

## PERSONNEL

### Do's

- ❖ Ensure that the number of vacancies is assessed and finally approved before a Selection is held for selection posts.
- ❖ Ensure that the vacancies meant for SC/ST candidates are clearly indicated while issuing the alert notice.
- ❖ Ensure that the answer sheets are handed over to the evaluating officer in a sealed cover immediately after the completion of written examination.
- ❖ Ensure that all the members of the Selection Committee have signed in each page of the selection proceedings.
- ❖ Ensure that the Questions on Official Language Rules/Policy are set for 10% of the total marks in departmental written examination.
- ❖ As a Pass issuing authority, ensure before signing in Privilege Pass/PTO that, the pass has been debited with relevant entries in the pass account of the employee concerned.
- ❖ Ensure the declaration submitted by the

employee about his/her family members and dependents with relevant documents before issuing the Privilege Pass/PTO.

- ❖ Check the FCC of the employees and ensure the details of wards while claiming the tuition fee/hostel subsidy.
- ❖ Ensure that the distance between the institution and residence while processing the claim of Hostel subsidy.
- ❖ Ensure that the employee declared his date of birth in his own handwriting with signature in his SR without fail.
- ❖ Ensure that proper entries made in red ink in the Service Register when any penalty is imposed on the employee under the RS(D&A)Rules, 1968.
- ❖ Ensure that the implementation of penalty imposed against the employees as and when the same is given effect to.
- ❖ Ensure that the entries with regard to movable/immovable properties are made in the Service Register.
- ❖ Ensure that the nomination given for PF/Settlement and cross check with the

FCC given for Pass/PTO/Medical facilities.

- ❖ Ensure that the Disciplinary Authority is as per the schedule, both at the time of issue of charge sheet as well as at the time of imposing penalty.
- ❖ Ensure the leave postings in IPAS before processing of salary bill and reconcile leave charts with IPAS leave account.

### **DON'Ts**

- ❖ Do not nominate an officer in the Selection Board/Committees, if his name is borne on the Agreed List/Secret List.
- ❖ Do not forget to implement the Reservation rules for SC/ST communities in any selection.
- ❖ Do not allow delays between various stages of the selection process, particularly between Written Test and Viva Voce and publication of Result.
- ❖ Do not forget to update the Service Register and Leave charts of the employees due to retire, for claiming settlement dues.
- ❖ Do not forget to obtain DAR/Vigilance

Clearance before issue of termination order.

- ❖ Do not forget to ensure the genuineness of the certificates submitted by the candidates at the time of their appointment.
- ❖ Do not forget to check the basic documents viz., attendance register, leave statement, TA journals, etc., while preparing Salary bills.
- ❖ Do not forget to ensure the submission of necessary documents required, before passing the Advances viz., Personal Computer, HBA etc.
- ❖ Do not change the bank account of the employees without any valid documents and approval of competent authority.
- ❖ Do not forget to declare the immovable properties in possession/disposal in the prescribed format every year to the Administration.