"ഭരണഭാഷ- മാതൃഭാഷ"

**കേരള സർക്കാർ**

**സംഗ്രഹം**

ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര വകുപ്പ് - നാലാം ഭരണപരിഷ്കാര കമ്മീഷൻ - നാലാമത് റിപ്പോർട്ട് - Personnel Reforms - Civil Service in Kerala - ശിപാർശകൾ അംഗീകരിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

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**ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര (എ.ആർ-12) വകുപ്പ്**

സ.ഉ.(കൈ) നം.24/2024/P&ARD തീയതി,തിരുവനന്തപുരം, 09-12-2024

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പരാമർശം:-
1. 11.06.2019 ലെ സ.ഉ.(സാധാ)നം.248/2019/പി&എആർഡി നമ്പർ ഉത്തരവ്.
2. ചീഫ് സെക്രട്ടറി അധ്യക്ഷനായ സെക്രട്ടറിതല സമിതിയുടെ 01.06.2021 - ലെ യോഗ തീരുമാനം.
3. 13.11.2021 ലെ സ.ഉ.(കൈ)നം.26/2021/പി&എആർഡി നമ്പർ ഉത്തരവ്.

**ഉത്തരവ്**

നാലാം ഭരണപരിഷ്കാര കമ്മീഷൻ റിപ്പോർട്ടുകൾ വിലയിരുത്തുന്നതിനായി പരാമർശം(1) ഉത്തരവ് പ്രകാരം രൂപീകൃതമായ ചീഫ് സെക്രട്ടറി അധ്യക്ഷനായ സെക്രട്ടറിതല കമ്മിറ്റി, നാലാം ഭരണപരിഷ്കാര കമ്മീഷന്റെ **'Personnel Reforms - Civil Service in Kerala'** എന്ന തലക്കെട്ടിലുള്ള നാലാമത് റിപ്പോർട്ട് ചർച്ചചെയ്യുകയും, വിലയിരുത്തുകയും ചെയ്തു.

സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു. ഭരണപരിഷ്കാര കമ്മീഷന്റെ ഇതോടൊപ്പം അനുബന്ധമായി ചേർത്തിട്ടുള്ള ശിപാർശകൾ ഭേദഗതികളോടെ അംഗീകരിച്ച് ഉത്തരവാകുന്നു. K.S.R-മായി ബന്ധപ്പെട്ട ശിപാർശകൾ പ്രായോഗിക തലത്തിൽ നടപ്പിലാക്കുന്നത് സംബന്ധിച്ച് ചീഫ് സെക്രട്ടറി തലത്തിൽ വിശദമായ പരിശോധന നടത്തുന്നതാണ്. നാലാമത് റിപ്പോർട്ടിലെ മറ്റ് ശിപാർശകളിൽ പരിശോധന ആവശ്യമുള്ളവയിൽ വിശദമായ ചർച്ചയും കൂടിയാലോചനകളും നടത്തി തീരുമാനം കൈക്കൊള്ളുന്നതാണ്.

മേൽ ഉത്തരവ് സമയബന്ധിതമായി നടപ്പിലാക്കുന്നതിന് ബന്ധപ്പെട്ട വകുപ്പുകൾ തുടർനടപടി സ്വീകരിക്കേണ്ടതാണ്.

(ഗവർണറുടെ ഉത്തരവിൻ പ്രകാരം)
പുനീത് കുമാർ ഐ എ എസ
അഡീഷണൽ ചീഫ് സെക്രട്ടറി

എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർക്കും / പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർക്കും / സെക്രട്ടറിമാർക്കും/സ്പെഷ്യൽ സെക്രട്ടറിമാർക്കും.
മുഖ്യമന്ത്രിയുടെ ചീഫ് പ്രിൻസിപ്പൽ സെക്രട്ടറി.

