

Disposal –“X.L. Disposal”(Do not register but lodge) Only papers of an ephemeral character which are not numbered will be given a disposal in X.N. or X.L.

189. All “R” and “D” Disposals are to be indexed. F Disposals will also be indexed if they are marked “I” by Competent authority. The detailed procedure regarding indexing is laid down in Chapter 17.

190. **Nature of final disposal to be decided when the file is submitted for final orders:** While putting up a case for final orders the Clerk shall make up his mind what exactly shall be the nature of the disposal of the file and the note shall indicate the period up to which the particular disposal has to be retained. Accordingly in putting up the final draft or in soliciting orders for closing the file, the nature of the disposal should be indicated. The Manager of the Wing/ Section should initial the entries relating to the nature of disposal in token that he agrees with the method of disposal suggested by the Clerk.

191. **Use of the disposal docket sheets:** - All ‘R’ and ‘D’ disposals are enclosed in docket sheets, the brown paper docket sheets being used for the former and the yellow docket sheets for the latter. On the outside of these docket sheets are marked the name of the office and the Wing/ Section, the number of the file preceded by the letter ‘R’ or ‘D’, the date of disposal, the number of pages in the file and in the case of ‘D’ Disposal, the year of destruction. Nothing else is to be written on the outside of the docket nor is the despatch seal to be stamped on it. No purport or title is to be written on the docket. On the inside of the disposal jacket the back numbers (i.e. the number of previous files bearing on the same subject or closely connected subject which are likely to be required for reference, should the file be required in future) shall be carefully marked; and similarly the number of disposal shall be marked as a ‘forward’ number on the inside of the docket of all the “Back” number of files. This ‘chaining’ is most important for the purpose of tracing identical files on future occasions.

192. In the case of K, L&F Disposals, the number and nature of the disposal together with the date and the number of pages shall be boldly marked on the files themselves, as they have no jackets.

193. In the case of 'N' Disposals the gist or the precise wording is important, a copy of the 'N' Disposal must be entered in the Disposal Column of the Personal Register.

194. Files to be properly arranged and stitched before being sent to records: - Before a file is sent to the records after final disposal, the tag in the file is to be removed and all the papers enclosed in the docket sheets, shall be stitched properly. The pages in the file shall be renumbered if found necessary and properly arranged.

195. Premature closing of files to be avoided:-The practice of closing a current merely because it has been pending for a long time and opening a new current is strictly prohibited. Great care shall also be taken to see that no communication to which a reply is expected is given a final disposal. Such irregular disposals either falsify the statistics of pendency or render it impossible to watch for and enforce the submission of replies to references, or both. On the other hand a final Disposal shall be given to every communication that closed the file. The practice of treating such communication as references and subsequently recording them is a waste of time.

196. Disposals of periodicals:-Periodicals shall in no case be given an 'R' 'D' or 'L' disposal. They shall simply be filed, i.e. they shall be arranged in annual bundles in which their order will be determined by the periodical number given to them. They are not also to be indexed.

CHAPTER - 17

INDEXING AND PURPORTS

197. Indexing of disposals: - The system of indexing is the "slip index" system. Indices are compiled strictly in alphabetical order of the index headings.

198. Index slips:-When a disposal is to be indexed, on return of the file with final orders, the Clerk prepares index slips in duplicate in Form No: 19 and notes upon them the number, the nature and the date of disposal. One slip is attached to the closed file and sent to the Records Section and the other kept by the Clerk. The indices are compiled strictly in the alphabetical order of the index titles. The index slips are punched into two holes by means of which they are filed in alphabetical order with two special index tags, between two small cardboard covers or 'binders' similarly punched. This system permits of a fresh leaf being inserted in its proper order. Thus each Clerk has an index of the disposal files, to which he can refer to at any time in order to find out whether such files have any bearing upon his current work. The indices also enable one to trace the papers containing the orders passed on any particular subject.

199. Title and head defined: - The entry in the index relating to an individual paper is called a 'Title'. The important word that is placed first in the title, by which its alphabetical position in the index is determined and on which primarily depends the possibility of finding the title, is called the "Head". Even if a communication is not to be indexed it shall have its title and that title is to be prepared exactly as if it were included for incorporation in the index.

200. Head shall be obvious and distinct:-The first thing to do when writing an index title is to select the "Head". The Head shall be a word that naturally occurs to anyone who wants the papers. There should be brevity and should clearly indicate the nature of the paper. General words like petitions, resolutions, should not be used because they do not indicate the subject when searched in the index.

201. Consistency essential - Standard heads and sub heads unauthorised additions forbidden -

Consistency is essential in the selection of index heads. Even if the heads are badly chosen so long as there is consistency in their use, less mischief will be done than if they are in themselves better chosen, but papers relating to the same subject are indexed sometimes under one head and sometimes under another. Consistency can only be secured by adhering to a standard list of index heads and sub heads. A general list is given in Appendix No: V. Every Clerk shall constantly refer to the list. Any addition to it or modification, if found necessary, shall be made only with the approval of the Secretary.

202. Use of heads and sub heads:-In the list some of the heads have their sub heads printed under them. A head may be used along or in combination with a sub head. A sub head may not be used without a head. This rule is subject, however, to the instructions printed at the head of the list. Any head may, if appropriate, be used as a sub-head under another head. For example, 'Applications' may be used as a sub head under "Establishment". Under important and wide heads a large number of sub heads is required. Every such sub head shall either be a head or sub head found in the list or one included in it under proper authority as laid down in paragraph 201.

203. Smaller heads may be used alone: - Under the larger heads there are some papers of general nature. For such papers, a sub head "general" may be opened under any head with several subheads. But this sub head shall be sparingly used. No paper for which a more definite and suitable sub head can be found shall be indexed under "general". One legitimate use of the head is made when a case falls under several sub heads. Another is when it falls under none, for instance there might be a file dealing with the grant of allowances generally. This shall be indexed under "Allowances-General". It is of the utmost importance that a "General" or "Miscellaneous" sub head under a head shall not be used except for legitimate purposes as sketched above. Of course, "General" or "Miscellaneous" shall not be used as a head.

204. Papers relating to posts and services: - Papers relating to posts and services shall be indexed under the name of the post or service concerned. The following examples make this provision clear:

1. Clerks - Travancore Devaswom Board - Direct Recruitment

2. Assistant Engineer –Guruvayur Devaswom Managing Committee –Promotion

3. Kerala Devaswom Recruitment Board Service –Rules –Framing of –

205. Personal papers: -

(i) Personal papers relating to officials shall be indexed under the name of the officer concerned. A proper title would be eg., "Subramoniyar, D- Assistant Secretary-retired". "Subramoniyar" would be indexed under 'S' and "Subramoniyar, A" would come before "Subramoniyar, D".

(ii) In cases where a personal paper contains useful discussions on any general question or has any unique feature about it, it would be better to "cross reference" the disposal under the appropriate head and sub head.

(iii) All matters relating to individual officers need not necessarily be treated as "confidential". Where, however, the circumstances of the case require that it shall be kept confidential; the title for the index shall be so framed as not to reveal any matter which is confidential.

206. Bracketed heads: - Heads printed in brackets in the list in Appendix V are not to be used as heads but only, if necessary, as sub heads under the alternative heads printed against them. They may not be used even so, if they are mere synonyms of such alternative heads. Thus, for example, under the head "Allowances", "Conveyance" may be and shall be used as a sub-head. Papers are not to be indexed under "conveyance" used as a head. Similarly, papers relating to "House Construction Loans" are to be indexed under "Advance-House Construction".

207. Arrangement of several sub-heads: - The same title may contain more than one sub head. The order in which these shall be arranged is a matter in regard to which definite rules cannot be prescribed. Generally speaking, the wider and the more abstract shall come before the narrower and more concrete. The necessity for consistency shall not be forgotten.

208. Title Proper: - After the heads and sub heads come the title proper. This must be as brief as possible, for expressing clearly the main subject of the file and some particulars of the individual matters to which it relates so as to enable one easily to find the papers that one may require. Brevity is the merit of a title. If the title reveals one at a

glance, like a newspaper headline, the subject of the paper, it is a good title. Unnecessary length is a positive evil in a title. It spoils the object in view. The head or sub-head should never be repeated in the subject proper.

209. Wording and articulation: - The title shall consist mainly of substantive and objectives (where indispensable). Participles and minor parts of speech shall be excluded as far as possible. In order that strict alphabetical arrangement may be practicable it is essential that the title shall be articulated or broken up into members, each consisting of as few words as possible and each expressing an element in the subject matter. Each member begins with a capital letter, which will help to determine the alphabetical order and shall be separated from the members preceding and succeeding it by a bold dash. It is no use to try to put too much into a single title. The title shall indicate clearly but briefly the main subject of the order.

210. Two or more titles when necessary – cross reference: - If an order deals with more than one subject, two or more complete titles under different heads may be necessary. But the same title shall not be repeated under more than one head either entirely or partially. Instead of that, where a subject falls under more than one head, and it seems useful to index it under each head, a cross reference or cross references shall be used – that is the complete title will be written in one slip under one head, while on other slip, one for each of the other heads will be written, merely one of the other heads followed by, “See so and so” (mentioning the former head). The same cross reference shall never be repeated.

211. Consolidation of titles when printing: - The same words shall never be printed over and over again in successive titles in the index where this can be avoided. This can be understood from the following examples:

Advice of Candidates from Select List

L.D.C

Kochi Devaswom Board

Guruvayur Devaswom Managing Committee

Koodalmanickom Devaswom Managing Committee

Malabar Devaswom Board

Travancore Devaswom Board

Examples of titles: - Some examples of titles prepared in accordance with the foregoing instructions are given below: -

- (1) Transfers- Norms for internal transfer- Assistant Secretary and Manager.
- (2) Advances—House Construction advance—Appukuttan, P.I. (Shri)—Sanctioned.
- (3) Draftsmen —Travancore Devaswom Board -Direct recruitment of candidates—Advice tendered.

212. Duty of Manager regarding index titles -- It is the primary duty of the Manager to see to that index titles are properly prepared. The officer shall check the titles when drafts are submitted to him for approval.

213. Filing of index slips: - In the record room the slips are filed in one combined index for the whole office. When one of these title columns of slips becomes so bulky that the tags cannot easily and quickly be passed through it, it shall be broken up into smaller volumes each volume in alphabetical order containing slips from, say,

A -- E

F -- K

I -- R, and so on. The slips are filed in one continuous series till the index is printed annually. It may be printed direct from the slips. After it has been printed the R and D disposal slips shall be destroyed.

