained in the Ministries of Finance and Personnel, Public Grievances & Pensions, Government of India, Notifications and Office Memoranda detailed in Appendix, as reproduced in Annexure-I to X to this order, shall apply provisionally to the officers/staff of Rajya Sabha Secretariat as an interim measure, subject to the following modifications:—

- (1) *In Rule 3 of Annexure-I, the word "Schedule" shall mean "Schedule" annexed to this order or such subsequent orders as may be issued in continuation of this order.*
- (2) *In rule 4 of Annexure-I, the words "First Schedule" shall mean the "First Schedule" appended to this order or such subsequent orders as may be issued in continuation of this order.*
- (3) *In the Annexures to this order, the words "The President" and "Central Government", wherever they occur shall stand substituted by the words "The Chairman" and "Rajya Sabha Secretariat".*
- (4) *In the Annexures to this order, after the words "Fundamental Rules" wherever they occur, the words "as adopted for application to the officers/staff of Rajya Sabha Secretariat" shall be added.*
- (5) *The period of three months allowed to exercise option under Rule 6 of Annexure-I will be reckoned from the date of issue of this R&CS Order.*

2. This order shall provisionally allow the officers/staff belonging to Rajya Sabha Secretariat to draw pay in the revised pay structure corresponding to the scales shown in the First Scheduled annexed to this order with effect from 1st January 2006, Dearness Allowance at the rates effective from the date as per Government Orders issued from time to time and revised allowances other than Dearness Allowance with effect from 1st September 2008 in accordance with the orders in this regard. These shall be subject to the adjustments to be made, as may be necessary.

V.K. AGNIHOTRI
SECRETARY GENERAL

No.44/2008-Perl.

Dated the 8th September 2008

Copy to:—

1. Ministry of Finance [Ms. Madhulika P. Sukul, Joint Secretary], Department of Expenditure, New Delhi.
2. The Pay & Accounts Officer, Rajya Sabha [10 copies].
3. DGACR, Concurrent Audit (P) Branch.
4. All Officers & all Sections—Estt. (G) Section [10 copies]., Estt. (A/Cs) & Budget Section [10 copies].

(D.B. SINGH)
JOINT SECRETARY

Appendix to R&CS Order No. 3/2008 dated 8th September 2008

1. Ministry of Finance (Department of Expenditure) Notification No. GSR 622(E) dated 29th August 2008 regarding Central Civil Services (Revised Pay) Rules, 2008.
2. Government of India, Ministry of Finance, Department of Expenditure, (Implementation Cell) OM F.No. 1/1/2008-IC dated 30th August 2008 regarding fixation of pay and payment of arrears.
3. Government of India, Ministry of Finance, Department of Expenditure OM No. 1(3)/2008-E-II(B) dated 29th August 2008 regarding grant of Dearness Allowance - revised rates effective from 1.1.2006, 1.7.2006, 1.1.2007, 1.7.2007, 1.1.2008 and 1.7.2008.
4. Government of India, Ministry of Finance, Department of Expenditure OM No. 2(13)/2008-E-II(B) dated 29th August 2008 regarding grant of House Rent Allowance and Compensatory (City) Allowance.
5. Government of India, Ministry of Finance, Department of Expenditure OM No. 9(11)/2008-E-II(B) dated 29th August 2008 regarding grant of split duty allowance to Sweepers and Farrashes.
6. Government of India, Ministry of Finance, Department of Expenditure OM No. 21(2)/2008-E-II(B) dated 29th August 2008 regarding grant of Transport Allowance.
7. Government of Indian, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) OM No. 12011/03/2008-Estt-(Allowance) dated 2nd September 2008 regarding grant of Children Education Assistance and Reimbursement of Tuition Fee.
8. Government of Indian, Ministry of Personnel, Public Grievances and Pensions (Department of Pension and Pensioners Welfare) OM F. No. 38/37/08 - P&PW (A) dated 1st September 2008 regarding revision of pension of pre-2006 pensioners/family pensioners etc.
9. Government of Indian, Ministry of Personnel, Public Grievances and Pensions (Department of Pensioners Welfare) OM F. No. 38/37/08 - P&PW (A) dated 2nd September 2008 regarding revision of provisions regulating pension/gratuity/commutation of pension/family pension/disability pension/ex-gratia lump-sum compensation.
10. Government of Indian, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) OM No. 2/22 (B)/2008 - Estt. (Pay II) dated 3rd September 2008 regarding grant of Deputation (Duty) Allowance.

No. 13018/2/2008-Estt. (L)
Government of India
Ministry of Personnel, Public Grievances & Pensions
[Department of Personnel & Training]

.....

New Delhi, the 11th September, 2008

OFFICE MEMORANDUM

Subject:—Recommendations of the Sixth Central Pay Commission relating to enhancement of the quantum of Maternity Leave and introduction of Child Care Leave in respect of Central Government employees.

.....

Consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to Maternity Leave and Child Care Leave, the President is pleased to decide that the existing provisions of the Central Civil Services (Leave) Rules, 1972 will be treated as modified as follows in respect of civilian employees of the Central Government:—

- (a) The existing ceiling of 135 days maternity Leave provided in Rule 43(1) of Central Civil Services (Leave) Rules, 1972 shall be enhanced to 180 days.
 - (b) Leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) that can be granted in continuation with Maternity Leave provided in Rule 43(4)(b) shall be increased to 2 years.
 - (c) Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.
2. These orders shall take effect from 1st September, 2008.
 3. In view of paragraph 2 above, a women employee in whose case the period of 135 days of maternity leave has not expired on the said date shall also be entitled to the maternity leave of 180 days.
 4. Formal amendments to the Central Civil Services (Leave) Rules, 1972 are being issued separately.
 5. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issue in consultation with the Comptroller & Auditor General of India.
 6. Hindi version will follow.

(SIMMIR. NAKRA)
DIRECTOR (P&A)

To

All Ministries/Departments of the Govt. of India, etc. (As per standard mailing list).

**RAJYA SABHA SECRETARIAT
[ESTT. (G) SECTION]**

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/4/6(4)/10-Estt.(G)

Dated the 10th August, 2010

CIRCULAR

The Department of Personnel & Training *vide* thier O.M. No. 13018/2/2008-Estt. (L) dated the 18th November, 2008 have clarified that Child Care Leave is in the nature of Earned Leave and like any other leave, it cannot be demanded as matter of right. It is further been stipulated in the said O.M. that under no circumstances can any employee proceed on Child Care Leave without prior proper approval of leave by the Leave Sanctioning Authority.

2. With a view to ensure that Child Care Leave is not arbitrarily denied to a woman employee while at the same time the smooth functioning of the Secretariat is not disrupted on account of a large number of women employee of a grade proceeding on Child Care Leave at the same time, the following guidelines are laid to regulate the grant of Child Care Leave in the Secretariat:—

- (i) At any point of time, the number of women employees in a grade of a Service of this Secretariat, who can be sanctioned Child Care Leave, Shall be upto 3% of sanctioned strength of that grade or one, whichever is more. (This would translate to about 10% of women strength in various grades).
- (ii) The persons, who have already been granted leave on the date of enforcement of these guidelines, shall also be included in the ceiling of 3% quota. However, if on the date of enforcement of these instructions, the number of women employees already sanctioned Child Care Leave exceeds this quota, the leave already granted shall not be cancelled.
- (iii) In case it is not possible to grant Child Care Leave to a women employee because of the quota restriction, then subject to her willingness to avail Child Care Leave as and when it is possible for the Secretariat to grant it, the date of application of the women employee for Child Care Leave shall be deemed to be the priority date for grant of Child Care Leave to her.
- (iv) A woman employee having an earlier date of priority, shall have preference in grant of Child Care Leave over an employee, whose date of priority is of a later date. The Leave Sanctioning Authority, may, however, grant Child Care Leave to a woman employee with a later date of priority in preference to those having earlier priority dates than her if Leave Sanctioning Authority is satisfied that the need of such employee is more pressing than others having priority date earlier to her.
- (v) Each application for a spell of Child Care Leave shall be treated as a separate application for the purposes of these guidelines.
- (vi) The Estt. (G) Section shall maintain a Register to indicate the date of priority for grant of Child Care Leave to various employees in various grades of various Services of the Secretariat.
- (vii) The Leave Sanctioning Authority may however, grant Child Care Leave in excess of 3% quota as prescribed above if any one of the following cases:—
 - (a) Personnel Section certifies that the staff position in that grade is comfortable and it will be possible for it to provide a substitute of the Officer proceeding on Child Care Leave; or
 - (b) If the Division Head of the Section/Branch/Division, where the Officer is working undertakes not to ask for a substitute during the leave period of the Officer proceeding on Child Care Leave; or
 - (c) Secretary-General decides to grant Child Care Leave.
- (viii) No application for Child Care Leave shall be entertained if made more than a month before the earliest date on which the employee intends to proceed on Child Care Leave.

