

Email

No. 24400/Estt.B3/09/CRD

Commissionerate of Rural Development  
LMS Compound, Thiruvananthapuram  
Dated : 16 .09.09

**CIRCULAR**

**Sub:-** RDD-Establishment -Delegation of powers-detailed instruction/clarifications-issued -reg.

- Ref:-**
1. G.O(P) No.207/2002/LSGD dated.29.11.2002
  2. Circular No.Esst.B4/1439/2004/CRD dated.29.11.2004
  3. Circular No. 5813/Estt.B4/07/CRD dated 26.05.2007
  4. G.O.(P) No.216/2008/LSGD dated.30.07.2008
  5. Circular No. 22639/Estt.B2/09/CRD dated 29.08.09

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As per reference first cited, Government have inter alia delegated the powers for initial appointment, declaration of probation, sanctioning of time bound higher grades in respect of Village Extension Officers, Lady Village Extension Officers, Lower Division Clerks to the District Collector concerned and that of regarding categories such as Peons/Watchman, Driver etc. to the Assistant Development Commissioner (G). Subsequently instructions on the basis of the above order, were issued vide reference 2<sup>nd</sup> and 3<sup>rd</sup> cited to all District Collectors and Assistant Development Commissioners (G). Vide reference 4<sup>th</sup> cited, Special Rules with regard to the Kerala General Subordinate Service posts in the Rural Development Department have been amended, thereby notifying among other things, the Project Director, Poverty Alleviation Units, as the Appointing Authority for the category of the integrated post of Village Extension Officer Gr.II. General instructions pertaining to the appointment, deputation for training, posting etc. have been issued vide reference 5<sup>th</sup> cited.

2) Therefore, as the Special Rules stand now and as per the Executive Orders from Government in this regard, the following are the Appointing Authorities in this department of the categories/posts noted against each.

Sl No	Name of the Appointing Authority	Category/Post
1	The Project Director, Poverty Alleviation Unit	Village Extension Officer Gr. II
2	The District Collector	L.D. Clerk, L.D. Typists
3	The Assistant Development Commissioner	Driver, Peon, other Last Grade Servants and contingent employees
4	The Commissioner for Rural Development	All other categories in the Rural Development Department up to Block Development Officer and DWWO

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3) As the Appointing Authorities are vested with powers to make initial appointment, regularisation, declaration of probation, sanction of time-bound higher grade etc., there is no need to refer such matters to the Commissioner for Rural Development. But it has come to notice that several proposals/communications are unnecessarily sent to the Head of the Department, on issues which can be settled at the level of the Appointing Authorities themselves. In order to avoid such unwarranted communications and to improve the efficacy of functioning in matters of administration, detailed instructions/clarifications are hereby issued for strict adherence on the following matters.

**A) Reporting of vacancies to PSC and appointments.**

1) The Appointing Authorities can take steps themselves to report the vacancies including anticipated vacancies in the District-wise Recruitment in respect of categories mentioned in para 2, as the case may be, to the Public Service Commission in the prescribed proforma; in strict adherence of the standing instructions of Government in reporting the vacancies to the Public Service Commission. There is no need to seek sanction from the Commissioner for Rural Development in this regard.

2) The Appointing Authority should take extreme diligence and accuracy in reporting the vacancies to the Public Service Commission. Once vacancies are reported to the Commission, they should neither be cancelled nor reduced.

3) When candidates are advised by the Public Service Commission, orders appointing the candidates shall be issued by the Appointing Authorities, clearly specifying in the order, the date up to which joining time is available to the candidates to join duty. When the candidates report for joining duty, orders giving suitable posting to the candidates in the district concerned should also be issued by the Appointing Authorities.

4) In the case of Village Extension Officers Gr. II, for which pre-service training is mandatory as per Special Rules, the Appointing Authority concerned (ie. the Project Director, Poverty Alleviation Unit) should follow the Circular instructions vide reference 5<sup>th</sup> cited.