CHAPTER - 18

CHECKS ON DELAYS AND ARREARS

214. Duty of the Assistant Secretary -- It is the duty of the Assistant Secretary to check delays in the Wings/ Sections in their charge. In order to ensure prompt despatch of business, individual instances of delay shall be severely dealt with when they come to light and it is the responsibility of the Manager for constantly watching the files and applications in the custody of the Clerks under him and see that they are not shelved.

The Assistant Secretary shall periodically inspect the Personal Registers of Clerks, Call Book and the Reminder Diary.

215. Procedure in checking delays and arrears --The arrears may be classified as "external arrears" and "internal arrears".

I. External Arrears:

216. These are checked by means of the Call Book and the Reminder Diary. The following instructions are laid down for the maintenance of the Call Book and the Reminder Diary.

Call Book

217. Each Clerk shall maintain a call book in the Form. No.20. No paper shall however, be transferred to the Call Book unless no action (not even the issue of reminder or the receipt of replies on it) is due in the office for a period of three months. After entering the details in the Call book, the entries in the Personal Register are closed. The re-opening of files should be ensured by the Manager as well as other Officers inspecting the Personal Register.

Reminder Diary

218. The issue of reminders to outside officers and the initiation and resumption of action on papers shall be watched in the Wing/ Section concerned under the following system:-

(a) Each drafting Clerk in a Wing/ Section shall keep a Reminder Diary in Form No. 21. This shall be a manuscript form of 12 pages for one calendar year, bound in brown paper, and on the outside shall be entered the Wing / Section, the name of the Clerk and the year. This diary is intended to act as a reminder to the Clerk that some action is necessary. The first column 'date' shall be reserved for the date of the month. In the second column shall be entered the current number of the paper or the number in the Call Book with reference to which action is to be taken on that day.

(b) At the foot of every draft, whatever may be its form, which entails a reply and every unofficial reference, the drafting clerk shall enter in red ink a date for the issue of the first reminder thus:

"Rem. 25th October 2015". This date may be altered, if thought fit, by any officer through or to whom the draft is submitted.

(c) On return of the approved draft the Clerk concerned shall enter in the Reminder Diary the current number against the date approved as that on which a reminder is to be issued if necessary.

(d) When all replies are received to a reference the entry relating to it in the diary shall be scored out.

(e) If a case is entered in the Call Book the number shall be entered in the Reminder Diary against the date on which action is to be taken.

(f) Cases which are ordered to lie over shall also be brought on the Reminder Diary and below each "lie over" order there shall be entered a date on which action is to be taken next on the case and the current number of the case shall be noted against that date in the Reminder Diary.

(g) The Clerk's first duty on each working day is to examine the entries in his Reminder Diary against that date and against any holiday immediately preceding that date. He shall then examine the entries in the Personal Register against the numbers mentioned in the Reminder Diary against these dates; if a current is closed no further action is necessary; if a current is not closed, the Clerk shall at once pick out the file from among the pending cases (which shall always be arranged in the order of current numbers) and put up the necessary reminders for signature. If a Call Book number is shown in the Reminder Diary against the date, the Clerk shall take an extract from the Call Book and start a new file for continuing action. While submitting reminders, a further reminder date shall be entered in the Reminder Diary. In these cases, the files themselves need not pass beyond the Manager even if a reminder is to be signed by a Superior Officer. This process continues until the reply to the reference is received.

(h) The Managers, the Assistant Secretaries and the Controller of Examination shall, from time to time, check the Reminder Diary with reference to the pending files in the Wing/Section.

(i) The replies to reminders shall be submitted to officers for perusal and the date of next reminder already approved shall be extended, if necessary, subject to their approval.

II. Internal Arrears:

219. The arrears in Sections are checked by means of the Personal Registers, Weekly arrear list, Monthly arrear list etc.

Personal Register

220. The Controller of Examinations or the Assistant Secretary as the case may be, shall prescribe a certain day of the month for each clerk working under him for the submission of the Personal Registers. On that day the Personal Register of the clerk shall be on his table with all papers received up to the evening of the previous day entered and numbered. If that day happens to be a holiday, submission shall be on the next working day. The Controller of Examinations or the Assistant Secretary shall examine all entries relating to pending files. He shall see to that the entries relating to columns (4) and (5) dealing with date of submission and return of file and columns (6), to (8) dealing with reference issued are kept up-to-date. He shall see to that new papers are submitted by the Manager within five days of receipt and that papers delayed for more than 5 days in submission or in the issue of references or other action are submitted to him at once with reasons for the delay unless his knowledge of the files renders it unnecessary. Any queries or remarks made in the notes of inspection by the Controller of Examination or the Assistant Secretary shall be answered to immediately and the registers shall be resubmitted. The Controller of Examination and the Assistant Secretary shall also exercise a check over the proper maintenance and neatness of the Personal Register.

Five days' rule

221. Papers shall normally be submitted by the office within five days of their receipt in the office, i.e., from the date revealed by the Officer's date seal. Similarly, papers shall normally be resubmitted within five days from the date on which they are marked back to the office. The Manager will be held responsible for any paper found pending in his

Wing/ Section without sufficient grounds for more than five days. Holidays shall not be excluded in calculating the period of five days. The time limit (Five Day Rule) prescribed in submitting the papers have to be followed strictly. Officers shall be more vigilant in general to supervise and to avoid delay in submitting papers. Periodical review by the Senior Officers shall be done and the report shall be submitted to the Secretary every month.

222. No paper shall be kept in the office for more than 5 days without the permission of the Assistant Secretary or the Controller of Examination as the case may be.

Statement of pending selections and examinations and pending files :-

223. The details of selections pending at different stages, number of select list, short list and probability list finalised during a month, number of candidates advised etc. have to be placed before the Board in the second sitting of every month. The Recruitment wing shall prepare the statement of pending selections in Form No. XXXIII of Recruitment Regulations and forward them to the Secretary before the 3rd day of every month. The recruitment wing shall forward a copy of the pending statement to the PR Unit. Every statement of pending selections shall be accompanied by a correctness certificate by the Clerk concerned, the Manager and the Assistant Secretary.

224. A suit register shall be maintained in Form No.22 by the Sections/Wings to monitor all the pending cases in the High court. The register shall be submitted to the Law Officer during the 1st week of every month for inspection. The Manager and Assistant Secretary concerned and the Law Officer shall ensure that prompt action is taken in court cases. A list of pending cases shall be prepared under the direction of the Law Officer every 3 months and the matter brought to the notice of the Board.

225. LA Interpellations: In order to give answers to LA interpellations within the prescribed time limit, Assistant Secretary shall be designated to supervise the consolidation of the details from the wing/ section concerned, of the Board.

CHAPTER- 19

CONFIDENTIAL PAPERS

226. All papers are confidential to outsiders and the public – Every communication received in the office of the Board and registers and papers, notes, correspondence and disposals showing the steps taken in connection therewith are confidential so far as the public including the Government servants in other Departments are concerned, unless their communication to the latter is authorised by the Board. Notes or correspondence started in the office as arising papers are no exceptions to this principle.

227. Confidential papers- clarification:—There are some papers which are seen by or shown to only a limited number of officers or the Manager himself and they are called confidential papers. They consist of two classes:

- (i) Those which being secret or strictly confidential are not ordinarily sent into the office but are kept in the custody of the higher authorities in the office, and
- (ii) those which are sent into the office and may have to be kept confidential for a limited period.

The custody of such papers is generally vested with the Managers of Wing / Sections who shall keep a register in which they are listed. Wherever there is a change of Manager the papers shall be handed over to the successor along with the list.

228. Issue of confidential Records:—Confidential Records shall be supplied within the office on requisitions signed by the Manager of the Wings/ Sections requiring the record. All requisitions shall state invariably the purpose for which the record is required.

229. Treatment of secret or strictly confidential papers in the office: – Secret or strictly confidential papers belonging to clause (1) of paragraph 227 above, if at all they come into the office otherwise than as tappal are received in sealed covers from the officers or the Chairperson or the Members of the Board for despatch and occasionally for safe custody. When they are received, the Manager concerned personally takes necessary steps to carry out any instructions indicated outside the covers if there is no one to take the covers to the Assistant Secretary concerned. If in a case a secret or

strictly confidential cover forms an enclosure to a paper in the current file, or such a cover is put up by the Assistant Secretary to the Secretary, the Manager shall submit the case to the officers. The Manager will be responsible for the safe custody of the sealed cover.

230. Treatment of ordinary confidential papers: - The following special instructions shall be followed in dealing with confidential papers: -

When a confidential paper is received in tappal by the Assistant Secretary, the Manager takes charge of it and enters it in the Personal Register, the subject being indicated only by a catch -word so as not to reveal anything which is confidential. Such papers shall be dealt with as far as possible only by the Manager, the help of the Clerks being used only for obtaining previous papers etc. While submitting the file to the officers the Manager shall send it in a sealed confidential cover. While despatching confidential papers, they shall be enclosed in a sealed cover.

CHAPTER - 20

ESTABLISHMENT

A. Library

231. A library shall be an maintained in the Board and shall be attached to the Establishment Section. All books and publications received shall be catalogued and arranged in the Library by the Officer -in-charge. Official Gazettes and Newspapers and Periodicals subscribed to or received as complimentary copies shall on receipt be noted in a register kept for the purpose and shall be circulated to the officers as directed from time to time. Officers and employees shall use the library during the office hours, only for official purposes. The rules relating to the Library will be framed separately.

B. Enquiry Section

232. There shall be an Enquiry desk attached to the Public Relations Wing. The Enquiry Section functions from 10.30am to 5 pm on all working days. The following are the duties of the Officer in charge of the desk:-

1. Furnishing information of the select lists and advice lists published by the Board to the candidates.
2. Furnishing details relating to the notifications published by the Board.
3. Any other relevant information relating to selections.
3. Issue of passes to outsiders who come to the office to visit the officers not below the rank of the Assistant Secretary for official matters. The pass shall be issued in the following form:-

Not transferable Kerala Devaswom Recruitment Board VISITOR'S PASS Sl No: Name of visitor: Designation of the officer to meet: Purpose: Date & Time of issue: Name and designation of Issuing Officer

233. No outsider shall be allowed to see a member of the staff below the rank of the Assistant Secretary for official purposes. If any outsider wants to see a member of the staff below the rank of the Assistant Secretary for any urgent personal matter the Officer -in -charge of Enquiry desk shall request him on telephone to meet the outsider at the Enquiry desk.