(ix) Child Care Leave cannot be claimed as a matter of right and under no circumstances can any employee proceed on Child Care Leave without prior proper approval of leave by the Leave Sanctioning Authority.

3. This issues with the approval of the Secretary-General and is effective from the date of issue.

Sd/-

(SAJJAN KUMAR CHHUGANI)
JOINT DIRECTOR

To,

**All Officers/Sections/P.Ss./P.As. and
Pay & Accounts Office, Rajya Sabha.**

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant: _____
2. Post held: _____
3. Section(s) where employed:
(Kindly mention all sections) _____
4. (a) Nature of leave applied for: Casual/Compensatory/Earned/Half pay/#Commuted/
Leave not due/Maternity leave/Paternity leave/Child
adoption leave/Extraordinary leave//Special disability
leave/Study leave/Leave preparatory to retirement
- (b) Date from which required: _____
- (c) Period of leave: _____
- (d) EL/HPL at credit: _____
(Individual leave account may be assessed from PAMS)
5. Saturdays, Sundays and holidays,
if any, proposed to be
- (a) prefixed to leave _____
- (b) suffixed to leave _____
6. Grounds on which leave is applied for: _____
- *7. I propose/do not propose to avail LTC for the block years _____ for self and/or family during
the ensuing leave.
8. Address & Contact Number during
leave period: _____

Signature of applicant
(with date)

9. Remarks and/or recommendations of the Controlling Officer(s) [where an officer is working under more than one Controlling officer, the leave must be recommended by all Officers concerned].

* In case LTC is proposed to be availed, proforma for availing LTC and/or for availing Advance must be enclosed along with leave application.

Medical Certificate should invariably be enclosed with the leave application for commuted leave and Fitness Certificate needs to be submitted while resuming duty.

RAJYA SABHA SECRETARIAT

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. R.S./4/6(9)/08-Estt.(G)

Dated the 16th May, 2008

CIRCULAR**Subject:—Recommendation/Sanction of leave—procedure regarding.**

As per the orders of the Secretary General, Rajya Sabha, the powers to recommend and sanction leave to the various categories of officers and staff of the Secretariat have been delegated as under:—

(1)	(2)	(3)
Category	Recommending authority	Sanctioning authority in respect of all types of leave*, except special disability leave and study leave**.
Secretary/Additional Secretary/OSD/ Joint Secretary level Officers	—	Secretary General
Director/Joint Director/Deputy Director	Concerned Joint Secretary/Director, where JS post is vacant	OSD/Additional Secretary/Joint Secretary in-charge of Personnel/Estt. (G) Section
Assistant Director/ Executive Officer	Concerned Director/ Joint Director	Joint Director/Director in-charge of Estt. (G) Section
Non-gazetted staff	Concerned Deputy Director	Asstt. Director/Executive Officer of Estt. (G) Section for EL up to 5 days. Deputy Director in-charge of Estt. (G) Section for EL for more than 5 days and all other kinds of leave, except Study leave and Special disability leave.

2. Further, the leave application proforma currently in use in the Secretariat has also been revised. Therefore, all applications for leave should henceforth be made in the prescribed proforma attached herewith. The proforma is also available on the 'Intranet' which can be downloaded from the home-page.

3. It is also emphasized that officials while applying for leave of any kind should fill up all the columns of the prescribed proforma and the concerned recommending officers should first verify the admissibility of kind of leave applied for by the applicant by checking the balance of that kind of leave at his/her credit before recommending the same.

(NARENDRA KUMAR)
ASSISTANT DIRECTOR

To

**All Officers/Sections/P.S.s/P.A.s to Officers and
Pay and Accounts Office, Rajya Sabha**

* Earned leave, Half pay leave, Commuted leave, Leave not due, Extraordinary leave, Maternity leave, Hospital leave, Seamen's sick leave, Paternity leave, Child adoption leave and Leave preparatory to retirement.

** Study leave and Special disability leave to be sanctioned by the Secretary-General, for all categories of officers and staff of the Secretariat.

F.No. 31011/4/2008-Estt.(A)
 Government of India
 Ministry of Personnel, Public Grievances & Pension
 Department of Personnel & Training

.....

New Delhi, the 23th September, 2008

OFFICE MEMORANDUM

.....

Subject:— Sixty Central Pay Commission—Recommendation relating to LTC—Acceptance of.

Consequent upon the acceptance of the recommendations of Sixth Central Pay Commission, it has been decided to make necessary additions/changes in the CCS(LTC) Rules, 1988 as indicated below:—

Rule 4(d) Definition of Family:—

The parents and/or step parents (stepmother and stepfather) who are wholly dependent on the Government employees shall be included in the definition of family for the purpose of LTC, irrespective of whether they are residing with the Government employee or not.

The definition of dependency will be linked to the minimum family pension prescribed in Central Government and dearness relief thereon. The extant conditions in respect of other relations included in the family including married/divorced/abandoned/separated/widowed daughters shall continue without any change.

Rule 8 Types of LTC

Fresh recruits to Central Government may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the Government officers only for the first two blocks of four years applicable after joining the Government for the first time. The blocks of 4 years shall apply with reference to the initial date of joining the Government even though the employee changes the job within Government subsequently. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service. All other provisions concerning frequency of travel under LTC are retained.

Rule 12 Entitlement

Travel entitlements, for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body. Air Journey by Private Airlines will however, continue to be admissible as per Ministry of Finance O.M. No. 19024/1/E-IV/2005 dated the 24th March, 2006 and in terms of the orders of DOPT in this regard.

Encashment of Earned Leave alongwith LTC

Government officers are allowed to encash ten days earned leave at the time of availing of LTC to the extent of sixty days during the entire career. The leave encashed at the time of LTC will not be deducted from the maximum amount of earned leave encashable at the time of retirement. It is further clarified that where both husband and wife are Government servants, the present entitlement for availing LTC shall remain unchanged, and encashment of leave equal to 10 days at the time of availing of LTC will continue to be available to both, subject to a maximum of sixty days each during the career.

2. These changes are effective from 1st September, 2008.

3. The LTC claim pertaining to the period prior to 31st August, 2008 shall be regulated as per rules applicable on the date of journey and LTC claims already settled will not be reopened.

4. In so far as persons working in the Indian Audit & Accounts Department are concerned, these orders are being issued in consultation with C & A.G. of India.

5. Hindi version will follow.

(P.PRABHAKARAN)
Deputy Secretary to the Govt. of India
Tel: 2309 3176

To

All Ministries/Departments of the Government of India (with usual number of copies)

Copy to:—

1. President's Secretariat, Rashtrapathi Bhavan, New Delhi.
2. Vice-President's Secretariat, New Delhi.
3. Prime Minister's Office, South Block, New Delhi.
4. Cabinet Secretariat, New Delhi.
5. Comptroller and Auditor General of India, New Delhi.
6. Central Vigilance Commission, New Delhi.
7. Union Public Service Commission, New Delhi.
8. Staff Selection Commission, New Delhi.
9. Central Bureau of Investigation, New Delhi.
10. All Union Territory Administrations.
11. Lok Sabha/Rajya Sabha Secretariat.
12. All attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pension.
13. All Officers and Sections of Ministry of Personnel, Public Grievances and Pensions.
14. Website Section, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi.
15. Facilitation Centre, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi—25 spare copies.
16. 100 spare copies.

