

CHAPTER VII

ESTABLISHMENTS

92. Alterations of establishment - The Finance Department shall be consulted before the issue of orders upon any proposal-

- (i) to add any post, whether permanent or temporary, to or abolish any post from the public service;
- (ii) to sanction an allowance or special or personal pay or special allowance for any post or class of posts or to any servant of the State Government;
- (iii) to prescribe formula of fixation of pay; and
- (iv) relating to other conditions of service or posts.

93. All such proposals should be referred to the Finance, Revenue & Expenditure Department by or through the Department of Personnel Administrative Reforms, Training, Public Grievances, Career Options & Employment Skill Development & Chief Minister's Self Employment Scheme

94. Transfer of officer - A report of transfer of a gazetted Government servant duly made in the prescribed form and signed both by the relieved and the relieving Government servants shall be sent on the same day to the Director, Treasury, Pay and Accounts Office. A copy of the report of transfer shall be sent simultaneously to the Accountant General and the head of the department or other controlling officer concerned.

95. In cases in which the transfer of charge involves assumption of responsibility for cash, stores etc., the following instructions should be observed:-

- (i) The cash book or imprest account should be closed on the date of transfer and a note recorded in it over the signature of both the relieved and the relieving Government servants, showing the cash and imprest balance and the number of unused cheques, if any, made over and received by them respectively.
- (ii) The relieving Government servant reporting that the transfer has been completed should bring to the notice anything irregular or objectionable in the conduct of business that may have come officially to his notice. He should examine the accounts, count the cash, inspect the stores, count, weigh and measure certain selected articles in order to test the accuracy of the returns. He should also describe the state of the accounts records.

- (iii) In the case of any sudden casualty occurring or any emergent necessity arising for a Government servant to quit his charge, the next senior officer of the department present shall take charge. When the person who takes charge is not a gazetted Government servant, he must at once report the circumstances to his nearest departmental superior and obtain orders as to the cash in hand, if any.

96. Date of birth – (1) Every person newly appointed to a service or post under the Government shall at the time of the appointment declare the date of birth by the Christian era with as far as possible confirmatory documentary evidence such as school leaving certificate, municipal birth certificate and so on. If the exact date is not known, an approximate date shall be given.

(2) The actual date or the assumed date determined under rule 97 shall be recorded in the history of service, service book, or any other record that may be kept in respect of the Government servant's service under the Government and once recorded, it cannot be altered, except in the case of a clerical error, without the previous orders of the head of the department concerned.

97. Determination of date of birth when exact date is not known:- (1) If a Government servant is unable to state his exact date of birth but can state the year, or year and month of birth, the 1st July or the 16th of the month respectively, shall be treated as the date of his birth.

(2) If he is only able to state his approximate age, his date of birth shall be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment.

98. Service books - At a fixed time early in the year the service books shall be taken up for verification by the head of the office who after satisfying himself that the services of the Government servants concerned are correctly recorded in each of the service books, shall record in each case a certificate in the following form over his signature :-

“Service verified up-to (date) from (the record from which, the verification is made)”

Note : The verification of service referred to above is intended to ensure that the head of the office has satisfied himself that the Government servant's entire service, whether permanent or temporary, as recorded in the service book, is completely borne out by actual facts.