234. It is the duty of the Officer -in - charge to behave towards the persons coming to the Enquiry desk in a polite and dignified manner and help them to secure the information and furnish such information as can be disclosed to outsiders. The Officer-in-charge shall dispose of all the enquiries himself/herself and only in urgent and

exceptional cases where such enquiries cannot be disposed of at his/her level the visitors shall be directed to the officers concerned

235. Enquiry Register:- A Register in the Form No. 23 shall be maintained to record the names and particulars of the visitors and for obtaining their signature. The Register shall be put up to the Secretary for perusal every month.

C. RECORDS.

236. The Records Section is under the charge of a Manager. The Public Records Act 1993 (No 69 of 1993) has prescribed, under its sub section (2) of section 5, the setting up of the Records Rooms by every Records Creating Authority.

237. Functions of the Records Section:- The main functions of the Records Section are:

- (1) To supply records in response to requisitions.
- (2) To check the records deposited.
- (3) To register papers taken out by subject Clerks and noting their return in the Register
- (4) To send every month arrear lists for the return of records taken out more than three months ago.
- (5) To clean the racks and to examine the records in order to protect them from damage by white ants.
- (6) To label and varnish record boards.
- (7) To keep the bundles arranged neatly and methodically on the racks.
- (8) To keep the record room tidy and in good condition.
- (9) To destroy records in due time.
- (10) To consolidate the index slips and arrange to get them printed in book form annually.

238. Procedure to be observed in the Wings/Sections for sending fresh disposals to the Records Section –

- (1)** When a case is finally disposed of the case containing the final disposal shall be properly arranged, the arrangement being first the current file, then the note file.

Disposals shall be docketed with quarter size docket sheets specially made for the purpose. R and D disposals shall be put into brown paper disposal jackets. On the outside of the disposal jackets shall be marked the name of the Wing and Section, the number of the current preceded by the letters L.Dis., R.Dis. or D.Dis. the date of disposal, the number of pages in the files (current file and note file separately) and the year of destruction. On the inside, the back numbers (i.e. the numbers of previous files bearing on the same subject) shall be carefully marked and similarly the disposal shall be marked as a 'forward number' on the inside of the jackets of all the back number files. This chaining need be done only in the case of 'R' and 'D' Disposals. Thus the original, properly arranged, page numbered and enclosed in a proper jacket sheet tied round with a tape or securely tagged shall be submitted to the Manager by the Clerks concerned. The Manager shall satisfy himself that there is no further action to be taken and should give a 'pass-order' in each case in writing which shall be in red ink on the face of the docket sheet. Papers which do not carry a 'pass-order' shall not be accepted by the Records Section.

(2)Arrangement of applications to be sent to Records Section: Applications of various categories, except those included in the Select list, shall be sent to the Records Section only after finalisation of selection. Applications included in the Select list shall be forwarded to Record section only after cancellation of Select list. Each category of applications (viz., rejected, eliminated, valid other than recruited, recruited) shall be conveniently bundled between two card boards and index card of applications shall be pasted on the board. The index card shall contain the following particulars:

- (a) Wing Number
- (b) Name of post
- (c) Date of Notification
- (d) Category Number
- (e) Date of finalisation of selection
- (f) Category of application
- (g) No. of applications in the bundle

(h) Date of destruction

(i) Initials of the Officer arranging the Bundle

(3) Arrangement of answer scripts:—The answer books shall be properly arranged and bundled between two card boards. The following particulars shall be shown in the index slip of the answer scripts: -

1. Wing Number

2. Name of post

3. Category Number

4. Date of examination

5. Date of publication of Short list /Probability list /Select list

6. No. of answer books in the bundle

7. Date of destruction

8. Initials of the officer

239. The Records Section shall not receive any bundle unless the procedures laid down in above paragraph are complied with.

240. It is the duty of the Manager concerned to see to that only records which are categorised for preservation as per the Regulation for Disposal by Destruction or otherwise of the Records in the Office of the Board(Appendix VI)are transferred to the Records Section. A Records Destruction Register in Form No 24 shall also be maintained. All other records, papers, cloth bags etc., which are not to be preserved but are intended to be disposed of shall be removed and kept separately by the Manager-in-charge of Records Section, who shall arrange for periodical disposal of the items as per rules.

241. Collection of newly closed files to be sent to Records Section: The following procedure shall be followed for the collection of closed files and records to be sent to the Records Section:-

1. An attender shall be posted exclusively for collecting closed files and other records from the various Wings/Section Clerks. This Attender is attached to the Records

Section. The duty of the Attender thus posted is to go to every Section in turn and to receive the closed files from each Section/Wing. The Attender is authorized to acknowledge receipt of the files in the Transit Register of closed files sent to Records maintained by the Section/Wing. The Attender shall receive only those files on which the Manager concerned has marked his 'pass-order'. The Attender should also receive the applications, answer books etc., from Sections/Wings if the formalities mentioned above are complied with. Attender shall submit weekly statement of the turnover of work in the form shown in Form No: 25 to the Manager-in-charge of Records Section, every Monday who shall in turn submit it to the Assistant Secretary -in charge of the Records Section.

(2) The Binder shall stitch all the files brought by the Attender from the Sections/Wings, bind the lists of candidates etc. relating to the Examination Section. He shall submit to the Manager-in charge of Records Section a weekly statement of turnover of work in the form shown in Form No: 26. The Manager in turn shall submit it to the Assistant Secretary in-charge of Records Section.

242. Procedure of receiving files in Records: -- After the requisite action has been taken on a file, it shall be properly arranged, pages numbered, enclosed in proper docket sheet and securely stitched. It shall then be sent to the Records Section along with the Transit Register or handed over to the Attender of Record section as provided in paragraph 241 above. The Attender in the Records Section shall verify the files and receive them if all the formalities laid down in the following paragraphs are complied with. He shall acknowledge the receipt of files in the Transit Register sent from the Sections/Wings. The files shall then be sorted disposal-wise and Wing-wise and noted in the appropriate 'Register of Records Received'. The Attender in the Records Section is responsible for keeping the Registers and files upto date and shall stack the files in the proper order in the Racks. He shall submit to the Manager in charge of Records Section a weekly statement of the turnover of work in Form No 27 every Monday without fail. The Manager shall submit it to the Assistant Secretary in charge of Records for perusal.

243. Filing: - Papers which are arranged in the Records Section, not in R, D, K, or L Bundles according to their numbers but in their special bundles according to their

subjects are said to be "filed". They shall be kept loose, arranged according to their own numbers or chronologically, as explained below, between card boards.

244. Papers on which no action has to be taken:--All papers on which no specific action has to be taken or no action beyond communicating them to other Sections/Wings for information and guidance shall be 'filed'.

245. Periodicals:--There will be a periodical bundle for each year and in it the different kinds of periodical returns shall be arranged in sub bundles. The sub bundles shall be arranged according to the periodical numbers and the individual periodicals shall be arranged in the sub bundles chronologically.

246. Treatment of certain general subject files:--Certain general subject files have sometimes to be dealt with on the same principles as those of periodicals. These are either papers which it is convenient to keep together for purposes of reference (for example papers relating to appointments and leave) or circulars and communications or papers which would ordinarily be lodged, but which it is convenient to keep in a separate bundle to facilitate reference to them when it is found necessary.

247. Issue of files from the Records Section:--The following procedure shall be followed in regard to the issue of files and other records from the Records Section: -

- (a) Records shall be supplied only on requisition made in the Form No: 28.
- (b) Requisitions for record shall be signed by Clerks or Superior Officers.
- (c) Not more than one record shall be asked for in the same form.
- (d) Managers and Clerks of Wings/Sections shall, while calling for records from the Records Section invariably enter in the printed requisition slips the Sections/wings in which they are working so as to enable the Record Section to prepare for each Wing/Section separate arrear lists for the return of records.
- (e) Each requisition shall be given a serial number and registered by the Attender. He shall then take out the file from the rack. Before an original paper is taken out from the Records bundle the requisition slip with the date of issue noted in it shall take its place in the bundle. All records issued out of the Record Section shall be entered in a Register called the Record Issue Register in Form No 29. The record along with the register shall

be sent to the officer who has requisitioned the record and his acknowledgement shall be obtained in the Register.

248. Requisition for records -Noting of current number or purpose - The file number for which a record is required shall invariably be noted on requisitions. Where the number cannot be quoted the subject of the file or the purpose for which the record is required shall be briefly indicated. Vague entries like "for reference" "for Assistant Secretary's perusal" shall be avoided. It is open to the Record Section to return requisitions with such vague entries. No requisitions shall be marked "very urgent" unless they are really so. Such requisitions shall always be signed by the Managers in token of their urgency. If a requisition is marked 'Very urgent', the time of receipt and of compliance shall also be noted in the form. Records Section shall furnish such records forthwith.

249. Return of records to the Record Section: --It is the duty of the 'Section Clerks to return to the Records Section, records taken out from it as soon as they are done with. Each Clerk shall keep a Transit Register of files taken out from Records. He shall return the files to the Records Section along with the Transit Register. The Attender in the Records Section shall acknowledge receipt of the files. He shall then make necessary entries in the Record Issue Register regarding the receipt of the file. He will stack the file properly after taking out the requisition slip. The requisition slip shall then be destroyed by the Records Section. On the 5th working day of every month, the Attender in the Records Section shall furnish to the Manager in charge of Records Section a list of documents taken out from the Records Section six months previously but not returned. The Manager in the Records Section shall issue reminders to the respective Sections/Wings for the return of the files. Wherever possible, the records shall be returned to the Records Section forthwith. Wherever it is not possible to release and return a record, the necessary intimation slip shall be sent to the Records Section. It is the duty of the Manager to inspect the Clerk's table, side racks etc., as frequently as possible and have the records including applications sent away to the Records Section as soon as action on them is over in the Section/Wing.

250. The Managers of each Section/Wing shall see to that all closed files and applications which have been disposed of have been sent to the Records as soon as the

action is over. A fortnightly statement of final disposals sent to Records shall be submitted to the Secretary by the Managers to the effect that all closed files and applications which have been disposed of in that Section during the previous fortnight have been transferred to the Records and the acknowledgement obtained in the Transit Register.

251. Register of volumes, indexes etc.: - Maintenance by the Records Section - A Register in Form No 30 shall be maintained by the Records Section, in which shall be noted the columns of indexes, Personal Register and other Registers kept in the Record Room.