**DETAILS OF FAMILY MEMBERS AVAILING LEAVE TRAVEL CONCESSION UNDER LTC RULES AND
CERTIFICATES TO BE GIVEN BY THE GOVERNMENT SERVANT.**

Destination for which LTC is being claimed : _____
(Only one place is to be indicated)

Details of Family Members (including self) for whom LTC is proposed to be availed

Sl. No.	Name	Relationship	Date of Birth
---------	------	--------------	---------------

Certificates

- (1) I have not availed Home Town/All India/Every Year LTC for the block year _____.
- (2) My Husband/Wife is not employed in Government Service.
- (3) My Wife/Husband for whom LTC is claimed by me is employed in _____ which provides LTC Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer.
- (4) My parents/brother(s)/sister(s) unmarried son(s)/unmarried daughter(s) are residing with me and wholly dependent on me and have no source of income/income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend etc. does not exceed Rs. 3500/-p.m.
- (5) I am aware and fully understand that in case any of the aforesaid declarations made by me are found false, I shall be liable to disciplinary action or any other action that may be considered appropriate by the Competent Authority.

Signature of the Government Servant.

Name: _____

Designation: _____

Grade Pay: _____

No. 14028/2/2009-Estt. (L)
Government of India
Ministry of Personnel P.G. and Pensions
(Department of Personnel and Training)

.....

New Delhi, dated the 24th November, 2009.

OFFICE MEMORANDUM

.....

*Subject:—*Encashment of earned leave alongwith LTC-Clarification

The undersigned is directed to refer to DOP&T O.M.No. 31011/4/2008-Estt.(A), dated 23rd September, 2008 allowing encashment of earned leave alongwith LTC and to say that various references are being received from Ministries/Departments with regard to the applicability of Rule 38-A of the CCS (Leave) Rules, 1972 to the Central Govt. employees. In this regard it is clarified that

- (1) Central Govt. employees governed by CCS (Leave) Rules, 1972 who are entitled to LTC but opt for the facility of LTC provided to their spouses employed in PSUs/Corporation/Autonomous Bodies etc. and
- (2) Central Govt. employees governed by CCS (Leave) Rules, 1972 who are otherwise not entitled to LTC, on account of their spouse being employed in Indian Railways/National Airlines who are entitled to privilege passes/concessional tickets

are entitled to leave encashment while availing the LTC facility of their spouse/privilege passes/concessional tickets of their spouse on fulfillment of all the conditions as stipulated in Rule 38-A of the CCS (Leave) Rules, 1972 twice in a four years block of LTC.

2. Hindi version will follow.

(SIMMI R. NAKRA)
DIRECTOR

To

All Ministries/Departments of the Govt. of India etc.
(As per standard mailing list)

14028/2/2009-Estt. (Leave)

dated 24th November, 2009

1. Office of the Comptroller & Auditor General of India/Controller General of Accounts, Ministry of Finance.
2. Secretaries to Union Public Service Commission/Supreme Court of India/Lok Sabha Sectt./Rajya Sabha Sectt./Cabinet Sectt./Central Vigilance Commission/President's Sectt./Vice President's Sectt./Prime Minister's Office/Planning Commission/Central Information Commission.
3. All State Governments and Union Territories.
4. Governors of all States/Lt. Governors of Union Territories.
5. Secretary, National Council (Staff Side), 13-C, Feroz Shah Road, New Delhi.
6. All Members of the Staff Side of the National Council of JCM/Departmental Council.
7. All Officers/Sections of the Department of Personnel & Training/Department of Pension & Pensioner Welfare.
8. Ministry of Finance, Deptt. of Expenditure, (E.IV) Branch)
9. Official Language Wing (Legislative Deptt.), Bhagwan Das Road, New Delhi.

10. Railway Board, New Delhi.
11. NIC, DOP&T to upload on the website www.persmin.nic.in<Leave.
12. 200 Spare copies.

(SIMMI R. NAKRA)
DIRECTOR

**ELIGIBILITY CRITERIA AND OTHER CONDITIONS IN RESPECT OF DIFFERENT
ADVANCES GRANTED TO GOVERNMENT SERVANTS**

Sl. No.	Type of Advance	Pay restriction	Amount of advance admissible	Repayment & rate of interest
1.	Motor Cycle or Scooter	Pay in the Pay band of Rs. 8560/- p.m. or more	Ist Advance: Rs. 30000/- or 4 month's basic pay: II or subsequent advance: Rs. 24000/- or 3 month's basic	In not more than 70 installments. Rate of interest- 8%
2.	Moped	Pay in the Pay band of Rs. 8560/- p.m. or more	Rs. 20000/- or anticipated price whichever is less.	In not more than 70 installments. Rate of interest- 8%
3.	Motor Car	Pay in the Pay band of Rs. 19530/- p.m. or more	Ist Advance: Rs. 180000/- or 8 month's basic pay: II or subsequent advance: Rs 160000/- or 8 month's basic pay	In not more than 200 installments. Rate of interest- 11.5%
4.	Personal Computer	Pay in the Pay band of Rs. 19530/- p.m. or more Drawing pay of Rs. 8560/- p.m. or more	Ist Advance: Rs. 80000/- or the cost. II or subsequent advance: Rs. 75000/- or the cost Rs. 30000/- or anticipated price whichever is less.	In not more than 150 installments. Rate of interest- 11.5%

RAJYA SABHA SECRETARIAT

NEW DELHI

GRANT OF ADVANCE FOR PURCHASE OF LAND/OR PART/FULL CONSTRUCTION/
ENLARGEMENT, ETC., OF A HOUSEAPPLICATION FORM*(To be filled by the applicant)***GENERAL**

1. Name (in block letters)
2. Post held (I) Permanent
- (II) Temporary/Offg
- (III) Length of service on the date of application
3. Present pay as defined in Rule 4 (b) & scale of pay
4. Date of retirement
5. Amount of Provident fund/any other advance/final withdrawal taken for purchase of land/construction
(An attested copy of the sanction to be enclosed)

PARTICULARS RELATING TO ADVANCE

6. *If advance is needed for purchase of a plot and/or for construction of a new house, please give the following information.*

A. Plot:—

Location with address	Rural/urban	Clearly demarcated & developed	Approximate area (in Sq. mtrs.)	(a) Cost (b) Amount actually paid	If not purchased when proposed to be acquired	Unexpired portion of lease if not free-hold
1	2	3	4	5	6	7

(a)

(b)

B. Construction:—

Floor-wise area to be constructed	Estimated cost	Amount of advance required (for land/construction/both)	No. of installments for repayment
8	9	10	11

7. If advance is required for enlarging the existing house, please state:—

Location with address	Plinth area (in sq. mtrs.)	Plinth area proposed for enlargement (in sq. mtrs.)	Cost of construction/ acquisition of existing house	Cost of proposed enlargement	Total plinth area (1+2)	Total cost (3+4)	Amount of advance required	No. of instalments for repayment
1	2	3	4	5	6	7	8	9

(NOTE:—If the enlargement is proposed of any floor other than ground floor, a certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed).

8. If advance is required for purchasing a ready built house/flat, please state:—

Location with address	Plinth area	When constructed	Price settled	The Agency from whom to be purchased	Amount (a) already paid; (b) to be paid	Amount of Advance required	No. of instalments for repayment
1	2	3	4	5	6	7	8

(a)

(b)

MISCELLANEOUS

9. If you or any dependent member of your family already owns a house please state:—

Location with address	Plinth area (floor-wise)	Present fair market value	Reason for acquiring another house or enlarging the existing house
-----------------------	--------------------------	---------------------------	--

10. Have you enclosed (a) the relevant construction plan approved by the Municipal Authority concerned; and (b) detailed construction estimates based on Central/State P.W.D. Schedule, prevailing in the area corrected as per relevant cost of index duly signed by a qualified engineer.

1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.
2. I have read the Rules regulating the grant of advances to Central Government servants for purchase of land and purchase/construction of building etc., and agree to abide by the terms and conditions stipulated therein.
3. I certify that*
 - (i) My *Wife/husband is not a Central Govt. Servant*/my wife/husband who is a Central Govt. Servant has not applied for and/or obtained any advance under these rules;
 - (ii) neither I nor my wife/husband/minor child has applied for and/or obtained any loan or advances for acquisition of a house in the past from any Govt. source (*e.g. Ministry of Rehabilitation or under any Central or State House Scheme*).
 - (iii) the construction of the house for which the advance has been applied for, has not yet been commenced.

Station.....

Date.....

Signature of the Applicant

Designation

Department/Office in which
employed
.....

*Strike out the alternative(s) not applicable.