5) Joining time upto 45 days can be granted by the Appointing Authorities [ ie. the District Collector; the Project Director, Poverty Alleviation Unit and Assistant Development Commissioners (G) as the case may be ] in deserving cases, on request, without referring the matter to the Commissioner for Rural Development.



- 6) As joining time beyond 45 days can be granted only by Government (in the concerned Administrative Department in the Secretariat), the application if any, for extension of joining time beyond 45 days should be submitted to Government, by the Appointing Authorities concerned within 45 days from the date of the Appointment order. Here also, the Appointing Authorities can send the proposals in this regard direct to Government, under intimation to the Commissioner for Rural Development.
- 7) Whenever the request for extension of joining time, is rejected by Government, the candidates should be informed that they will be allowed to join duty within 10 days from the date of receipt of the communication.
- 8) Steps should be taken by the Appointing Authorities themselves to send the 'Not Joining Duty' reports to the Public Service Commission, only on expiry of 10 days' time allowed.
- 9) Other 'Not Joining Duty' (NJD) vacancies should also be reported to the Public Service Commission in time, clearly specifying the name/names of the candidate (s), who fail to join duty and the date of advice of those candidates.
- 10) In cases of administrative exigencies, the Appointing Authorities concerned, can resort to provisional appointments through Employment Exchanges, without seeking sanction from the Commissioner for Rural Development. However such provisional appointment should be resorted to, only if intimation is received from the PSC/DRB that candidates are not available for regular appointment. The Appointing Authorities should ensure that the vacancies once reported to the Commission are kept open for appointment.
- 11) Enough number of vacancies in each category that arose in an year, should be set apart for inter-district, inter-department and Compassionate Employment Scheme appointments in consideration of the administrative requirement of each district.

**B) Regularisation**

Appointing Authorities shall take necessary steps to regularise the temporary appointments, after obtaining the required certificate of the character and antecedents of the candidates advised by the Commission within a period not exceeding six months from the date of joining duty of the candidate (s)

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**C) Probation**

In accordance with the Special Rules concerned and the provisions contained in the General Rules 19,20 and 21 of the Kerala State & Subordinate Service Rules, all Appointing Authorities are vested with the following powers.

1) To declare, satisfactory completion of probation, in cases where it is considered fit to do so, after the prescribed or extended period of probation has been completed.

2) To extend the period of probation for a maximum period of one year as contemplated in Rule 21 of the Part II, General Rules of the Kerala State and Subordinate Service Rules. However such extension of probation to enable the probationer to acquire special qualification or pass the prescribed tests, as the case may be or to enable the Appointing Authority to decide whether the probationer is suitable for full membership or not, should be given before the prescribed period of probation is over.

3) To terminate the probation, where the work and conduct of the probationer has been found to be unsatisfactory.

None of the above matters need be referred to the Commissioner for Rural Development for sanction. However, as extension of probation beyond one year requires sanction from Government, only such proposals for extension in extremely deserving cases, should be submitted by the Appointing Authorities concerned to the Commissioner for Rural Development for onward transmission to Government.

**D) Time- Bound Higher Grades.**

Time-bound Higher Grades in respect of all non-gazetted entry cadre posts can be sanctioned by the Appointing Authorities concerned. In the case of other non-gazetted categories/posts, the Assistant Development Commissioner (G) can sanction the Time-bound Higher Grades in strict adherence of the directives in various Government Orders and other standing instructions.



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**E) Senior-Junior anomaly fixation**

As Appointing Authorities are the competent authority to sanction stepping up of pay in cases of Junior-Senior anomaly, the District Collector, the Project Director Poverty Alleviation Unit, the Assistant Development Commissioner (G), shall take steps in this regard with respect to the categories of which they are the Appointing Authorities, after verification of the correctness of the fixation of pay of the junior, who draws more pay and also ensuring that the case satisfies the conditions stipulated for Senior-Junior anomaly rectification. Only other cases, should be referred to be Commissioner for Rural Development for sanction.