സെക്രട്ടറി, കേരള പബ്ലിക് സർവീസ് കമ്മീഷൻ,തിരുവനന്തപുരം (ആമുഖ കത്ത് സഹിതം)
എല്ലാ വകുപ്പുകൾക്കും.
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ/ഓഡിറ്റ്), കേരള, തിരുവനന്തപുരം.
ഓഫീസർ ഓൺ സ്പെഷ്യൽ ഡ്യൂട്ടി ടു ചീഫ് സെക്രട്ടറി.
പൊതുഭരണ (എസ്.സി) വകുപ്പ്
ഐ & പി. ആർ. ഡി. (വെബ് & ന്യൂ മീഡിയ)
കരുതൽ ഫയൽ / ഓഫീസ് കോപ്പി.

ഉത്തരവിൻ പ്രകാരം
Signed by
Aravind .c.m
Date: 09.12.2024 16:49:02

# Annexure

| | Sl. No. | ARC Recommendations | Government Decision |
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| Recom No.1 | 1 | Rules under the Kerala Public Services Act, 1968 shall be reviewed and clarity brought in about the departments/ organisations that come within the purview of the Act. | Accepted in principle. **Action : P&AR (Rules) Dept.** |
| Recom No.4 | 2 | The KSR Appendix VII section II I(i) shall be amended to include infectious diseases like dengue, H1N1, Chikungunya, Leptospirosis, Varicella chicken pox, etc. and other viral infections which have become more prevalent in the last few years, as eligible for special casual leave and include provision for inclusion of any infectious disease as and when it is identified. | The rule should be amended and orders of general nature shall be issued, to avoid the need for mentioning specific diseases. Specific diseases can be notified from time to time. (**Action : Finance Department)** |
| Recom No.6 | 3 | KSR– TA rules and TA bill forms TR47 and TR56 shall be modified and simplified. Instead of government fixing TA ceiling limit, provision shall be made to fix TA ceiling by the respective departments. | TA bills shall be simplified in the methodology being adopted by Government of India. The recommendation to authorise the Departments to fix the TA ceiling is not agreed to. **(Action: Finance Department)** |
| Recom No.7 | 4 | KS&SSRs shall be modified/re-written to ensure that mechanisms to assess merit based performance of Civil Servants are effectively implemented. Government may consider recommendations of this Commission on merit based performance assessment in the Report on 'Capacity Development of Civil Servants Kerala' (Chapter IV) and merit based promotion recommended in Chapter 2 (2.8 (xix)] of this Report. (Personnel Reforms -Civil Service in Kerala) | Accepted and changes be brought out wherever required. (New Performance Appraisal system and based on the same, current ACR has been introduced. (Circular No.Adv.C2/118/2021-P&ARD, dated 14.03.2022, Circular No.Adv.C2/118/2021-P&ARD, dated 18-04-2022 and G.O.(Ms) No.150/2024/GAD dated 29-11-2024) **Action by P&AR (Rules) Dept.** |
| Recom No.8 | 5 | Maximum required number of employees shall be included in the Select list if they | Accepted. The select list must be prepared in such a manner that |

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| | | are otherwise eligible so as to avoid convening ad-hoc DPCs and unnecessary delay in filling vacancies. | apart from the anticipated vacancies an excess of 20% of employees should be included. **Action : P&AR(Rules) Dept.** |
| Recom No.9 | 6 | The procedure for confirmation in service shall be simplified and expedited to ensure that employees are not adversely affected. ARC recommends that on successful completion of probation, an employee shall be confirmed in service without any further procedure. | Accepted. **Action : P&AR(Rules)Dept.** |
| Recom No.10 | 7 | Maximum period of 3 years (i.e 6 chances) shall be given to employees for passing probation test. Those who fail to do so shall be terminated from service as per the rules of probation. Relaxation in the prescribed period may be given if there is delay in conducting the test by KPSC. | Existing Practice to be continued. **Action : P&AR(Rules)Dept.** |
| Recom No.11 | 8 | Probation shall be only at two levels-in the entry cadres for Subordinate service and State service. | Accepted. **Action : P&AR(Rules)Dept.** |
| Recom No.12 | 9 | ARC recommends that Kerala Government Servants Conduct Rules shall be restructured to reflect changes that happened/are happening over the years. It should incorporate provisions on Cyber laws and other issues relevant to the present context. Obsolete clauses shall be removed. | Accepted. Conduct rules have to be amended suitably. **Action : P&AR(Advice.C)Dept.** |
| Recom No.14 | 10 | Rules relating to appeal [Rule 27 KCS (CC&A) Rules, 1960] by the delinquent employee to the Appellate Authority shall be amended so that appeal can be forwarded directly to the Appellate Authority. This will avoid delay in the appeal process and eliminate discretionary power of the Disciplinary Authority to withhold the appeal. | Accepted. **Action : P&AR (Advice.C) Dept.** |
| Recom No.15 | 11 | ARC recommends that Government shall direct all departments to frame special rules and special rule amendments within two years. | **Action : All departments, P&AR (Advice.C) Dept.** |
| Recom No.16 | 12 | A separate wing or mechanism shall be constituted in P&ARD for formulation and | Accepted. P&ARD shall frame a system such that the procedure is |