FORM No. 5

**Form of Agreement to be executed at the time of drawing an advance by a Central Government Servant
for purchase of plot of land and building a house, enlargement of existing house and purchase
of a ready-built house, where the title is absolute**

[Rules 5 (a) (1), 5 (a) (3) and 5 (a) (5)]

AN AGREEMENT MADE THIS.....day of.....two thousand.....and BETWEEN....., son of.....at present serving as.....(hereinafter called 'the Borrower', which expression shall unless excluded by repugnant to the subject or context include his heirs, executors, administrators and legal representatives) of the one part and the President of India (hereinafter called 'the Government' which expression shall unless excluded by or repugnant to the subject or context include his successors in office and assigns) of the other part, WHEREAS the Borrower desires to purchase land and construct a house thereon/enlarge living accommodation in his/her house at.....'purchase a ready-built house at.....described in the schedule hereto annexed and WHEREAS the Borrower has under the provision of the rules framed by the Government of India to regulate the grant of advances to Central Government servants for building, etc., of houses (hereinafter referred to as the "said rules", which expression shall, where the context so admits, include any amendment thereof or addition for the time being in force) applied to the Government for an advance of Rupees..... to 'purchase the said land and construct a house thereon/ en-large living accommodation in his/her house/'purchase a ready-built house as aforesaid and the Government has sanctioned an advanced of Rupees.....to the Borrower, *vide* the Ministry/Office Letter No....., dated....., a copy of which is annexed to these presents for the purpose aforesaid on the terms and conditions set forth therein NOW IT IS HEREBY AGREED by the between the parties hereto as follows:—

- (1) In consideration of the sum of Rupees.....(insert amount of the first installment) to be paid by the Government after the execution of his agreement for the purchase of land and the sum of Rupees.....(insert balance amount to be paid) to be paid by the Government to the Borrower as provided in the said rules, the Borrower hereby agrees with the Governemnt—
 - (a) To repay to the Government the said amount of Rupees (insert full amount sanctioned) with interest calculated in accordance with the said rules for the time being in force by (number to be filled in) monthly installments of Rupees from his pay commencing from the month of two thousand and or from the month following the completion of the house, whichever is earlier and the Borrower hereby authorizes the Government to make such deductions from his monthly pay, leave salary and subsistence allowance bills,
 - (i) Within two months from the date of receipt of the amount of Rs. (insert amount of installment to be paid) out of the said sanctioned advance or within such further time as Government/Head of the Department may allow in this behalf, to expend the aforesaid amount in the purchase of land and to produce for inspection of the Government the sale deed in respect thereof failing which the Borrower shall refund to the Government the entire amount of the advance received by him together with interest thereon.
 - (ii) Within three months from the date of the receipt of the aforesaid advance of Rs. (Rupees.....) to expend the aforesaid amont in the purchase of the said ready. built house and mortgage it to the Government failing which the Borrower shall refund forthwith to the Government the entire amount of advance received by him together with interest thereon unless an extension of time is granted by the Government.
 - (iii) To complete construction/enlargement of the said house within eighteen months of strictly in accordance with the plan and specifications to be approved by the Government and on the basis of which the amount of advance is to be computed and sanctioned finally or within such extended period as may be laid down by the Government.
 - (iv) Within three months of taking possession of the ready-built flat under the Self-Financing Housing Scheme of the mortgage it to the Government of India failing which the Borrower shall refund forthwith to the Government the entire amount received by him together with interest thereon unless an extension of time is granted by the competent authority.

- (2) If the actual amount paid by the Borrower for the purchase of land and building a house thereon/enlarging the house/the purchase of the ready-built house is less than the amount received under these presents by the Borrower, to repay the difference to the Government forthwith.
- (3) To execute a document mortgaging the said house/land along with the house to be built thereon to the Government as security for the amount advanced to the borrower under these presents as also for the interest payable for the said amount in the form provided by the said rules.
- (4) If the land is not purchased and the sale deed thereof not produced for inspection of the Government within two months of the date of drawal of the part of the advance for that purpose, or within such further time as the Government/Head of the Department may allow in this behalf if the house is not purchased and mortgaged within three months of the drawal of the advance or within further time as the Government/head of the Department may allow in this behalf if the borrower fails to complete the construction/enlargement of the said house, as hereinbefore agreed, or if the Borrower becomes insolvent or quits the service of the Government or dies, the entire amount of advance together with interest accruing thereon shall immediately become due and payable to the Government.
- (5) The Government shall be entitled to recover the balance of the said advance with interest remaining unpaid at the time of his retirement or death preceding retirement from the whole or any specified part of the gratuity that may be sanctioned to him.
- (6) Without prejudice to any other right of the Government in that behalf, if any amount becomes refundable or payable by the borrower to the Government, the Government will be entitled to recover the same as arrears of land revenue.
- (7) The stamp-duty payable on these presents shall be borne and paid by the Government.

FORMS

SCHEDULE ABOVE REFERRED TO

IN WITNESS WHEREOF THE BORROWER has hereunto set his hand and Shri
 in the Ministry/Office of for and on behalf of the President of
 India has hereunto set his hand.

Signed by the said Borrower

.....
(Signature of the Borrower)

In the presence of —
 1st witness :
 Address :
 Occupation :
 2nd witness :
 Address :
 Occupation :
 Signed by Shri

In the Ministry/Office of

(For an on behalf of the President of India)

In the presence of—
 1st witness :
 Address :
 Occupation :
 2nd witness :
 Address :
 Occupation :

FORM NO. 6

SURETY BOND

(vide Rule 5)

KNOW ALL MEN BY THESE PRESENTS THAT I, _____ Son/daughter/
wife of _____ resident of _____, in the District of _____
at present employed as a permanent _____
in the _____ (hereinafter called "the Surety") am held and firmly bound into the
President of India (hereinafter called "the Government" which expression shall unless excluded by or repugnant to the
subject or context include his successors in office and assigns) in the sum of Rs. _____ (Rupees
_____ only) to be paid to the Government FOR WHICH PAYMENT TO be well and truly made I hereby bind
myslef, my heirs, executors, administrators and representatives firmly by these presents. As witness my hand this
_____ day of _____ Two thousand and _____.

WHEREAS _____, Son/daughter/wife of _____,
resident of _____ in District of _____
at present employed as a temporary/permanent _____ in the "National Informatics
Centre" (hereinafter called "the Borrower") (but is due to retire on _____)
applied to the Government for an advance of Rs _____ (Rupees _____ only) for the purpose
of purchasing land and/or constructing a new house or enlarging living accommodation in an existing house/purchasing a
ready-built house.

AND WHEREAS the Government sanctioned the payment of Rs. _____ (Rupees _____
only) under the Rules framed by the Government of India to regulate the grant of advance to Central Government servants
building, etc., of house vide the Ministry/Office, Letter No. 26029/_____/20_____-Adm-I, dated ___/___/20___, a
copy of which is annexed to these presents on the terms and conditions set forth therein,

AND WHEREAS THE Borrower has undertaken to repay the said amount in _____ monthly instalments.
AND WHEREAS the borrower has further undertaken to Mortgage the house built/purchased with the help of the said
amount and to observe the provisions of the said rules. **AND WHEREAS** in consideration of the Government having agreed
to grant the aforesaid advance to the borrower the Surety has agreed to execute the above bond with such conditions as
hereunder is written.

NOW THE CONDITION OF THE OBLIGATION is such that if the said Borrower shall while employed in the said or
any other Ministry/Office _____ duly and regularly pay or cause to be paid to the Government the
amount of the aforesaid advance owing to the Government by instalments until the said sum of Rs _____
(Rupees _____ only) shall be duly paid or mortgages to the Government the house built/purchased
referred to above whichever event happens earlier, then this bond shall be void; otherwise the same shall be and remain in
full force and virtue. **BUT SO NEVERTHELESS** that if the Borrower shall die or become insolvent or at any time cease to
be in the service of the Government, the whole or so much of the said principal sum of Rs. _____
(Rupees _____ only) together with the interest as shall then remain unpaid shall immeiately become
due and payable to the Governemnt and recoverable from the Surety in one instalment by virtue of this Bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any
other indulgence granted by the Government to the said Borrower.

The stamp-duty payable in respect of these presents shall be borne and paid by the Government.

Signed and delivered by the said _____

Signature of Surety

Designation _____

Office to which attached _____

In the presence of :

1st Witness :

Name :

Designation :

Address :

2nd Witness :

Name :

Designation :

Address :

.....
(for official use only)

Signed by Shri _____ in the
Govt. of India.