**F) Charge arrangements and sanction of charge allowances**

1) Block Development Officers can make charge arrangements in respect of all officers subordinate to him/her in the office concerned, subject to the ratification of the action by the Appointing Authorities concerned. Charge allowance in this regard can be sanctioned as follows.

Sl No	Category/Post	Sanctioning authority
1	V.E.O (irrespective of the grade)	Project Director, PAU.
2	LD Clerk, UD Clerk, Typists	Assistant Development- Commissioner (G),

2) Charge arrangements in respect of Block Development Officers can be made by the District Collector, concerned, subject to the ratification of action by the Commissioner for Rural Development. Charge allowances in these cases are also to be sanctioned by the Commissioner for Rural Development.

**G) Deputation/LWA**

In cases, where deputation of an officer to foreign service has been sanctioned by Government, the Head of the office/Controlling officer concerned can relieve the officer. Further reference of the matter to the Commissioner for Rural Development is not necessary. However the actual date of relief, should invariably be reported to the Appointing Authorities and the Head of the Department. Similar steps shall be taken in the matter of Leave Without Allowance sanctioned under Appendix XII A, XII B and XII C.



**G. Rejoining duty after cancellation of unavailed portion of LWA under Appendix XII A and XII C**

The Appointing Authorities or the authorities competent to issue posting orders can entertain the requests/applications from employees (on LWA for taking up employment abroad/joining spouse), to join duty after cancelling the unavailed portion of leave, can issue posting orders. Such cases need not be referred to the Commissioner for Rural Development, for sanction for posting. However application in respect of employees of whom, the Commissioner for Rural Development is the appointing authority should be referred to the Commissioner for Rural Development. In all cases, sanction from Government should invariably be obtained for cancellation of the unavailed portion of the Leave Without Allowance.

**I) Relief from the department on getting appointment to another department though PSC**

The Appointing Authorities concerned can relieve the employees, who get appointment through the Public Service Commission to another department, subject to the verification of relevant matters (ie. disciplinary action, Vigilance case/enquiry, bonded obligation etc.) regarding the service of the incumbent. Reference of such matters to the Commissioner for Rural Development for sanction, is not necessary. However the details with regard to the actual date of relief (with a copy of the order concerned) should be furnished to Commissioner for Rural Development. The proposal with regard to the employees, of whom Commissioner for Rural Development is the Appointing Authority, should be furnished to the Commissioner for Rural Development.

**J) Re-cast of Earned Leave**

Re-cast of earned leave, in respect of all non-gazetted officers, at the rate of 1/11 for the period spent on duty for the first year of service on the basis of GO (P) No. 75/2007/Fin dated 27.02.2007, can be sanctioned by the Block Development Officer/Assistant Development Commissioner (G) concerned.

**K) Disciplinary Action**

As the powers to appoint also include the power to suspend, remove and award penalties as laid down in KCS(CCA) Rules, the Appointing Authorities can initiate and finalise the disciplinary action, in respect of the categories concerned. With respect to other categories, disciplinary action will be initiated and finalised by the Commissioner for Rural Development, unless otherwise the subordinate authorities are specifically directed to do so.

**L) Pension**

Pension proposals with respect to all non-gazetted categories can be processed and pension payment can be sanctioned subject to the verification of the report from the Accountant General by the Assistant Development Commissioner (Gl)/Pension Payment Sanctioning authority concerned. As it is mandatory for the Gazetted officers to submit the application for pension to the Accountant General through the Pension Sanctioning Authorities, such proposals should be routed through the Commissioner for Rural Development.

All concerned are directed to comply with the above instructions scrupulously and violation, if any, will be viewed seriously.

**Sd/-**

**Dr. A. JAYATHILAK. IAS  
COMMISSIONER FOR RURAL DEVELOPMENT**


To

All District Collectors  
All Project Directors, Poverty Alleviation Units  
All Assistant Development Commissioners (Gl)  
All Block Development Officers  
The Chief Officer, Rural Information Bureau , Thiruvananthapuram

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CA to CRD  
ADDC I & II  
CA to Senior AO  
DDC  
All Sections in the CRD  
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Section Officer