252. Tracing of missing records: -Whenever a record is not found in its bundle and there is no substitute slip accounting for its absence or when the entries in the form do not sufficiently account for its absence, the Attender shall immediately bring the fact to the notice of the Manager in charge of Records Section, who shall send a note to the Manager of the Section concerned in order that a search may be made for it and the paper shall be returned to the Records Section. If the disposal is not traceable a note may be circulated among all the officers and staff of the Board to return the disposal to records if the disposal has been missent to them inadvertently. A thorough search shall be made in the Records Section itself before a report is sent to the Manager of the Section concerned.

253. The Records Section is responsible for any record found missing after its receipt in the Section. Records issued to the Section shall be supported by:

(i) Entry in the Issue Register duly acknowledged; and (ii) Requisition slips in the bundle.

254. The Section concerned will be held responsible for any record found missing after it is issued to them and acknowledgement obtained in the Issue Register.

255. Whenever a record is found missing a report shall at once be made to the Assistant Secretary and a weekly report shall be made by the Manager about the progress made in tracing it, until it is finally traced out.

256. Review and Appraisal of Records: -All files kept in the Records Section shall be reviewed after its retention period and shall be destroyed if the subject matter is found

to be of no importance. If found otherwise, the file shall be upgraded to the next retention period and upgraded by noting the details in the disposal jacket with red ink.

257. Destruction of records: – The destruction of records shall be carried out once in six months. The Manager in charge of Records Section is responsible for seeing to that the destruction of records is regularly carried out strictly according to the rules. He shall submit a report to the Assistant Secretary in charge of Records, in this regard. The periodical destruction of records shall be regulated in accordance with the relevant rules. Register of records destructed shall be maintained properly.

258. The Assistant Secretary in charge of the Records Section shall make a detailed inspection of the Records Section in the months of May and November each year to ensure that the records are taken proper care of and shall submit a report to the Secretary on the state of the records.

CHAPTER - 21

ACCOUNTS

Receipts

259. The funds of the Board comprise of Government contribution as Grants-in-aid and amounts received as Application Fee collected from candidates including fee for departmental test for KDRB employees, Online Registration Fee, Fee for recounting of answer scripts, Fee for photocopy of OMR sheet, Fee received for RTI application, etc. A separate bank account shall be maintained for remitting the amounts received as fees and shall be maintained in the Finance & Accounts wing. The amount remitted in the bank account shall be exclusively used for transactions connected with the conduct of various exam-related functions. A main cash book shall be maintained for the receipts and expenditure in connection with the grant-in-aid from Government. Moreover, a subsidiary cash book shall also be maintained for the bank account. All entries in the subsidiary cash book shall reflect in the main cash book, either in digital or manuscript form.

260. The Finance Officer and the Secretary shall participate in the Public Accounts Committee/Subject Committee meeting representing the Board. The Finance Officer shall prepare and submit explanatory notes as part of regularisation of excess/savings in the annual expenditure before the above committee.

261. The Accounts Wing shall prepare the Pay Bill, TA Bill and also other contingent bills. Payments shall be made under each head in respect of the vouchers which are passed for payment by the competent authorities of the respective wings. The mode of payment whether in cash or by DD shall invariably be noted and original bills along with one photocopy shall be forwarded to the Accounts Wing for effecting payment. The address to whom the payments are to be made shall be clearly intimated to Finance & Accounts Wing. Permanent Account Number (PAN) of the firms to whom the payments are to be made shall also be informed to the Finance & Accounts Section concerned for deducting Income Tax.

Drawal of Advance amount

262. The purpose of Advance, amount required, Officer to whom the advance is drawn etc. should invariably be mentioned in the request. The Advance amount may be drawn only strictly as per requirement. At any one time, only three advances can be drawn under each item. Settlement of advances shall be done within three months from the date of encashment of advance. For settling Advances, vouchers in original duly passed for payment by the competent authority and photocopy of vouchers, and the balance amount available shall be produced in the Finance & Account wing for regularising the Advance. The Finance & Account wing shall take immediate action to regularise the Advance and the balance amount available shall be remitted to the Bank next working day. The wing shall maintain an Advance register in Form No. 31.

Cash Disbursement

263. The Finance & Account wing of the Board deals with its routine cash transactions. Bills drawn such as advances to meet the expenses in connection with the conduct of the various Written/OMR/Practical Examination and the remuneration payable to examiners connected with preparation of question papers, valuation of answer scripts etc. and experts / appointing authority or their nominee of the interview board are encashed and disbursed to the persons concerned.

264. The salary of Chairperson, Members and all officers are either credited into their individual bank accounts or paid in cash after proper acknowledgement on the 1st day of every month. Those who are not able to maintain bank accounts will be paid through the cash counter of the Office. Other payments such as advances from provident fund, remuneration, honoraria, TA, supervision charges, verification allowances of the employees are paid through the counter. The honoraria to experts is also to be paid either by a/c payee cheque or by direct credit to their bank account, whichever is convenient to them.

Safe Custody of Chest:

265. The Cashier is entrusted with the duty of handling cash. It is the duty of the Cashier to make entries in the cash book showing separately each day's receipt and expenditure on the same day itself. No moneys other than official cash/DDs/Cheques shall be kept in

the cash chest. He shall maintain it daily as and when the cash transaction is closed in the evening. The cash book entries and physical cash balance shall be tallied. The cash chest and the cash kept in it can be inspected at any time by the Secretary or the Finance Officer.

Duties and Responsibilities of the staff of the Cash Section

266. (a) The key to the lock of the Cash chest in the Office shall be kept safely by the cashier and another key by the Drawing and Disbursing Officer or by the Assistant Secretary/ the Manager in charge of cash section. The chest shall be opened and locked only in the presence of these Officers. Cash shall be kept only in the chest.

b) On all working days, after 3.30pm, the time for closing of cash transaction, the Manager in charge of the cash section shall tally the transactions with the cash book, registers, vouchers, receipts etc. and shall verify that all transactions are entered correctly in the cash register. The excess cash shall be physically verified as per the instructions detailed in Kerala Treasury Code volume 1 Rule 131 and take further action accordingly.

c) The Manager in charge of cash section shall verify the cash register and shall see to that the instructions detailed above are followed scrupulously. He shall verify the cash once a week and record a statement to the effect in the cash register. He shall make a certificate after the physical verification of cash.

d) On the last working day of every month, after the completion of finance transactions, the Finance Officer shall physically verify the cash chest and he shall make a certificate to that effect.

e) Once in three months, the cash has to be verified in the presence of the Secretary and a certificate to the effect has to be recorded in the cash register.

267. Undisbursed cash and its treatment:-The Salary, TA and other expenses which are encashed and undisbursed for more than one month shall be remitted to the Bank after serving sufficient notices to the party concerned.

268. Chalan Register:- A Chalan Register shall be maintained in the cash section in Form No.32 to make entries of chalan remittances. The chalan register shall be checked and signed by the Assistant Secretary.

269. Register of Valuables:- All cheques and other valuables received in the office as enclosures to communications are forwarded to the Manager of the Finance & Accounts Section for safe custody pending disposal of such papers. The Section shall acknowledge the receipt of these valuables and bring all such receipts into the Register of Valuables in Form No. 33 kept for the purpose. When these are returned, acknowledgement shall be obtained from the Managers of the respective Sections/ Wings. The DD payable to various parties who have supplied goods and services such as payment to PWD Contractors, Institutions supplying computer peripherals, Annual Maintenance Contract etc. shall also be entered in this Register. The DD shall be released only with proper receipt.

General Provident Fund.

270. All the officers of Kerala Devaswom Recruitment Board Service shall come under General Provident Fund (Kerala) Rules and shall contribute a fixed sum to the General Provident Fund. The employee shall file nomination at the time of enrolling the Fund. The amount of subscription can be fixed by the subscriber himself. It shall not be less than six percent of his basic pay and shall not exceed the basic pay. GPF admission application obtained from the employee are scrutinised and forwarded to the Accountant General. On allotment of GPF account number it shall be intimated to the employee concerned and bill section.

(a) Temporary Advance:- For specified purposes refundable advance can be preferred to against the GPF Account of the subscriber. The Finance Officer can sanction an amount up to Rs. 3 Lakhs, and for amount exceeding Rs 3 lakhs Secretary is the sanctioning authority. A period of six months shall elapse between two Temporary Advances.

(b) Non Refundable Advance: A Non Refundable Advance shall be sanctioned to the subscriber from the amount outstanding at his credit in the Fund by the Accountant General, Kerala. It shall be sanctioned to the subscriber on completion of ten years of service, or within ten years of date of retirement from service on superannuation. The interval between two non -refundable withdrawals shall be three months. There shall be an interval of four months between a non- refundable withdrawal and a temporary advance. Temporary Advance which is subsequently converted into a non-refundable

withdrawal shall be treated as a non-refundable withdrawal and in such cases another non-refundable withdrawal shall not be granted for the same purpose.

271. An Officer who is about to retire from service on superannuation shall submit necessary application for closure of his PF account, to the Secretary as soon as the salary for the month in which he discontinues subscription to the Fund is received from the Finance & Accounts section. An officer can close his account within one year before the date of retirement. After scrutiny of closure applications, it shall be forwarded to the AG. On getting necessary authorisation from the AG, the Finance & Account section shall take steps to draw and disburse the amount.

GROUP INSURANCE SCHEME (GIS):-

272. The enrolment, maintenance and closure of GIS claims are entrusted with the Finance & Accounts Wing. All the employees who enter the service and are below the age of 50 years shall be enrolled in GIS within one year.

STATE LIFE INSURANCE SCHEME (SLI):-

273. All the employees who enter the service below the age of 50 years are required to become a policy holder of SLI scheme within one month of entry in service. The insured shall have to pay a minimum monthly premium fixed by the Government from time to time.

GPAIS (Group Personal Accident Insurance Scheme):-

274. Premium for GPAIS is deducted on annual basis from the salary of the employees as ordered by the Government. The employees who are insured under this scheme shall submit a nomination in the prescribed form. On receipt of this nomination form, Finance & Accounts Wing shall get it attested by the Finance Officer and shall then paste it in the Service Book of the insured.

Issue of Certificates:-

275. The Finance Officer shall issue certificates such as salary certificate, Non liability certificates, Employment certificates etc. to all staff and officers for various purposes. Non liability certificate and Agreement to make deduction from salary of staff and

officers will be limited to such that the total amount of recovery does not exceed one third of the salary of the staff and Officer.