(For and on behalf of the President of India)

In the presence of :

1st Witness :

Name :

Designation :

Address :

2nd Witness :

Name :

Designation :

Address :

HOUSE BUILDING ADVANCE REGISTER

Sl. No.	Name & Designation	Total Amount sanctioned & Rate of Interest	Sanction Order No. & Date	Mode of Payment & Date of Payment	Mode of Repayment (No. of instalments and amount)	Date of Recovery Started	Date of completion of construction/purchase	Remarks (whether) HBA, Addl. HBA, Repair & Renovation etc.)

No. 12011/03/2008-Estt. (Allowance)
 Government of India
 Ministry of Personnel, Public Grievances and Pensions
 (Department of Personnel & Training)

New Delhi, the 2nd September, 2008.

OFFICE MEMORANDUM

Subject:—Recommendations of the Sixth Central Pay Commission implementation of decisions relating to the grant of Children Education Assistance and Reimbursement of Tuition Fee.

Consequent upon the decisions taken by the Government on the recommendations made by the Sixth Central Pay Commission and in supersession of all earlier orders on the subject of Children Education Allowance and Reimbursement of Tuition Fee, the President is pleased to issue the following instructions:—

- (a) Children Education Allowance and Reimbursement of Tuition Fee which were hitherto payable separately will be merged and will henceforth be known as 'Children Education Allowance Scheme'.
- (b) Under the Scheme of Children Education Allowance reimbursement can be availed by Government Servants upto to a maximum of 2 children.
- (c) Reimbursement as indicated above will be applicable for expenditure on the education of school going children only i.e., for children from classes nursery to twelfth, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
- (d) Henceforth, the reimbursement of Children Education Allowance shall have no nexus with the performance of the child in his class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall not be stopped.
- (e) Reimbursement for the following items can be claimed under the Scheme:
 Tuition Fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the programme of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities. This also includes reimbursement for purchase of one set of text books and notebooks, two sets of uniforms and one set of school shoes which can be claimed for a child, in a year.
- (f) The annual ceiling fixed for reimbursement of Children Education allowance is Rs. 12000.
- (g) Under this scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs. 3000, and in another quarter less than Rs. 3000, subject to the annual ceiling of Rs. 12000 per child being maintained.
- (h) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.
- (i) Hostel subsidy will be reimbursed upto the maximum limit of Rs. 3000 per month per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance **cannot** be availed concurrently.
- (j) The above limits would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%

2. In order to ensure that Government servants have no difficulty in claiming reimbursement, the procedure under this Scheme is being kept simple. Reimbursement should henceforth be made on the submission of original receipts on the basis of self-certification by the Government servant.

3. These orders shall be effective from 1st September, 2008.

4. Insofar as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

5. Hindi version will follow.

(SIMMIR. NAKRA)
DIRECTOR (P&A)

12011/03/2008-Estt. (Allowance)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

New Delhi dt. 11th November, 2008.

OFFICE MEMORANDUM

Subject:—Children Education Allowance-clarification.

Subsequent to issue of DOP&T OM No. 12011/3/2008-Estt.(Allowance) dated 2nd Sept., 2008 allowing Children Education Allowance / Hostel Subsidy, clarifications on certain points have been sought by Govt. servants/Ministries/Departments. The doubts raised by various authorities are clarified as under:

- | | |
|--|--|
| (i) What is the definition of 'Year' & 'Hostel Subsidy' as per the OM No. 12011/3/2008-Estt.(Allowance) dt. 2nd Sept., 2008 on the subject Children Education Allowance? | (i) 'Year' means academic year i.e. twelve months of complete academic session. |
| (ii) What is the amount of reimbursement of Children Education Allowance for the year 2008-09 in the OM No. 12011/3/2008-Estt.(AL) dt. 2nd Sept., 2008? | (ii) Hostel Subsidy means expenses incurred by the Govt. servant if he has to keep his children in the hostel of a residential school away from the station at which he is posted/or is residing. It may include expenses towards boarding, lodging and expenses as detailed in para (e) of the original OM No. 12011/3/2008-Estt.(Allowance) dt. 2nd Sept, 2008

It may be calculated on prorata basis @ maximum of Rs. 1000/-per month per child w.e.f. 1st September, 2008. |
| (iii) Whether DOPT OM No. 12011/3/2008-Estt.(Allowance) dated 2nd Sept. 2008 is admissible for reimbursement of Children Education Allowance for pursuing Diploma Course for the initial years in Polytechnic? | In cases where minimum qualifications for admission in the two years Diploma course in Polytechnic is 10th Class and the student joins the polytechnic after passing X Class, the reimbursement of tuition fees shall also be allowed for the 1st and 2nd year classes of the above course. |
| (iv) Whether children attending day-boarding, whether attached to schools or not are eligible to draw hostel subsidy? | No. They are not eligible. |
| (v) Whether the restriction of classes Nursery to class Twelfth as applicable for Children Education Allowance is also applicable for drawing hostel subsidy? | Yes. |
| (vi) Whether Children Education allowance is admissible for more than two children in case the number of children exceeds two as a result of multiple birth? | Yes, if the number of children exceeds two as a result of second child birth resulting in twins or multiple births. |
| (vii) Whether Children Education Allowance/Hostel Subsidy will be admissible during suspension or leave? | The Children Education Allowance or hostel subsidy shall be admissible to a Govt. servant while he/she is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the Govt. servant shall not be eligible for the Allowance/reimbursement/ subsidy for the period. |

(viii) Whether reimbursement of children Education Allowance as per OM No. 12011/4/2008-Estt.(AL) dt. 11th Sept, 2008 is admissible for disabled Children of Govt. employees who undergoes non formal Education or Vocational Training or other similar Instructions?

Yes. As long as a physically /mentally handicapped child studies in any institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution is 'recognized' or not. In such cases the benefits will be admissible between the age limits 5 to 22 years.

2. This issues with the concurrence of Ministry of Finance.

3. Hindi version will follow.

(SIMMIR. NAKRA)
DIRECTOR

12011/16/2009- (Allowance)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)

New Delhi the 13th November, 2009

Office Memorandum

Subject:—Children Education Allowance / Hostel Subsidy-Clarification.

The undersigned is directed to refer to DOP&T OM No. 12011/3/2008-Estt. (Allowance) dated 2nd September, 2008 on the above subject and to say that this department has been receiving various references from Government servants, Ministries/Departments seeking clarification whether Vidyalaya Vikas Nidhi (VVN) charged by Kendriya Vidyalayas is reimbursable as per items detailed in para 1(e) of the above mentioned OM. The matter has been considered in consultation with Ministry of Finance. It is clarified that Vidyalaya Vikas Nidhi charged by Kendriya Vidyalayas will also form part of para 1(e) of the said OM and can be claimed for reimbursement under the scheme of Children Education Allowance subject to the annual ceiling of Rs. 12000 per child. Where Vidyalaya Vikas Nidhi has not been admitted for reimbursement in past cases, the same may now be considered for reimbursement, subject to the other conditions.

This Department has also been receiving references seeking clarification whether Children Education Allowance can be claimed in respect of any two children by Government Servants who have more than two children. It is clarified that Children Education Allowance is admissible for the two eldest surviving children only, except when the number of children exceeds two due to second child birth resulting in multiple births.'

2. Hindi version will follow.

(SIMMI R. NAKRA)
DIRECTOR

To

All Ministries/Departments of the Govt. of India, etc.
(As per standard mailing list).

REIMBURSEMENT UNDER CHILDREN EDUCATION ALLOWANCE SCHEME

1. Name of Govt. Servant : _____
2. Designation : _____
3. Employee/ID Number : _____
4. Reimbursement claim details:—

Sr. No.	Name of the Child/children	Date of Birth	Name of School/Institution	Class in which studying	Period should be in academic year)	Amount (in Rupees)
1	2	3	4	5	6	7

5. (a) Whether the child for whom Children Education Allowance is applied is a disabled child? Yes/No
- (b) If yes, indicate the nature of disability :
- (c) Indicate the percentage of disability :
- (d) Date on which disability declared :
6. (a) Details of expenses incurred towards school fee/for purchase of text books & note books, uniforms & shoes and for which reimbursement under Children Education Allowance is claimed :—

Sl. No.	Description of fee paid	Amount (in Rupees)	Sl. No.	Description of fee paid	Amount (in Rupees)
A	Tuition Fees		G	Laboratory Fee	
B	Admission Fees		H	Library Fee	
C	Special fee charged for Agriculture Electronics, music or any other subject		I	Fee for extra Curricular activities	
D	Fee charged for practical work under the programme of work experience		J	Expenses incurred in purchase of one set of text books and Note books	
E	Fee paid for the use of any aid or appliance by the child		K	Expenses incurred in purchase of One/two set of Uniform/Uniforms	
F	Games/Sports fee		L	Expenses incurred for purchase of One set of School Shoes	

7. Details of cash receipt No./Counterfoil of Bank Challan/Credit voucher no./any other document (enclose original copy) :

8. Certified that the child/children mentioned in respect of whom reimbursement under Children Education Allowance is being claimed is/are wholly dependent upon me and that the children education allowance mentioned against the child/each of the children has actually been paid by me.