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| | | speeding up the processes related to special rules. Framework for drafting special rules shall be prepared by P&ARD outlining broad principles for formulation of special rules. All special rules framed in the government shall conform to this mandate in its form and substance. | not delayed and expedited.Special Rules for PSUs shall also be dealt within P&ARD. **Action : P&AR(Rules) Dept.** |
| Recom No.18 | 13 | Government shall create a mechanism for prompt updating in special rules of academic qualifications as and when such changes are adopted by Universities. | Accepted. **Action : All departments. P&AR(Rules) Dept, P&AR (Advice.C) Dept.** |
| Recom No.19 | 14 | Government shall give directions to all HoDs to compile the full text of updated Special Rules with Malayalam version; and publish it in the website. | Accepted. **Action : P&AR (O L) Department.** |
| Recom No.21 | 15 | Commission recommends that the Committee/agency constituted for reviewing Acts and Rules shall be entrusted with formulation of a 'Kerala Civil Service Code' combining KSR, KS&SSRs, Kerala Government Conduct Rules, 1960 and KCS (CC&A) Rules. | P&ARD shall formulate a Kerala Civil Service Code, which then can be used for expert consultation. **Action : P&AR (Rules) Dept.** |
| Recom No.22 | 16 | Government have initiated action to publish translations of various Acts/Rules/ Guidelines etc. in Malayalam. ARC recommends that Government may take urgent steps to make available Malayalam translation of Kerala Service Rules and Kerala Service Rules and Kerala State & Subordinate Service Rules and other Acts/Rules governing civil servants. Government shall be ensure that translation is done in simple language that can be understood by all without seeking help for interpretation. Regulations should offer clarity not obfuscation. | Accepted. **Action : P&AR (O L) Dept.** |
| Recom No.23 | 17 | The departments shall conduct periodic review of cadres to ensure balance between functional and structural requirements of the department/organization. Cadre review of the departments has to be undertaken to estimate the future human resource requirements on a scientific basis, restructure the cadre to meet the functional | Accepted. More purposeful and meaningful guidelines shall be framed. **Action : AVC in association with IMG.** |

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| | | needs of the organisation and enhance effectiveness of the services/posts. On an average, the interval between two successive cadre reviews shall be a maximum of 10 years. It is essential that review should visualize the functions and roles of departments for at least the next 15 years and assess the skills that the officers would require to perform the visualised roles and responsibilities. | |
| Recom No.24 | 18 | The scope for cadre review should include assessment of future needs, rightsizing, deficiency in existing cadres and improving the efficiency of cadres. Departments shall set up a panel to carry out the cadre review. The aim of cadre review should be a holistic appraisal suggesting measures to ensure a cadre structure that will enhance functional efficiency, conforming to the optimal ratio. Departments are outsourcing various functions to external agencies. These aspects need to be taken into account while reviewing the cadre. | **Action : P&AR (AVC) in association with IMG.** |
| Recom No.25 | 19 | Training module on scientific management practices for structuring and reviewing cadre, assessing cadre strength and on rules for fixing the cadre strength shall be developed by professional HR agencies or training institutions in the State like Institute of Management in Government (IMG), Centre for Management Development (CMD), etc. | IMG to take appropriate action on this recommendation. **Action : P&AR (AR 11) Dept.** |
| Recom No.26 | 20 | The officials in the P&AR Department shall be given training based on the modules developed on cadre management and review as they are given the responsibility for prescribing norms for formulation and evaluation of personnel policies in the Government, cadre review, cadre strength assessment and framing rules for fixing the cadre strength. It shall be ensured that the trained personnel serve in the P&AR Department for a minimum period of 5 years. | Necessary training can be arranged where available and feasible. **Action : P&AR (AR 14) Dept. in consultation with IMG.** |
| Recom No.27 | 21 | On the basis of the training received P&AR Department shall guide each | Accepted in principle. **Action : P&AR (AR 14) Dept.** |