Maintenance of Service Book:-

276(i). All newly appointed employees shall submit their Service Book at the time of joining the office. Service Books are maintained in the Finance & Accounts Wing. After obtaining the regularization / verification certificate from the office concerned, necessary entries shall be made in the SB and got attested by the Assistant Secretary in - charge of Finance & Account Wing. Details of qualifications, all kinds of allowances, pay fixation, free chance for Departmental Test, Departmental Test Certificate, confirmation, declaration of probation, promotion, details of Transfer and posting, enrolment in mandatory funds and schemes such as GPF, GIS, SLI, NPS etc. shall also be entered and got attested.

(ii). Sanctioning of increment, earned leave surrender including terminal surrender, leave such as Earned Leave, Half Pay Leave, Commuted leave, Paternity Leave, Maternity Leave, Special Casual Leave, Leave Without Allowance etc., shall also be entered and got attested. In respect of surrender of Earned leave the bill be encashed only after recording a certificate to the effect that necessary deduction have be made in the leave account of the officers.

Completion of Probation and its declaration:-

277. All employees shall undergo probation for a specific period depending upon the categories to which they are appointed. After ascertaining the duty periods and obligatory Departmental tests, completion of probation in the respective cadre shall be declared. The Secretary is the Authority for declaring completion of probation. Entry in this regard shall be made in the Service Book and attested by the respective officers.

Submission of TA bills:-

278. Drawal and disbursement claims relating to Travelling Allowance, either for tour or for transfer shall be done in the Finance & Accounts Wing. The Chairperson, Members and staff of the Board shall be entitled to travelling allowance for journeys made by them in the performance of their official functions and also for proceeding on

retirement to any place in India where they proposes to settle down after retirement, at the rates as revised by Government from time to time.

279. The mileage allowance for conveyance for calculating travelling allowance in respect of Chairperson and Members of the Board shall be at the rate as revised by Government from time to time.

280. The Chairperson shall be the Controlling Officer in respect of the Members of the Board. No counter signature will be required for the T.A. Bills of the Chairperson.

281. The daily allowance of the Chairperson and Members of the Board on tour shall be at the rates as revised by Government from time to time.

282. The TA Bills of the Legal Retainers for the Board are countersigned by the Secretary.

283. The TA Bills of the experts/appointing authorities or their nominees, who assist the Board for interview are countersigned by the Finance Officer and orders are taken from the Chairperson to classify them as Class I officers for the limited purpose of claiming TA and DA.

284. No countersignature will be required for the TA bills in respect of Secretary, Finance Officer and Law Officer. The Controlling Officer in respect of Clerks, Managers, Assistant Secretary will be the Finance Officers and that of Controller of Exams will be the Secretary.

Preparation of Missing Credit Statements of compulsory deductions:-

285. On the receipt of an application to provide the missing credit statement of an officer, the clerk has to go through the Pay Bill Registers and copy of the Treasury chalan of those periods mentioned in the statement. He shall then prepare a statement showing the details such as the employee's name, date of encashment, month, gross amount, deduction details and the name of the treasury. If no recovery is made in a particular period, the reason for that shall also be mentioned. Such a statement shall be approved by the Secretary. The statement shall be forwarded to the Accountant General (A&E), Kerala for obtaining the clearance certificate.

286. On receipt of the clearance certificate it shall be pasted on the respective page of the Register and a note in this regard shall be entered and got attested by the Finance Officer.

HOUSE BUILDING ADVANCE:-

287. House Building Advance is limited only for purchase/construction of a house/ready built flat.

Eligibility Conditions:-

288.1. The applicant shall have a minimum of 5 year's completed service on the date of application.

2. The employee shall have a minimum of 50 months of service left on the date of application.

3. Preference shall be given to such applicants who have lesser service left for superannuation.

4. The loanee shall execute an Agreement as per existing rules.

Admissible amount and repayment of loan:-

289. The maximum amount admissible, mode of repayment, commencement of repayment, the number of instalments etc. is decided on the basis of existing rules in this regard. For principal, maximum 144 instalments and for interest maximum 72 instalments are allowed. However the repayment shall be completed before the retirement of the employee

Utilisation Certificate:-

290. An Utilisation certificate shall be produced within two year from the date of encashment of advance duly attested by the PWD Buildings Division Engineer of that jurisdiction. Otherwise a penal interest of 2% of advance amount shall be levied from the borrower.

Release of documents- House Building Advance

291. On the receipt of the clearance certificate from the Accountant General (A&E), Kerala, a release deed and the proceedings in this regard shall be prepared and these

two documents shall have the signature of the Secretary. The procedure in this regard is in accordance with the provisions of Article 244 F of KFC Vol I.

292. The release deed shall be executed within 4 months from the date of execution. On the receipt of the release deed, entries in this regard shall be noted in the HBA register and it shall be attested by the Finance Officer and the documents can be returned to the officer.

Medical Reimbursement

293. **Chairperson, Members:-**The Chairperson, the Members of the Board and their family members are eligible for medical benefits, concessions and medical reimbursement. The Chairperson shall be eligible for benefits applicable to that of Members of All India Service and in the case of Members as applicable to Special Secretary to Government of the State.

294. Notwithstanding anything contained in the Kerala Government Servants' Medical Attendance Rules, 1960, the counter signature of the Government Medical Officer shall be deemed as sufficient authority for reimbursement of the claims preferred by the Chairperson and the other Members of the Board, irrespective of the period of treatment and the amount of the claim.

295. **Staff of the Board:-** Staff and Officers of the Board are entitled to get medical reimbursement irrespective of whether they are on duty or on leave anywhere within the state. All medical expenses incurred in the treatment of the employees and officers including their family members can be reimbursed as per The Kerala Govt. Servants Medical Attendance Rules 1960. The officers who are eligible for Medical Reimbursement shall submit an application for claiming medical reimbursement along with the essentiality certificate and cash bills duly countersigned by the authorized Medical Attendant. All CT/ MRI scan bills of the Chairperson, the Members and the Staff are scrutinised in the Finance &Accounts Wing. Before preparing the bills necessary scrutiny and verification shall be done. If the amount claimed exceeds Rs10000/- the bills shall be forwarded to the DMO concerned and in cases where the amount exceeds Rs 25,000/- it shall be forwarded to the DHS for scrutiny and verification. For the treatment undergone in private notified hospitals, special sanction from the Govt. is

required for reimbursement of the claim. In all cases of reimbursement of medical expenses necessary sanction shall be exercised by the respective officers/ Board as per the delegated powers issued by Government from time to time.

Interest Free Medical Advances (IFMA)

296. IFMA is granted to all eligible officers. An application for it is processed in the Finance & Accounts Wing and necessary orders shall be obtained from the Govt. and bills shall be prepared based on these orders. All the IFMA bills are to be settled within 6 months. Recovery shall also be made from the defaulters.

Leave Travel Concession to the State Government Employees

297. Leave Travel Concession (LTC) Rules/guidelines are issued vide G.O.(P)No.5/2013/Fin dated 02-01-2013. In accordance with the rules, a person who has completed 15 years of service can avail himself LTC [only once in his entire service.] Maximum period of leave for availing LTC is 15 days including holidays. The journey shall be performed within India to a maximum of 6500 kms (combined distance of to and fro journey to the destination) by the shortest route from the home town.

298. **Mode of Conveyance:-**LTC will be admissible for the journey performed by rail/road/ steamer/air. The claim is restricted to the actual expenses limited to the railway/road/steamer/air fare by the authorised class of accommodation according to the eligibility of the officer on tour.

299. Reimbursement is provided for the 100% of to and fro fare by rail/air/road/steamer as mentioned above. Incidental expenses and DA for halt admissible as in the case of Tour T.A. shall not be granted. If an Officer travels in a lower class, the admissibility of assistance is the rate of actual fare charged in that class. The extra cost incurred for the reservation/safety charges is reimbursed.

Application for LTC.

300. An Officer in Kerala Devaswom Recruitment Board who has to avail himself of LTC shall submit a request to the Secretary, in order to get the permission to avail of LTC and to leave the headquarters. In the request he or she shall declare:

1. Place of visit

2. Family members accompanying him
3. His relationship with the family members.

The sanctioning order shall also contain the details regarding the place of visit and duration of leave. Necessary entries shall be made in the Service Book of the officer. A copy of the sanctioning order shall be endorsed to the Accountant General (Audit).

Grant of LTC Advance

301. While granting advance, 90% of the estimated fare which has to be reimbursed in respect of the journey for both ways is granted. The claim for LTC advance shall be supported by the following documents.

1. Application form as specified in Appendix 1 of G.O (P)No.5/2013/Fin dated 2.1.2013.
2. Sanction order from the Secretary of the Board.
3. True copies of the tickets.

302. The officer who claims LTC advance shall perform the journey within 30 days from the drawal of advance from the Office. If not, the entire amount shall be recovered with 18% interest and shall be liable for disciplinary action. The final bill for adjustment of LTC advance (prepared in Appendix II of the G.O) shall be preferred within one month of the completion of the journey with the original documents.

When no advance is drawn/ granted:

303. The Officer shall prefer to the LTC claim with the original of the tickets/vouchers and sanction order, in Appendix II of the Government Order mentioned above within 3 months from the date of completion of the return journey. If an officer prefers to his claim after retirement i.e. within the limited time of 3 months, it shall be forwarded to the AG, Kerala for pre-check.

304. Separate registers for LTC advance and LTC final claim shall be maintained. Claims shall be entered in the Service Book of the Employees.

Note: When both husband and wife are the employees of the Kerala Devaswom Recruitment Board Service or one of them is in State Government service, the Officer

applying for LTC shall furnish a certificate at the time of preferring claims for LTC that only one of them shall avail the facility of LTC.

National Pension Scheme (NPS)

305. The Government of Kerala implemented the National Pension Scheme (NPS) to the State government employees vide G.O (P) 441/12/Fin. Dated: 08.08.2012 & G.O (P) No.20/13/Fin. Dated: 07.01.2013. This Pension Scheme is mandatory for all directly recruited employees of the Board.

Procedure of NPS

306. After getting the Permanent Employee Number(PEN), the employee shall approach the District Treasury Officer with the copies of appointment order, ID Card, SSLC book and two photographs, with proper attestation by the DDO for getting Permanent Retirement Account Number (PRAN). As and when the PRAN is allotted, the employee shall receive a PRAN KIT which includes his PRAN details and PRAN Card. Ten percent of basic pay and dearness allowance is deducted from the employee's salary towards NPS every month. PRAN schedules shall be kept in the section as bound volume in the Accounts Wing. A Register showing PRAN numbers of each employee also shall kept in the Accounts Wing.