9. Further certified that :

- i) My spouse is/is not a Central Government/State Government/PSU/Local Self Government employee and is/is not entitled to reimbursement under Children Education Allowance Scheme.
- ii) My spouse shall not claim reimbursement under children education allowance scheme or reimbursement of tuition fee, hostel subsidy etc. under any other scheme, if applicable, from his/her organization for the academic year for which reimbursement under children education allowance scheme is being claimed by me.
- iii) During the academic year covered by this claim, the child/children attended the school(s) regularly and did not absent himself/herself/themselves from the school(s) without proper leave for a period of exceeding one month.
- iv) My child/children in respect of whom reimbursement under children education allowance scheme is claimed is/are studying in the schools which is/are recognized school(s) (Not applicable to schools run by Central Government/State Government/Union Territory Administration/Municipal Corporation/Municipal Committee/Panchayat Samiti/Zilla Parishad).
- v) The particulars/information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement under Children Education Allowance Scheme. I undertake to intimate the same promptly and also to refund excess payments, if any made. **Further I am aware that if at any stage the information/documents furnished above is found to be false I am liable for such disciplinary action, as deemed fit by the Competent Authority.**

(Signature of the Employee)_____

Branch_____

Ph. No._____

Date:_____

FORM NO. 1

Statement of immovable property on first appointment as on the 31st December, 20
(e.g. Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Government servant
1	2	3	4	5	6	7

Date of acquisition	How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) Please see Note 1 below)	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any	Total annual income from the property	Remarks
8	9	10	11	12	13

Date.....

Signature.....

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant, such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

Note (2) In Column 10 should be shown—

- (a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
- (b) where it has been acquired by lease, the total annual rent thereof also; and
- (c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

FORMNO.III

Statement of movable property on first appointment as on the 31st December, 20

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payments made upto the date of return, as the case may be, in case of articles purchased on hire purchase or instalment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired, with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date

Signature.....

Note 1. In this Form information may be given regarding items like:

- (a) jewellery owned by him (total value);
- (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value),
- (c) (i) Motor Cars, (ii) Scootes/Motor Cycles; (iii) refrigerators/air-conditioners, (iv) radios/radiograms/television sets and any other articles, the value of which individually exceeds Rs. 1,000,
- (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as cloths, utensils, books, crockery, etc., added together as lumpsusm.

Note 2. In column 5, it may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note 3. In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

FORMNO.IV

Statement of Provident Fund and Life Insurance Policy on First Appointment as on the 31st December, 20

Sl. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured/ date of maturity	Amount of annual premium	Type of Provident Funds /GPF/ CPF, (Insurance Policies) account No.
1	2	3	4	5	6

Closing balance as last reported by the Audit/ Accounts Officer alongwith date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government servant should also be mentioned in this column)
7	8	9	10

Date.....

Signature.....

FORMNO. V

Statement of Debts and Other Liabilities on First Appointment as on 31st December, 20

Sl. No.	Amount	Name and Address of Creditor	Date of incurring Liability	Details Transaction	Remarks
1	2	3	4	5	6

Date

Signature.....

- Note 1.** Individual items of loans not exceeding three months emoluments or Rs. 1,000 whichever is less, need not be included.
- Note 2.** In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.
- Note 3.** The term "emoluments" means pay and allowances received by the Government servant.
- Note 4.** The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance, etc. (other than advances of pay and travelling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

Form for giving intimation or seeking previous sanction under Rule 18(2) of the CCS (Conduct) Rules, 1964 for transaction in respect of Immovable property.

1. Name and Designation :
2. Scale of pay and present pay :
3. Purpose of application-sanction for transaction/intimation of transaction :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition or disposal of property :
6. Mode of acquisition/disposal :
7. (a) Full details about location, viz. Municipal No., Street/Village, Taluk, District and State in which situated :
- (b) Description of the property, in the case of cultivable land, dry or irrigated land :
- (c) Whether freehold or leasehold :
- (d) Whether the applicant's interest in the property is in full or part. (in case of partial interest, the extent of such interest must be indicated) :
8. Sale/purchase price of the property (Market value in the case of gifts) :
9. In case of acquisition, source or sources from which financed/proposed to be financed:
 - (a) Personal savings
 - (b) Other sources, giving details
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition (A copy of the sanction/acknowledgement should be attached) :
11. (a) Name and address of the party with whom transaction is proposed to be made :
- (b) Is the party related to the applicant? If so state the relationship

(c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in near future :

(d) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given :

12.In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964 :

13.Any other relevant fact which the applicant may like to mention :

DECLARATION

I.....hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I..... hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:.....

Signature:

Date:.....

Designation:

Note: 1. In the above form, different portions may be used according to requirement.

2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of transaction.

STATEMENT OF IMMOVABLE PROPERTY RETURN FOR THE YEAR 2009

(AS ON 31.12.2009)

1. Name of Officer (in full) :
2. Service to which the officer belongs:
3. Present Post held :
4. Present Pay (p.m.) : Basic Rs.
+Grade Pay Rs.

Name of the District, Sub Division, Taluk and village or city in which property is situated (full location & postal address)	Name & Details of property, housing lands and other building	Cost of construction/ acquirement (and year when purchased) including of land in case of house	Present Value	If not in own name, state in whose name held & his/her relation-ship to the govt. servant	How acquired, whether by purchase, inheritance, gift or otherwise with date of acquisition & name with details of persons(s) from whom acquired	Annual income from the property	Remarks
1	2	3	4	5	6	7	8

Dated:.....

Signature

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT
[ESTABLISHMENT (GENERAL) SECTION]

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No.RS/6/1/09-Estt.(G)

Dated 1st January, 2010

CIRCULAR

Subject: Annual return regarding immovable property (2009)—furnishing of.

In terms of Rule 18(1) (ii) of C.C.S. (Conduct) Rules, 1964, every Government servant belonging to any service or holding any post included in Group 'A' or Group 'B' is required to submit an annual return in the prescribed format giving therein full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

2. All officers and members of staff holding posts in the above-mentioned Groups are accordingly requested to furnish their annual return of immovable property for the year ending 31.12.2009 in the enclosed form to the Estt.(G) Section latest by 31st January, 2010.

3. Officers and members of staff who do not own any immovable property may furnish a 'NIL' return in the prescribed form.

4. Non-furnishing of the "Annual return of immovable property" will be considered, a violation of the Conduct Rules.

5. The respective Branch-in-charge of the Sections are requested to ensure that all the employees under their charge, submit the annual return of immovable property before the stipulated date, *i.e.* **31st January, 2010.**

(SASILEKHA NAIR)
JOINT DIRECTOR

To

All Officers/Sections/P.Ss./P.As. to officers and Pay & Accounts Officer, Rajya Sabha.

PARLIAMENT OF INDIA
RAJYA SABHA SECRETARIAT
[ESTABLISHMENT (GENERAL) SECTION]

PARLIAMENT HOUSE ANNEXE
NEW DELHI

No. RS/6/1/09-Estt. (G)

Dated 18th January, 2010

CIRCULAR

Subject: Annual return regarding immovable property (2009)—furnishing of.

Attention is invited to Circular of even number dated the 1st January, 2010 on the subject cited above (copy enclosed).

2. All officers and members of staff holding posts in Group 'A' and Group 'B' are reminded to furnish their annual return of immovable property for the year ending 31.12.2009 in the enclosed form to the Estt.(G) Section **latest by 31st January, 2010.**
3. Officers and members of staff who do not own any immovable property may furnish a '**NIL**' return in the prescribed form.
4. Non-furnishing of the "Annual return of immovable property" will be considered, a violation of the Conduct Rules.
5. The respective Branch-in-charge of the Sections are also reminded to ensure that all the employees under their charge, submit the annual return of immovable property before the stipulated date, *i.e.* **31st January, 2010.**

(SASILEKHA NAIR)
JOINT DIRECTOR

To

All Officers/Sections/P.Ss./P.As. to officers and Pay & Accounts Officer, Rajya Sabha.