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| | | department to formulate broad guidelines for cadre management. These guidelines on management of cadres shall be implemented by the respective departments. | |
| Recom No.28 | 22 | Government creates posts to meet specific purposes. Their relevance is lost once the purpose is achieved. These posts shall be identified within a fixed timeframe and shall be abolished or merged. SPARK database shall be utilised for this purpose. The employees who hold those posts may be absorbed to other cadres based on their qualifications,experience, capabilities and the requirement of departments. Identification of posts for accommodating officials holding posts to be abolished/merged shall be done along with More purposeful and meaningful guidelines may be framed identification of posts for abolition/merger. If sufficient number of posts for accommodating the officials cannot be identified the officials who are found surplus may be posted to departments facing deficiency in human resources, after imparting necessary skill and training to hold the posts. Such posts have to be identical in pay scales and qualification. | Accepted. Finance Department will be the nodal department to co-ordinate the matter.<br>**Action : Finance Dept.** |
| Recom No.29 | 23 | As a result of work study or cadre review there may be instances of excess or insufficient staff in a particular department or post. Excess staff so identified shall be redeployed to departments or posts where there is insufficiency in their cadre, without affecting their seniority and service benefits in the parent department. Their functional control shall be transferred to the new department while all other service matters rest with the parent department. All these arrangements of redeployment shall be coordinated by P&AR department. | Accepted. Redeployment to be co-ordinated by P&ARD and FD.<br>**Action : P&AR(AR.VI) & Finance Dept.** |
| Recom No.30 | 24 | There is absence of job description and job clarity for the various posts in government. Existing posts in the state mostly have multiple roles. In some posts functional needs and requirements of the post are overlooked and employees are assigned | Accepted in principle. **Action: P&AR (AVC) Dept.** |

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| | | functions which do not conform to their area of operation. This discounts original objective of the department and results in ineffective service delivery. Each post in a department shall have a job description detailing the functions to be performed by an employee in that particular post. | |
| Recom No.31 | 25 | Appointments to SPVs and mission mode institutions shall be by as per well laid out job description, required skill sets and utilisation of available in-house skills. | Accepted in principle. **Action: P&AR(AVC) & Finance Dept.** |
| Recom No.32 | 26 | Application for transfer and its processing shall be done online and linked to SPARK. | Accepted. Subject to the condition that this shall be applicable for the purpose of General transfer only. **Action: P&AR(AR 14) & Finance Dept.** |
| Recom No.33 | 27 | Tenure shall be fixed for each post and employees shall be allowed to continue till completion of the fixed term. Tenure for each job maybe based on the duties to be performed and objectives of the job. | Accepted in principle. Department shall look into this aspect for effective cadre management. **Action: All Departments.** |
| Recom No.38 | 28 | Before promotion to a category it shall be ensured that the person to be promoted has acquired skills required to officiate in the promoted position. Introduction of eligibility test for promotion may be considered | Accepted in principle. |
| Recom No.40 | 29 | DPC shall be convened at specified intervals adhering to Rule 28 (b) (1) (6) of the KSSR. The number of persons is to be included in the select list shall be thrice or at least twice the number of vacancies expected within a year plus the number of persons who were not promoted from the existing select list. | As suggested in (Sl.No.5), the select list must be prepared in such a manner that apart from the anticipated vacancies and the spillover from the previous list, an excess of 20% should be included. **Action : P&AR(Rules) Dept.** |
| Recom No.50 | 30 | Lack of human resource planning is a major issue in the recruitment process. P&AR Department shall ensure that all departments prepare a human resource plan based on the goals of the department. Periodic work study will facilitate effective human resource planning. It is recommended that departments should undertake work study at least once in 10 years. It should be a continuous process. In | Accepted. **Action : P&AR (AR. VI) Dept.** |