307. The employees can register for NPS (Tier-I) by submitting S1 Form - to the Controlling Officer or equivalent officers. The Finance & Account wing shall certify the employment details and upload the same to the Central Record Keeping Agency (CRA).

308.For the Board employees contribution through the office to National Pension System (NPS) is mandatory. Every month 10% of his/ her salary (basic + DA) and equivalent Board's contribution will be invested in NPS.

309.As per the guidelines of Pension Fund Regulatory & Development Authority (PFRDA) - the subscribers can withdraw from NPS on his/ her retirement, resignation or death. On retirement a subscriber would be required to invest minimum 40% of his / her accumulated savings to purchase a life annuity from Pension Fund Regulatory & Development Authority (PFRDA) - empanelled and Insurance Regulatory and Development Authority (IRDA) approved Annuity Service Providers (ASPs) .Around 80% of amount has to be annuitized and remaining can be withdrawn by the subscriber

on resignation. In case of death of the subscriber, entire amount will be handed over to the nominee.

310. The details of various Forms for registration under NPS for Board employees can be accessed from <https://www.npscra.nsdl.co.in/state-forms.php> and <https://www.npscra.nsdl.co.in/>

Death Cum Retirement Gratuity (DCRG)

311. The work relating to the sanction of DCRG, withholding of DCRG, arrears in DCRG etc. shall be done in the Finance & Accounts Wing. DCRG of pensioners who have liability is withheld after getting consent from the incumbents based on the request of Government and other financial institutions. On receipt of the consent, it will be forwarded to the Accountant General. AG accords sanction to the Secretary to draw the liability amount from the DCRG.

312. Contingent Expenditure - A permanent advance of Rs. 5000/- (as revised from time to time) is sanctioned to the Secretary for meeting the unforeseen contingencies and expenses of urgent nature. The Secretary shall be the custodian of the Advance. The sections of the office shall incur such expenditure on proper authority and forward the vouchers to the Finance & Accounts Section. The Finance & Accounts Section shall then make the payment after obtaining the sanction of the Secretary. The amount shall be recouped and maintained as corpus amount.

313. Payments for books and periodicals: - The Finance & Accounts Section is responsible for the drawal and disbursement of all amounts required for the subscription of Newspapers and Periodicals and the purchase of books required for the office.

314. Telephone, Internet Charges etc.:- The charges on account of the rent of telephones, mobile connections and internet usage in the office of the Board and other similar payments are also paid from the Finance & Accounts Section.

315. Audit, Audit Objections, Compliance report etc.:- The Accounts and Registers of KDRB shall be audited annually by the Accountant General of Kerala. It is the foremost duty of the Finance & Accounts section to collect the replies to audit observation from various sections and send to the Accountant General. The recommendations of the AG

on the compliance report shall be implemented. The expenditure incurred in respect of such audit shall be paid by the Board to the Accountant General.

316. The Accountant General and any person appointed by him in connection with the audit of accounts of the Board shall have the same rights and privileges as the Accountant General generally has, in connection with the audit of Government account. The Board shall produce, on demand by AG, books, accounts, connected vouchers and other documents and papers for audit.

INTERNAL AUDIT

317. The Finance Officer shall conduct an internal audit at the office of the Board to scrutinise the finances of the Office, the settlement of advance and final bills, to verify that all the financial dealings are as per the relevant rules and orders and issue necessary instructions to rectify mistakes and lapses if any. He shall also conduct advance and detailed audit of those matters coming under the purview of the AG's audit. He shall verify and ensure that correct explanations are given to the audit objections and other matters raised at the time of audit by the AG. An audit report shall be submitted to the Secretary within 15 days after completion of the internal audit. The Secretary shall place the report before the Board for discussion. The Wings /Sections in the Board shall submit the compliance report within 15 days after receipt of the Report. An audit objection register (Form No 34) will be maintained by the Finance & Accounts section for the audit objections raised by the AG. The rectification report shall also be placed before the Board within 3 months. Care shall be taken not to repeat the lapses and mistakes pointed out in the audit report by the audit wing.

CHAPTER - 22

TELEPHONE AND INTERNET

318. In order to reduce the volume of correspondence and for facilitating the submission of office notes, all wings/sections have been provided with the telephone facility by installing PABX system in the Office of the Board and telephones at the residences of the Chairperson and the Members of the Board who reside in the headquarters, and the Secretary/Finance Officer as well as at their office rooms. Mobile

phones /Sim cards shall also been allotted to the Chairperson, the Members of the Board, the Secretary/ Finance Officer and other Officers as decided by the Board from time to time.

319. Instructions regarding the use of Telephone – The office telephone shall not be used for private purposes.

320. Written messages – The communication of written messages by telephone shall be resorted to only when it is absolutely necessary. As a general rule, the telephone shall be used only for messages which are short and really urgent. The Managers of the wings/ sections may use the telephone for clearing doubtful points in direct communication with the Devaswom Board offices. Messages shall be couched in courteous language and particular care shall be taken as to the tone in which they are delivered. In the absence of special orders to the contrary telephone messages shall be dealt with as Demi official communications. The advice of the Board shall never be communicated by telephone.

321. Use of telephone for private purposes – Strangers shall not be allowed to use the telephone.

322. Care of telephones -- The telephone instruments and the chords attached to them shall be kept dry during the wet season, as otherwise difficulty in working will ensure. It is advisable to cover them with waterproof cover during wet season.

323. Repairs of telephones -- When a telephone gets out of order the Establishment Section shall at once communicate with the Telephone Authorities and get it rectified.

324. Telephone Directory:—It is most important that a Directory shall be prepared and maintained as up-to-date as possible. The onus of notifying the alteration lies with the persons using the telephones. All changes in Personal and Official addresses shall therefore be notified immediately as they occur to the Telephone Authorities.

325. S.T.D.Calls :-No Officer of the office of the Board below the rank of the Assistant Secretary shall make S.T.D. calls unless he is authorised to do so. The S.T.D. calls shall be made only in matters of urgency.

326. Register for the use of telephone:—A Register in Form No 35 shall be maintained at each telephone installation to show the details regarding the calls made from them.

Particulars of all calls, official and private shall be entered in the register without fail. Private calls shall be entered in red ink. This is intended to check the bill received from the Central Exchange. The cost of private calls shall be realized from the persons concerned.

Internet.

327. All Officers as decided by the Board from time to time shall be provided with Internet access. The Internet shall not be used for private purposes. For official purposes it shall be used by the persons authorised to do so.

328. Internet connection shall be provided in the office of the Board. For smooth and secured data transferring, all Wings/Sections of the Board shall be brought under a single and Virtual Private Network (VPN). This VPN enables secured data transfer among the Wings/ Sections of the Board. Besides VPN, KSWAN (Kerala State Wide Area Network) connection provided by Kerala State IT Mission also shall be used, subject to availability and technical feasibility, for establishing internet connection. E-mail account, shall be provided to all wings/ sections in the Office of the Board and to all higher officers. The use of internet shall be for official purpose only. Browsing of websites and downloading data for nonofficial purpose shall be avoided. Proper firewall/ proxy servers shall be installed by the Network Administrator to block access to unwanted sites.

CHAPTER 23

OFFICE MANAGEMENT AND GENERAL MATTERS

329. **Office Control:**-The Secretary is the Head of the Office. The control and supervision is done in accordance to his orders and is exercised by the Finance Officer, the Law Officer, the Controller of Examination or the Assistant Secretaries. They are obliged to the Secretary for the proper management of all office matters.

330. **Office correspondence:**-The office business is transacted and all correspondence is carried out in the name the Secretary, in accordance with the procedures relating to official correspondence.

331. Personal Files:—Personal files shall be maintained in accordance with the instructions issued by the Government and the Board from time to time.

332. Books in Office rooms:—Books of reference kept in the office rooms shall be numbered serially, a common serial number being adopted in all cases. Lists of such books and maps in the office rooms shall be kept in the rooms and the books and ready reference files shall be maintained up-to-date. This duty is performed by the Confidential Assistants or any other member of the personal staff attached to the officer. The officer concerned shall see that the books are arranged in their proper order and none is missing. When a book is taken away from an office room for posting correction slips, the officer shall either be informed of the removal or a slip shall be left in the place of the book stating the purpose for which it has been taken away.

333. Supply of stationery articles to officers:— The Office Attendants in the officer's room shall get such stationery articles and forms as are required, from the Section –in-charge of supply of stationery and place them in the officer's room.

334. Hours of attendance:—All the members of the staff including officers of the Board shall attend to duty in the office from 10/10:15 AM. to 5/5:15 PM, as the case may be, on all working days. Managers shall set an example to others by attending to duty punctually. An interval of 45 minutes from 1:15pm to 2 pm. is allowed for Lunch. Office Attendants, however, shall attend to duty in the office 30minutes before the commencement of the office time.

335. Members of the staff are not allowed to leave the office during the working hours:—All the members of the staff including officers of the Board shall attend to their duties in the office punctually during the working hours prescribed. No member of the staff including Officers shall leave office for lunch before 1.15 pm. They shall return after lunch before 2.pm. No member of the staff including Officers shall leave office premises during the normal working hours except on duty. In exceptional cases the written permission to leave the office premises early by one hour shall be obtained from the higher authority concerned. The details of the Officers who avail themselves of early permission and those who have left the Office unauthorized, shall be reported to the Secretary/ the Finance Officer, before 4.15 pm on that day itself, by the Officers who are authorized to sanction early permission.

336. Movement Register:-All movements of the members of the staff out of their wing/section shall be noted in the Movement Register (Form No 36) before they leave the wing/section. The Manager is responsible for the proper maintenance of the Register in the wing/ section and he is responsible for the correctness of the entries made in the Register and report irregularities noticed, to the higher authority. The Assistant Secretaries shall inspect the wings/ sections under their control and check the movement registers at least once in a month. The Controller of Examination/ Finance Officer shall inspect the wings/ sections under their control and check the movement registers every month. The Inspecting Officers shall send a report of their inspection to the Secretary without fail.

337. The Officers of and above the rank of Assistant Secretaries in the office of the Board, are empowered to question any employee loitering in the corridors of the office during office hours and if necessary they shall report the matter to the Secretary for taking further action. The Finance Officer, Law Officer, Controller of Examinations shall make surprise inspection in the wings/ sections during both sessions whenever necessary. Action for forfeiture of casual leave etc. shall be taken and periodical reports regarding indiscipline noted during the inspection shall be given to the Secretary.