ANNEXURE-111

Form for giving intimation or seeking previous sanction under Rule 18(3) of the CCS (Conduct) Rules, 1964 for transaction in respect of movable property.

1. Name of the Government servant :
2. Scale of pay and present pay :
3. Purpose of application :
4. Whether property is being acquired or disposed of :
5. (a) Probable date of acquisition or disposal of property. :
- (b) If the property is already acquired/disposed of Actual date of transaction. :
6. (a) Description of the property :
- (b) Make, model (and also registration No. in case of vehicles), if necessary. :
7. Mode of acquisition/disposal (Purchase/sale, gift, mortgage, lease or otherwise). :
8. Sale/purchase price of the property (Market value in the case of gifts). :
9. In case of acquisition, source or sources from which financed/ proposed to be financed: :
- (a) Personal savings,
- (b) Other sources, giving details. Advance from office,
Application form is attached herewith.
10. In case of disposal of property, was requisite sanction/ intimation obtained/given for its acquisition (A copy of the sanction/acknowledgement should be attached). :
11. (a) Name and address of the party with whom transaction is proposed to be made. :
- (b) Is the party related to the applicant? If so, state the relationship. :
- (c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in near future. :

(d) Nature of official dealings with the party. :

(e) How was the transaction arranged? (Whether through any statutory body or a private agency through advertisement or through friends and relatives). Full particulars to be given. :

12. In case of acquisition by gift, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964. :

13. Any other relevant fact which the applicant may like to mention. :

DECLARATION

I.....hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

OR

I.....hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:

Signature:

Date:

Destination:

- Note:**
1. In the above form, different portions may be used according to requirement.
 2. Where previous sanction is asked for, the application should be submitted at least 30 days before the proposed date of transaction.

DEPARTMENT OF PERSONNEL & TRAINING

CS. II SECTION

Subject: To clarify whether a temporary Govt. Employee can be appointed in the personal staff of the the Ministers on co-terminus basis-regarding.

Reference the Rajya Sabha Secretariat's I.D.No. 2523/Estt. (G) dated 27.5.2003 on the above mentioned subject. The matter has been examined in consultation with Estt. Division of this Department. It is clarified that there is no bar on appointment of a temporary Govt. servant on co-terminus basis. However, since a temporary Govt. servant does not acquire a lien, he cannot come back to the post held by him in the parent department after the expiry of co-terminus appointment. In other words, it may not be appropriate to allow a temporary Govt. servant to proceed on deputation to a post on co-terminus basis in his own interest, otherwise he would be without a job after the expiry of tenure of deputation/co-terminus appointment.

(B. M. SEHGAL)

UNDER SECRETARY TO THE GOVT. OF INDIA

Rajya Sabha Secretariat (Shri J.G. Negi, Under Secretary) DOP&T I.D.F.No. 8/30/2003-CS. II dated 13.6.2003

No. 2/22(B)/2008-Estt. (Pay II)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

New Delhi, the 3rd September, 2008

OFFICE MEMORANDUM

Subject: Grant of Deputation (Duty) Allowance—Recommendations of the Sixth Central Pay Commission.

Consequent upon the acceptance of the Report of the Sixth Central Pay Commission by the Government, the President is pleased to decide the following regarding Deputation (Duty) Allowance:—

- (a) Deputation (Duty) Allowance will continued to be paid in case of appointments made in public interest outside the normal field of deployment;
- (b) In case of deputation within the same station the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs. 2000 p.m.; and
- (c) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs. 4000 p.m.

'Basic pay' in the revised pay structure means the pay down in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.

2. Insofar as persons serving in the Indian Audit & Accounts Department are concerned, these orders issued after consultation with the Comptroller & Auditor General of India.

3. These orders shall take effect from 1st September, 2008.

4. Hindi version will follow.

Sd/-

(RITAMATHUR)

DIRECTOR

To

All Ministries/Departments as per standard list

RAJYA SABHA SECRETARIAT

ESTT.(G)SECTION

UNDERTAKING

I hereby undertake that in the event of my selection to the post of in the office of I will resign from the present post in the Rajya Sabha Secretariat.

I hereby undertake that in the event of my selection to the post of in the office of I will either revert to the Rajya Sabha Secretariat within the lien period or resign from the present post of held in the Rajya Sabha Secretariat at the end of lien period.

SIGNATURE

NAME

DESIGNATION

TEMP/PMT

Date

RAJYA SABHA SECRETARIAT

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER

[To be submitted in duplicate at least three months before the date of retirement]

PART-I

To

The Under Secretary,
Rajya Sabha Secretariat,
New Delhi.

Subject: Commutation of pension without medical examination.

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below:—

1. Name (in block letters) : _____
2. Father's name & also husband's name in case of a female Government servant : _____
3. Designation : _____
4. Name of Office/Department/Ministry in which employed : _____
5. Date of Birth (by Christian era) : _____
6. Date of retirement on Voluntary retirement/ Superannuation or on the expiry of extention in service granted under FR 56(d) : _____
7. Fraction of Superannuation pension proposed to be commuted : _____
8. Disbursing authority from which pension is to be drawn after requirement : _____
 - (a) Treasury/Sub-Treasury : _____
(Name and complete address of the Treasury/Sub-Treasury to be indicated)
 - (b) Branch of the nominated : _____
 - (i) Nationalised bank with complete Postal address : _____

- (ii) Bank Account No. to which monthly Pension is to be credited each month : _____
- (c) Account Office of the Ministry/ Department/Office : _____

Signature _____

Name _____

Place:

Date:

Present Postal Address ——

Postal Address after retirement

Form-1-A

[See Rules 5(2), 12,
13(3), 14(1) and 15(3)
of CCS Pension Rules]

RAJYASABHA SECRETARIAT

FORM OF APPLICATION FOR COMMUTATION OF A FRACTION OF SUPERANNUATION PENSION WITHOUT
MEDICAL EXAMINATION WHEN APPLICANT DESIRES THAT THE PAYMENT OF THE COMMUTED VALUE OF
PENSION SHOULD BE AUTHORISED THROUGH THE PENSION PAYMENT ORDER

[To be submitted in duplicate at least three months before the date of retirement]

PART-I

To

The Under Secretary,
Rajya Sabha Secretariat,
New Delhi.

Subject: *Commutation of pension without medical examination*

Sir,

I desire to commute a fraction of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below:-

1. Name (in block letters) : _____
2. Father's name & also husband's name in case
of a female Government servant : _____
3. Designation : _____
4. Name of Office/Department/Ministry in
which employed : _____
5. Date of Birth (by Christian era) : _____
6. Date of retirement on Voluntary retirement/
Superannuation or on the expiry of extension
in service granted under FR 56(d) : _____
7. Fraction of Superannuation pension proposed
to be commuted : _____
8. Disbursing authority from which pension
is to be drawn after retirement : _____
 - (a) Treasury/Sub-Treasury : _____
(Name and complete address of the
Treasury/Sub-Treasury to be indicated)
 - (b) Branch of the nominated : _____
 - (i) Nationalised bank with complete
Postal address : _____
 - (ii) Bank Account No. to which monthly
Pension is to be credited each month : _____

(c) Account Office of the Ministry/

Department/Office

:

Signature_____

Name_____

Place:

Date:

Present Postal Address_____

Postal Address after retirement_____

FORM-3

[SEE RULE 54(12) OF THE
C.C.S. PENSION RULES]

**RAJYA SABHA SECRETARIAT
DETAILS OF FAMILY**

Name of the employee : _____
Designation : _____
Date of Birth : _____
Date of appointment : _____

Details of the members of my family*as on

Sl. No.	Names of the members of the family*	Date of Birth	Relationship with the officer	Initials of the Head of the Office	Remarks
1	2	3	4	5	6

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alternation.

Place: New Delhi

Dated the _____

signature of employee

* Family for this purpose means:

- * Wife, in the case of a male Government servant;
- * Husband, in the case of a female Government servant;
- * Sons and unmarried daughters below twenty five years of age, including such sons or daughters adopted legally before retirement.