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| | | the age of digital administration, work-study may be automated through integrated data manipulation taking into account the government policies, budgeting, programme implementation, resources and cause and effect management. This can be done through professionally qualified and authorised external agencies, if required. | |
| Recom No.51 | 31 | The appointing authorities shall report vacancies estimated for one year in each category of post to PSC, separately, after exercising extreme diligence and ensuring accuracy. Once vacancies are reported to PSC, they should neither be cancelled nor reduced. They should also note that the date of occurrence of vacancy should be treated as the crucial date for deciding the method for appointment. The practice of filling up of vacancies by promotion/transfer after reporting vacancies to the KPSC shall be discontinued. Provisional appointments through employment exchanges shall not be resorted to in respect of any posts for which a valid PSC rank list exists. | Accepted with modification. Vacancies shall be estimated from SPARK and estimated number for 2 years will be reported in advance for PSC to prepare merit list. Only 10% additional names should be published in the rank list. After the period of 2 years, fresh recruitments should be made.<br><br>**Action : P&AR (Adv.C) Dept. & Finance Dept.** |
| Recom No.53 | 32 | A separate cadre of employees with necessary qualification shall be created within departments with socially sensitive posts. Required training shall be imparted to employees selected/promoted to such posts. For example, wardens in SC/ST hostels, specific posts in Social Justice Department etc. | Accepted. Can be done along with cadre review. More purposeful and meaningful guidelines to be framed.<br>**Action : P&AR(AVC)Dept.** |
| Recom No.54 | 33 | The process of developing customized modules in SPARK is in progress. The Spark Payroll System (SPARK) can be utilised for ensuring effective use of technological advances in recruitment. ARC suggests linking Spark Payroll System (SPARK) to the IT system of Government. There should be a module written in SPARK that will assess vacancies arising in government and predict the chain of promotions and estimate the resulting vacancies to be reported to PSC. | Accepted in principle.<br>**Action : Finance Dept.** |
| Recom | 34 | GO (P) No. 55/2019/Fin dated 04/05/2019 | As proposed in (31) will be appropriate. |

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| No.55 | | of Finance (Pension-B) department lays down that the list of employees retiring on first of January and July for the coming 18 months shall be prepared well in advance and shall be submitted to departmental heads. This information can be utilised for assessing arising vacancies and same can be reported by the government to PSC. This will facilitate timely reporting of vacancies to PSC and may reduce the time taken for the recruitment process. Based on this information Appointing Authority can report arising vacancies, may be twice in a year (January-June). GO (P) No. 55/2019/Fin dated 4/05/2019– can be adapted and used for identifying arising vacancies. The government shall ensure that recruitment process from notification to posting is completed within a year by adoption of these measures. | |
| Recom No.56 | 35 | All modes of By-transfer appointments shall be made through a due selection process through PSC and the rank lists so prepared shall have the validity co-terminus with that of the main rank list for that post. | To be reviewed at the time of Special Rule amendments by departments.<br>**Action: All departments** |
| Recom No.57 | 36 | Selection for all appointments to Government shall be through a competitive examination, except for appointments on compassionate grounds and sports quota. | Special rules shall specify mode of appointments.<br>**Action: All departments** |
| Recom No.70 | 37 | Commission recommends that Government shall ensure speedy recruitment to posts identified as suitable for recruitment of persons with disability and ensure that there is clarity regarding suitability of posts with respect to the type of disability. Norms fixed by UPSC may be considered by Government for ensuring clarity. | Already in force. Finer aspects shall be looked into.<br>**Action : Social Justice Department.** |
| Recom No.74 | 38 | SPARK shall be developed in to a complete HR and payroll package. A proper and scientific review of the SPARK system should be done by a professional agency outside the National Informatics Centre (The NIC has done an excellent job in developing the software for SPARK – but a review by NIC of their own software may | (38 to 47) Accepted in principle.<br>**Action: Finance Department.** |