ATTENDANCE MANAGEMENT

338. The administrator of the Computerised Attendance Management System is the Secretary.

339. Officers shall mark their attendance through the punching machines using the biometric smart ID cards issued to them. Office time for computerised attendance is set as follows:

10.15 am to 1.15 pm

2.00 pm to 5.15 pm

340. Officers shall "punch in" when they attend to duty in the Office and "punch out" when they leave. If they punch in and do not punch out, they will be treated absent from duty that day. However in genuine cases if an officer by oversight fails to "punch out", his absence may be regularized on production of a certificate from his immediate superior.

341. All Officers from the rank of the Assistant Secretary shall be allotted a user name and password by the Establishment Section, and are responsible for all entries made under that user name. The Officers responsible for sanctioning Casual Leave/Compensation leave/early permission etc. of the staff under his supervision, shall enter the details in the system. Officers in the rank of the Controller of Examinations and above shall mark their own attendance in the system. All leave other than casual leave of officers' upto the level of Clerk shall be entered in the system by their controlling officers and those of other officers by the Secretary. Details of Special Casual Leave shall be entered by the Secretary. The details of leave sanctioned for the staff working in the offices of the Members and the Secretary shall be forwarded by the Assistant Secretary (Establishment) for entering in the system. In addition to the punching, by fifteenth of every month, all Controlling Officers shall submit a statement to Establishment section and Finance Officer showing the regularisation of absence of previous month in respect of employees under their control.

342. Separate Attendance Registers shall be maintained for the Personal Staff (Driver cum peon) attached to the Office of the Chairperson/the Members. They shall submit Attendance Register to the Chairperson/the Member as the case may be, when they are in station and in their absence to the Secretary. Their applications for Casual Leave and early permission shall be submitted to the Secretary when the Chairperson/the Member are out of station.

343. Officers having personal staff shall maintain the Attendance Register for the staff working under them. As a token of having checked the Attendance Register, the Officers shall attest it.

344. The Attendance register shall also be maintained in the wings/ sections so as to see to that the Managers who are in- charge of the Wing/ Section exercises a close supervision over the attendance of the staff working under him. The Managers shall forward the Attendance Register, Casual Leave Register etc. at the end of the calendar year in sealed packets to the Records Section for safe custody.

345. Abstract of Attendance -The Assistant Secretary concerned shall as soon as they have received the Attendance Register make an abstract of the attendance for the day

and submit the abstract to the Controller of Examination/the Finance Officer / the Law Officer as the case may be.

Early Permission and Half Day Leave

346. There is no late leave permission. A grace time of three hours is allowed to punch in, a month, with the condition that on a particular day, the grace time shall be maximum one hour. When the allotted grace time is exhausted, forfeiture of a day's Casual Leave will ordinarily be the penalty for being late without prior permission for every 3 days. Late attendance for less than 3 days at the end of the calendar year need not be reckoned. Officers shall punch out only at 4.15 PM if they avail early permission as per the rules. If an Officer avails himself half of day casual leave in the afternoon, he has to punch out after 1.15 PM and if he wants to avail it in the forenoon, he will have to punch in before 2 PM.

347. Watch and Control:-The Establishment section shall forward an abstract of regularisation of attendance of the previous month in respect of all employees working in the Board to the Finance Officer on or before the fifteenth of every month.

348. Work out of office hours:-Clerks and Managers are not expected to stay in the office after office hours except when ordered by superior officers who has not left office when there is urgent work to be attended to. Prior sanction from the Secretary has to be obtained if it is indispensable to work after Office hours. The list of Officers posted for duty shall be communicated to the Establishment section and to the Officer posted for night duty, in advance. On no account shall papers be taken by the Clerks and the Managers out of the office in order to work at home.

349. Holiday Duty :-If urgent work has to be attended to in any Wing/ Section, and if it becomes necessary to post officers on a holiday or after office hours to attend to such urgent items of work, previous permission of the Secretary shall be obtained. A list of officers posted for holiday duty in the Wing/ Section shall be communicated to the Establishment Section and to the Security officer on duty. Holiday duty shall be performed only in the presence of a superior officer. The officers, who attend to duty on a holiday, shall enter their names and signature in the Holiday Duty Register. A form of

the Register is given in Form No 37. The officers need not punch in and out while working on a holiday.

350(i). Casual Leave:- The Finance Officer or the Controller of Examination or the Assistant Secretary as the case may be is authorised to grant casual leave to the Managers and other ministerial staff. The applications for casual leave of the Assistant Secretaries are sanctioned by the Controller of Examination and Finance Officer and that of officers of and above that rank are granted by the Secretary. When a Clerk goes on leave he shall invariably hand over the office key, if any, in his custody to the Manager of the Wing/Section.

350(ii) Leave other than casual leave

- i) The application form for leave other than casual leave shall be duly and completely filled and shall carry the full signature with date
- ii) Any correction in the application, especially the correction about the period of leave must be properly authenticated.
- iii) As far as possible, application shall be submitted sufficiently early, before the commencement of the period of leave, to make consequential arrangements due.
- iv) Application for surrender of Earned leave shall invariably be submitted prior to the date of surrender and also it shall be ensured that the applications are as per rules.
- v) Separate applications shall be submitted for different periods of leave.
- vi) Submission of duplicate application shall be avoided.
- (vii) The Officers shall not be absent from duty themselves without the prior sanction of the eligible leave.

351. Special Casual Leave:- Applications of officers for availing of Special Casual Leave as per Rule in Appendix VII, Part 1 KSR shall be forwarded to the Finance Officer for further action. Necessary entries shall be made in the Service Books of the incumbents.

352. Absence due to leave:- While sanctioning leave including casual leave to the officers of and above the rank of the Assistant Secretary, the sanctioning authorities shall make necessary charge arrangements during the period of absence.

353. Report of departure from Headquarters: Officers should not leave the Headquarters without prior permission. When the Secretary leaves the headquarters, the Chairperson shall be informed of such absence and the name of the officer who will be in charge of the current work of the Secretary during his absence.

354. General behaviour in the office: -While in the office all members of the establishment shall behave in a quiet and dignified manner. They shall address other members of the establishment courteously. They shall attend to their work and not waste time. They shall try to maintain perfect silence and if they have occasion to talk, they shall do so in a low voice so as not to disturb others. Smoking and consuming of intoxicating items is strictly prohibited in the office of the Board.

355. Members of the staff shall switch off their mobile phones when they enter the rooms of the Chairperson, the Members, the Secretary, Conference halls etc. Mobile phones shall be set in silent mode while in sections and they shall restrict the use of mobile phones when in the office. The above directions shall be strictly complied.

356. The members of staff of the Board attending to various programmes/meetings convened by the Government or any other competent authority shall do so only after obtaining prior sanction of the Secretary.

357. The Members of Staff shall avoid bringing their children to the Office. If they do so, under unavoidable circumstances, they should ensure that children do not use the Office Computers and related systems and shall not cause any damage to the furniture and other materials.

358. Guarding against leakage of information: - Members of the establishment shall remember that they are precluded from divulging to outsiders or to other members of the establishment any information, whether expressly marked "Confidential" or not, that may have come to their knowledge in their official capacity. It shall be borne in mind that what they come to know in the office is confidential and is not to be mentioned outside the office or to the strangers or to anyone other than those to whom it is necessary that they shall communicate within the ordinary official course. All members of the establishment must be constantly on their guard against the leakage of any official information whatsoever. If any member of the establishment is approached

by any one not officially entitled to do so either inside or outside the office in regard to any matter which is or will be dealt with in the office or for any official information in the office he shall refuse to see him but refer to him politely to the Secretary, or to the Enquiry desk. Failure to observe these instructions renders the defaulter liable to punishment.

359. Officers shall take necessary care that all the electronic data under their control shall be safe and secure and no one shall be allowed to copy or transfer the data without authorisation. The computers shall be password protected and no storage devices, software etc., without authorization from the Manager (System Admn), shall be installed in the network. No member of staff is permitted to use the systems not under their purview, without prior sanction.

360. Prohibition against revealing information to the press -Members of the establishment shall not have any dealing with the press or reporters or correspondents. They run the risk of severe disciplinary action being taken against them if they are reasonably suspected of communicating official information of any kind to the Press, reporters or correspondents or members of the public.

361. Prohibition against meeting outsiders in the office: -Members of the establishment are also prohibited from meeting outsiders in the office rooms but they can do so at the Enquiry Office. They shall, of course, not accept any presents or remuneration from any visitor, party or other person, nor lay themselves under obligations to such persons in any other way.

362. Meeting within office premises: - No one shall arrange meetings, discussions etc. associating persons other than the members of the staff of the Board in the office premises.

363. Mode of ventilation of grievances:-Members of the establishment shall not resort to any anonymous petition or letter in order to ventilate their grievances or supposed grievances. If a person has any grievance, he may represent it to the Secretary. He may also put in written representation which can be examined with reference to the records.

- 364. Representations to be made through proper channel:** -A member of the staff making any representation to the Board shall submit it through the Secretary.
- 365. Tidiness and cleanliness of the office:** -A waste paper basket shall be kept within convenient distance of every member of the establishment. Waste paper shall be thrown into this basket and not onto the floor. Stationery articles and records shall be kept tidily in the Clerks' almirahs and shall not be left lying on the tables and on the tops of almirahs, exposed to dust. All rubbish and obsolete forms or publications shall be cleared away and not left to litter on the floor. Clerks shall keep their tables and side racks clean and the papers shall be neatly arranged. All the files and applications in which there is no further action shall be closed as per the rules and transferred to the Records section. The Controlling Officers shall oversee that the computers and accessories installed in the sections are kept clean from dirt and dust and are kept covered when not in use. The Office premises shall be kept free of plastic materials.
- 366. Use of ID card:** -All members of the staff who are supplied with ID card shall use them whenever on duty. Omission to do so is not excused.
- 367. Maintenance of reference books in Wings/Sections:** - Reference books and other publications supplied to a Wing/Section shall be preserved with care. A list of such books shall be maintained and each book shall be given a serial number. The books shall be arranged in the serial order and any book taken out for reference shall be replaced in its proper place immediately after use. All corrections to the reference books shall be embodied in them up-to-date and a notebook showing the list or correction slips pasted shall be maintained in the section.
- 368. Care of the office buildings:-**The maintenance of and repair of the office building is the duty of the Establishment Section which looks after House Keeping. Any complaint regarding the building and the repairs to be attended to shall be brought to the notice of this Section and they in turn will take action to rectify the same.
- 369. Sweeping and cleaning arrangements:** -Sweeping and cleaning arrangements in the office are made under the direct supervision of the Officer -in- charge of House Keeping. It is his duty to see to that the Sweepers and the Cleaning Staff attend to duty in the office during the early hours of the morning and finish their work normally before

9.30 AM. The rooms of the officers and of the sections should be cleaned and all rubbish and dust shall be removed before the regular working hours.