NOTE: *wife and husband shall include respectively judicially separated wife and husband.*

**RAJYA SABHASECRETARIAT
DETAILS OF FAMILY**

Name of the employee : _____
 Designation : _____
 Date of Birth : _____
 Date of appointment : _____

Details of the members my family*as on

Sl. No.	Names of the members of the family*	Date of Birth	Relationship with the officer	Initials of the Head of the Office	Remarks
1	2	3	4	5	6

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alternation.

Place: New Delhi

Dated the _____

_____ *signature of employee*

* Family for this purpose means:

* Wife, in the case of a male Government servant:

* Husband, in the case of a female Government servant:

* Sons and unmarried daughters below twenty five years of age, including such sons or daughters adopted legally before retirement.

NOTE: *wife and husband shall include respectively judicially separated wife and husband.*

FORM-5

*[See rules 59(1)(c) and 61(1)
of C.C.S. Pension Rules]*

RAJYA SABHA SECRETARIAT

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement.

1. Name : _____
2. (a) Date of birth : _____
(b) Date of retirement : _____
3. *Two specimen signatures duly attested (to be furnished in a separate sheet) by gazetted Government servant.
4. % Three copies of passport joint photograph with wife or husband (to be attested by the Head of Office).
5. Two slips showing the particulars **of height and personal identification marks duly attested by a gazetted Government servant.
6. Present address : _____

7. @Address after retirement. : _____

8. Name of the Treasury or the Branch of Public Sector Bank or the Pay & Accounts Office through which the pension is to be drawn. : _____
9. @@Details of the family in Form 3. :

Place: New Delhi

Signature

Dated the _____

Designation

* Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a gazetted Government servant.

% Three copies of the passport size photograph of self only need be furnished—

- (i) if the Government servant is governed by rule 54 of the Central Civil Service (Pension) Rules, 1972 and is unmarried or a widower or widow;

(ii) if the Government servant is governed by rule 55 of the Central Civil Service (Pension) Rules, 1972.

cc Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office.

** Specify a few conspicuous marks, not less than two, if possible.

@ Any subsequent change of address be notified to the Head of Office.

@@ Applicable only where rule 54 of the Central Civil Service (Pension) Rules, 1972 applies to the Government servant.

RAJYA SABHA SECRETARIAT

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement.

1. Name : _____
2. (a) Date of birth : _____
- (b) Date of retirement : _____
3. *Two specimen signatures duly attested (to be furnished in a separate sheet) by gazetted Government servant.
4. % Three copies of passport joint cc photograph with wife or husband (to be attested by the Head of Office).
5. Two slips showing the particulars **of height and personal identification marks duly attested by a gazetted Government servant.
6. Present address : _____

7. @Address after retirement. : _____

8. Name of the Treasury or the Branch of Public Sector Bank or the Pay & Accounts Office through which the pension is to be drawn. : _____
9. @@Details of the family in Form 3. : _____

Place: New Delhi

Signature

Dated the _____

Designation

* Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate enough to sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a gazetted Government servant.

% Three copies of the passport photograph of self only need be furnished—

(i) if the Government servant is governed by rule 54 of the Central Civil Service (Pension) Rules, 1972 and is unmarried or a widower or widow;

(ii) if the Government servant is governed by rule 55 of the Central Civil Service (Pension) Rules, 1972.

cc Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office.

** Specify a few conspicuous marks, not less than two, if possible.

@ Any subsequent change of address be notified to the Head of Office.

@@ Applicable only where rule 54 of the Central Civil Service (Pension) Rules, 1972 applies to the Government servant.

**Slips showing the particulars of height and personal identification marks duly attested
by a gazetted Government servant**

SLIPI

Name and Designation	Height	Personal identification marks
-----------------------------	---------------	--------------------------------------

1.

2.

Attested by:

SLIP 2

Name & Designation

Height

Personal identification marks

1.

2.

Attested by:

Two specimen signatures duly attested by a gazetted Government servant

Name	Designation	Specimen Signatures
		1.
		2.

Attested by:

RAJYA SABHA SECRETARIAT**Establishment (G) Section**

Shri/Smt./Kumari_____is due to retire from service/seeking voluntary retirement with effect from the forenoon/afternoon of the_____.

Estt.(A/Cs) & Budget Section, G.A Section, Notice Office, Centralised Pass Issue Cell (CPIC), Research & Library Section, Rajya Sabha Secretariat Co-operative Thrift & Credit Society Ltd., are requested to intimate to this Section IMMEDIATELY whether there are any Government dues/society dues outstanding against him/her which are required to be recovered from his/her D.C.R.G.

It is the duty of the Sections concerned to obtain the Identity Card or C.G.H.S. Token Card from the employee concerned after his/her retirement. This Section is concerned only with the amount outstanding against the employee as 'Government/Society Dues' and which are required to be deducted from his/her DCRG.

G.A Section may also kindly intimate whether the requisite 'No Demand Certificate' in respect of Shri/Smt./Kumari_____have been obtained by them from:-

- (i) the Directorate of Estates in case he/she had been allotted Government accommodation; and
- (ii) the Central Secretariat and Parliament Libraries in case he/she is a member of these Libraries.

THE REQUIRED INFORMATION MAY PLEASE BE FURNISHED LATEST BY_____

EXECUTIVE OFFICER

1. Esstt. (A/Cs) & Budget Section
2. G.A. Section
3. Notice Office
4. Centralised Pass Issue Cell
5. Research & Library Section
6. The honorary Secretary, Rajya Sabha Secretariat, Co-Operative Thrift & Credit Society Ltd.

FORM OF 'NO DEMAND CERTIFICATE'**ESTT.(G) SECTION**

Shri/Smt. _____ is retiring from service on attaining the age of superannuation/voluntaryily/has been permitted to resign his/her post in this Secretariat/transferred to/going on deputation to _____ with effect from the forenoon/afternoon of the _____.

He/She may, therefore, please be relieved of his/her duties and all office property in his/her possession may please be taken from him/her. A 'No Demand Certificate' may please be furnished o this Section in the form appended below:-

(EXECUTIVE OFFICER)**NODEMAND CERTIFICATE**

Certified that:—

1. Shri/Smt. _____ has surrendered Identity Card Pass No. _____/ Laminated Pass No. _____ and there is now nothing outstanding against him/her in so far as Notice Office/CPIC is concerned.

(Notice Office)

(Centralised Pass Issue Cell)

2. Shri/Smt. _____ has surrendered all books etc. issued to him/her by Parliament Library/Staff library/Research & Library Section and there is now nothing outstanding against him/her so far as Parliament Library/Staff library/Research & Library Section is concerned.

(Parliament Library)
Circulation Centre
Lok Sabha Secretariat

(Staff Library)
Lok Sabha Secretariat

(R & L Section)
Rajya Sabha
Secretariat

3. Account of Shri/Smt. _____ has been checked and no Government dues are to be recovered from him/her.

Amount of Rs. _____ is due from Shri/Smt. _____ on account of _____ advance/ over payment and this amount will be adjusted at the time of making final payment to her/him.

(Estt. A/Cs Section)

4. Shri/Smt. _____ is not/is a member of the Cooperative Thrift & Credit Society Ltd. Amount of Rs. _____ is due from her/him on account of ordinary/Emergent Loan.

Shri/Smt. _____ and Shri/Smt. _____
 have stood surety. An undertaking from them has been obtained to the effect that in case of default, they shall pay
 the dues to the Society.

 (Rajya Sabha Secretariat Coop. Thrift & Credit Society Ltd.)

5. Shri/Smt. _____ has surrendered his/her CGHS Token No. _____
 issued to him/her.

Shri/Smt. _____ is not/is in possession of Government residential
 accommodation No. _____. His/Her accounts will be settled after he/she
 vacates the accommodation and the dues on account of licence fee will be adjusted at the time of making final
 payment to him/her.

Shri/Smt. _____ has not been/has been provided telephone
 connection No. _____ at his/her residence. The telephone connection has
 been disconnected/will be disconnected on _____. Amount of Rs. _____ is
 due from him/her on account of telephone rental/local call charges and it will be adjusted at the time of making final
 payment to him/her.

Shri/Smt. _____ is not/is a member of the Cental Secretariat
 Library/Sahitya Academy Library, etc. and has produced necessary 'No Demand Certificate' from the concerned.

 (G.A. Section)