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| | | result in an inadequate weighing of the functionality vis-a-vis best practices elsewhere). | |
| Recom No.75 | 39 | Vacancy position and data on sanctioned strength of each category of post shall be generated using SPARK. | **Action: Finance Department.** |
| Recom No.76 | 40 | Online transfer module shall be developed in SPARK and rolled out to all departments. | **Action: Finance Department.** |
| Recom No.77 | 41 | Government may consider of integrating service matters of local self government institution's employees with SPARK, otherwise it will remain a partial repository of employees in Kerala. | **Action: Finance Department.** |
| Recom No.78 | 42 | Module for processing all GPF related matters shall be developed in SPARK. | **Action: Finance Department.** |
| Recom No.79 | 43 | Bill generation for all claims relating to employees retired before introduction of 'PEN' is time consuming. Manual processing of procedures in such cases shall be simplified. | **Action: Finance Department.** |
| Recom No.80 | 44 | Online facility for Report of Transfer of Charge (RTC) shall be made available in SPARK. | **Action: Finance Department.** |
| Recom No.81 | 45 | Government shall consult AG on the possibility of integration of SPARK with GEMS (Gazetted Entitlements Management System) to streamline issuing of pay-slip on transfer, promotion, etc. | **Action: Finance Department.** |
| Recom No.82 | 46 | SMS alerts for all transactions in TSB accounts shall be facilitated. | **Action: Finance Department.** |
| Recom No.83 | 47 | As the SPARK is developed as a complete HR package, district level support system shall be strengthened by providing permanent employees through re-deployment from Administrative and Finance Departments of the Secretariat. No additional post creation is recommended. | **Action: Finance Department.** |
| Recom No.84 | 48 | Commission also recommends that SPARK PMU shall have adequate representation from Administrative Department, at all levels. | Not required, since nodal officer for ADs liaise with PMU. |

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| Recom No.85 | 49 | All DDOs and supporting employees shall be responsible for sorting out all service related matters. No individual employee shall be liable for settling or sorting out issues if any, with their service matters. In short, maintenance and upkeep of service records of employees shall be the responsibility of the Officers/DDOs concerned. | Service related matters shall be developed in SPARK to facilitate this.<br><br>**Action: Finance Department.** |
| Recom No.86 | 50 | Online leave management system shall be introduced in all offices and organisations in Government. Applications for leave, its process, approval and rejection, etc. shall be done through online leave management system. It will be beneficial to make use of SPARK for this purpose. However, it may be taken in to account that a sizable number of employees in Local Self Government Institutions and similar institutions are excluded from the purview of SPARK as they are not drawing salary from the Consolidated Fund of the State. Government may took note of this issue and explore the possibility of including these employees also in SPARK. | (50-52) Already implemented in Govt Sectt. Should be extended to other offices also.<br>**Action : Finance Department** |
| Recom No.87 | 51 | The attendance monitoring and leave management system shall be linked with the payroll administrative system. Attendance monitoring system has been linked with SPARK in Government Secretariat. This shall be extended to all departments within a fixed timeframe. | **Action: Finance Department.** |
| Recom No.88 | 52 | A mechanism shall be developed to ensure that service delivery and functioning of the office is not affected due to absence of an employee on leave or otherwise. It is to be ensured that sufficient number of employees are available at all times in offices visited frequently by the public. The ‘link officer’ system followed in the Government Secretariat shall be implemented in other departments and ‘Automatic Charge Arrangement’ can be considered to reduce the problems faced by the public by the absence of employees in a particular seat or section on any ground. | **Action: Finance Department.** |