370. The night watch: -The night watch of the office of the Board is done by the Security Staff appointed in this connection. The Secretary shall bring to the notice of the Board if any complaint against them is received.

371. Economy in the use of Stationery:-All members of the establishment shall use stationery as economically as possible. Managers of wings/sections shall see to this. A register in Form No. 38 for recording the receipt and issue of stationery articles shall be maintained in the Establishment section. Stationery items obtained shall be entered in the register and shall be checked periodically by the Manager/the Assistant Secretary. In short every effort should be made to reduce the expenditure on account of stationery.

372. Maintenance of Computers, Printers and accessories: -The Managers shall supervise that the Systems are kept clean and secure under his wing/section. The systems in the cabin of the Assistant Secretary and other Officers, Members of the Board etc. shall be maintained by the Computer Assistants/Data Entry Operators/ Confidential Assistants/Personnel Assistants concerned. The systems shall be shut down after use and no unauthorized or pirated software and storage systems shall be used. Browsing other than that for official use and visiting sites not for official purposes have to be avoided.

373. Installation of new software and making changes in the existing ones. :- All requests and proposals for installing new software and making changes in the existing ones shall be forwarded from the Wings/ Sections concerned to Computer Wing, which shall take necessary action through the Manager (Estt&System Administration).

374. Knowledge of office procedure: - Every member of the staff, other than the Last Grade staff, shall be supplied with a copy of this manual and he shall make himself thoroughly conversant with the rules and procedures contained, therein. An electronic form of the KDRB Manual and all the Office circulars shall be made available through the Office network. The plea of ignorance is not accepted as an excuse for disobeying them. The Manager of each wing/section must see to that every Clerk or Computer Assistant in his wing/section knows and understands the rules and that copies of the Manual

supplied to the Wing/Section are corrected up-to-date. A new Clerk joining the office must be acquainted himself with the rules in the Manual. The Manager is personally held responsible for the proper and intelligent observance of the rules in the Manual by all the members of the staff in his Wing/Section. The Secretary, the Finance Officer, the Controller of Examination and the Assistant Secretaries also shall see to that all the members of the staff under them have a thorough knowledge of the Manual and that they carefully observe its provisions.

375. All Officers shall check the web mail accounts, and shall be acquainted themselves with circulars and other office communications. The excuse that an officer, for want of hard copy, is having no knowledge of uploaded Circular, Proceedings, etc., shall not be accepted.

CHAPTER - 24

SITTING OF THE BOARD

376. Normally the Board will have their sitting for purposes other than interview of candidates, at least twice in a month. The first sitting shall be for 3 days in the first week of every month. The second sitting will be for 2 days commencing from Monday coming after the 15th or from the first working day after the 15th of the month, if Monday happens to be a holiday. The date of sitting scheduled for each month is fixed by the Chairperson. The Secretary shall furnish the details of files to be included in the Board sitting to the Establishment Section entrusted for the preparation of Agenda in advance.

377. The Establishment section entrusted for the preparation of Agenda will prepare it in the form given below:

KERALA DEVASWOM RECRUITMENT BOARD

Main /Supplementary agenda for the sitting of the Board for the month of 20..

Date..... Time.....

Day.....

Officers attending to the discussion

Sl.No

Agenda No.

File No.

Subject

Date on which the post has been notified

No. of vacancies

No. of applications received/admitted

(only in respect of selections)

Points for Decision

Remarks/Decision

Secretary,

Kerala Devaswom Recruitment Board

378. The files for every sitting of the Board shall be submitted to the Chairperson, before three days without fail, by the Secretary.

379. The files on the subjects dealt with by the Chairperson/ the respective Members shall be routed to them duly marked with their respective positions (eg M1.....M 5) in the Board in the margins of the files. The Secretary/the Assistant Secretary- in charge of Establishment Section, are responsible for ensuring it.

380. The Agenda for every sitting of the Board together with the Discussion Notes shall be got emailed in PDF format to the official e-mail ID of the Chairperson and the Members three days prior to the sitting without fail, by the Secretary. Except in exceptional cases the above time limit will be strictly complied with.

381. Copies of the Agenda shall be circulated among the Chairperson, all Members by the Secretary at least three days prior to the day of sitting. However, if there is any fresh file to be placed before the Board, which has not been included in the Agenda already

circulated that shall also be brought to the Board with prior approval of the Chairperson giving a supplementary Agenda in which the urgency shall be indicated. Files which were included in the agenda but could not be taken up before the Board shall be included in the next agenda

382. On important issues relating to the functioning of the Board, the Member concerned may make a draft note on the issue and present the matter in the Board meeting. The office of the Member concerned shall arrange to distribute a copy of the note to all the Members. The Chairperson shall place the matter as an out-of agenda item for a preliminary discussion. On the basis of discussion in the Board, the Chairperson shall propose for inclusion or exclusion of the item for detailed examination. In case the decision is to include the proposal for a detailed examination, the date when the matter comes up for discussion in the Board is decided and recorded. Thereafter it is numbered separately by the Secretary and put up with relevant rules, regulations, precedents etc.

383. The Secretary should be present at the meetings of the Board. The Secretary shall record the decisions taken, in the Minutes Register (Form No 39) to be maintained by him and at the end of each sitting which shall be signed by the Chairperson, Members and the Secretary. A copy of the approved minutes shall be circulated among the Members before the next Board Sitting. Whenever important decisions are taken by the Board the PRO will arrange to issue a Press Release for the information of the public if the Board so directs. A copy of the press release shall be forwarded to the section maintaining the website for immediate uploading.

384. The Agenda shall be kept strictly confidential and there shall not be leakage except in the formal way of its contents or of the nature or results of discussion at the meeting.

385. The files in which decisions are taken by the Board in the absence of one or more Members shall be shown to the Members concerned at the earliest possible opportunity when the Member is present in the office. Such files should be submitted to Members after the orders are issued. It is the duty of the Clerk concerned to submit the file for information. The Manager of the wing/ section concerned shall submit such files directly to the Member/the Members concerned.

386. Sub Committees: The Board may constitute different sub committees with a Member as the Chairman and other Members as the sub-committee members for arrangement and conduct of examination for recruitment, arrangement and conduct of Departmental Test, scrutiny of application for recruitment or admission to any examination, Computerization and R&A, Library etc. The Sub Committees holds meeting at least once a month.

387. Departmental Promotion Committee or DPCs are constituted as per Rule 3(3) of Kerala Devaswom Recruitment Board Rules 2015. DPC has to meet periodically to prepare the select list in the order of merit of the Officers selected for appointment to the selection categories and grades in the Devaswom Boards.

Annual Report of the Board

388. The Board, as per Section 14 of the Kerala Devaswom Recruitment Board Act 2015 shall prepare, for each financial year, an Annual Report containing the complete details of its activities in the previous financial year and shall forward a copy of it to the Government before the 15th July of the succeeding financial year. Government shall cause the report to be laid before the Legislative Assembly. The Finance & Account Section dealing with the preparation of Annual Report shall during the first week of April every year issue a Memorandum to the various Wings/Sections asking them to furnish the details for incorporation in the Annual Report as prescribed in Form II of rule 9 of Kerala Devaswom Recruitment Rules 2015, together with the connected files wherever necessary. The details received from the Wings/ Sections shall be compiled and the draft Report shall be submitted to the Secretary by 1st of June. After Secretary has approved the draft, copies of the draft shall be taken and it shall be circulated to the Chairperson and the Members by 15th of June. The Report shall be finalized after discussion by the Board.

CHAPTER 25
RIGHT TO INFORMATION
The Right to Information Act, 2005

389. The Right to Information Act of October 12, 2005 aims at securing access to information under the control of public authorities for citizens, to promote transparency and accountability in the working of every public authority. The Right to Information Act extends to the whole of India except to the State of Jammu & Kashmir. Subject to the provisions of the Right to Information Act, all citizens have the right to information.

390. As per the provisions of the Act, State Public Information Officers and Assistant Public Information officers and Appellate Authorities are designated in the Office of the Board. The Public shall have access to information, as instructed by the Board from time to time, if they apply to the designated Officers as per the rules. All the members of the Staff shall give necessary information, in their official capacity, without delay to the Public Information Officers for exercising their duties.

391. Request for obtaining information:-A person who desires to obtain any information under the Act shall make a request in writing or through electronic means in English or Malayalam or in the official language of the area in which the application is made; accompanying such fee as may be prescribed specifying the particulars of the information sought by him or her.

392. Appeal:-Any person who does not receive decision within the time specified in sub section (1) or clause (a) of sub-section(3) of section 7 of the Act or is aggrieved by a decision of the State Public Information Officer, may within 30 days from the expiry of such period or from the receipt of such a decision prefer an appeal to such designated officer who is senior in rank to the State Public Information Officer as the case may be.

Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant is prevented by sufficient cause from filing the appeal in time.

393. Penalties:- If the State Public Information Officer has refused to receive an application for information without any reasonable cause or has not furnished information within the time specified or denied the request for information or knowingly given incorrect, incomplete or misleading information, he shall be liable for a penalty of two hundred and fifty rupees each day till application is received or information is furnished, however, the total amount of such penalty shall not exceed twenty-five thousand rupees.

394. In the Office of Kerala Devaswom Recruitment Board the Assistant Secretaries shall be designated as State Public Information Officers and the Managers shall be designated as Assistant State Public Information Officers. The Secretary, the Finance Officer, the Controller of Examination shall be designated as the appropriate Appellate authorities.

395. In Kerala Devaswom Recruitment Board the Establishment section deals with application for information received under Section 6(1), appeals received under section 19(1) and matters relating to second appeals under section 19(3) of RTI Act. The section also maintains statistical data regarding the applications received under RTI Act.

CHAPTER 26

AMENDMENTS

396. The Board is an independent and autonomous body constituted under the provisions of the Kerala Devaswom Recruitment Act 2015. Hence it is competent to make any amendment to the provisions contained in this Manual by way of additions, deletions, modification or repeal or in which other manner as they may deem fit. Necessary amendment to the manual is to be made, with the approval of the Board, when a fresh office procedure is to be laid down or when the procedure is sought to be modified. Such amendments shall be made in the form a detailed circular clearly explaining the changes that are proposed to be made. All amendments shall be uploaded in the official website of the Board immediately.