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| Recom No.90 | 53 | Meetings of field staff shall be conducted on fixed days. Information in this regard shall be made available on the website. Use of information technology enabled services (ITES) and Video Conferencing shall be encouraged, as far as possible, to reduce absence of employees from the offices. | Not recommended. However, video conferencing shall be encouraged.<br><br>**Action : General Administration Department.** |
| Recom No.95 | 54 | Bio-metric Attendance Monitoring System shall be extended to all offices and in operation immediately. | Accepted.<br>**Action : GAD, E&IT Dept.** |
| Recom No.96 | 55 | Every exit of an employee outside office premises/campuses during working hours shall be recorded in the Movement Register kept with concerned head of office. | Not recommended to keep another register. However it can be incorporated in Attendance Monitoring System.<br>**Action : GAD** |
| Recom No.97 | 56 | It is recommended that working of schools may begin one hour prior to office time. | Education department will examine if necessary.<br>**Action: General Education Dept.** |
| Recom No.98 | 57 | Physical infrastructure facilities are required in terms of rooms for visitors with accessible toilets and baby feeding cabins. Ramp and accessible lift for physically disabled shall be provided. Efficient housekeeping is required for maintaining the office and premises neat and clean. The responsibility may be assigned to a particular section within the office. | (57 to 64) : Accepted.<br>**Action : GAD, Social Justice Dept.** |
| Recom No.99 | 58 | A quick response team has to be formed in Public Works Department at district level to cater to the urgent needs of various departments for maintenance/ repairs/ replacement work within 24 hours. The Commission is examining this issue in detail in its ongoing study on 'Infrastructure Development and Maintenance' and a detailed recommendation will be submitted in that Report. | **Action : GAD, Social Justice Dept.** |
| Recom No.100 | 59 | The government employees spend most of their time in the workplace. Therefore, office infrastructure and ambience and pleasant work environment are to be | **Action : GAD, Social Justice Dept.** |

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| | | ensured. Well maintained buildings, toilets with running water, drinking water, dining rooms, and accessible parking space for both employees and public shall be provided. Every government office shall have a Front Office and a Visitors lounge. Office complexes shall have Visitor's Facilitation Centres. Front Office shall be adjacent to Visitors' lounge. | |
| Recom No.101 | 60 | Regular cleaning is an important practice as it helps to remove potentially harmful germs and debris and maintain a healthy environment. It involves use of chemicals and requires proper cleaning techniques. Hence sweepers and cleaning staff need to be trained in their job and supervision of cleaning shall be entrusted to an officer who is in charge of housekeeping in the office. There should be adherence to 'green protocol' and 'cleaning protocol' and timely audit to be done by employing an independent agency or Suchitwa Mission. | **Action : GAD, Social Justice Dept.** |
| Recom No.102 | 61 | In case of unavailability of regular staff for cleaning, the task may be outsourced through external agencies like Kudumbasree. Regular staff connected with housekeeping shall be phased out in future and the job shall be outsourced. | **Action : GAD, LSGD** |
| Recom No.103 | 62 | Lawn/gardening and landscaping shall be promoted in office premises to improve the ambience of the offices. | **Action : GAD, Social Justice Dept.** |
| Recom No.104 | 63 | Specific space and notice boards may be allotted to various service organisations for affixing their posters so that office premises can be kept clean. Flags, festoons and other decorations shall not be allowed in office premises, compound wall and on office buildings. | **Action:GAD & P&ARD** |
| Recom No.105 | 64 | All Government offices shall be disabled friendly. In the case of a multi-storeyed building there should be accessible lift/ramp and seating facilities on the ground floor for persons with disability. The Commission has already recommended to Government that all existing buildings | **Action : GAD, Social Justice Dept.** |

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| | | under government and private ownership shall be made disable friendly in a phased manner and within a time frame of two years (Chapter 4, para 4.4, Report on Welfare to Rights- Implementation of Select Legislations: A Review; 4th ARC). The Commission reiterate that recommendation. | |
| Recom No.106 | 65 | State/district level committees shall be formed to locate vacant spaces available in government-owned buildings to accommodate offices under different departments functioning in rented buildings. | District Collector is authorised to implement this.<br>**Action : PWD** |
| Recom No.108 | 66 | An updated Asset Register in prescribed form shall be maintained in all offices with details of land, buildings, furniture and fixtures and other ancillary infrastructure such as computers, peripherals, etc. | Accepted. The Asset Register should be maintained digitally and made online.<br>**Action : GAD** |
| Recom No.109 | 67 | Disposal of old furniture, computers peripherals, vehicles etc cluttering up the offices and its premises is a major issue. Inordinate delay in disposal of these articles affects hygiene of the office and health of employees and visitors. Commission recommends that Government shall develop Standard Operating Procedures (SOPs) in this regard and monitor its strict implementation. | Accepted.<br>**Action : Finance, GAD.** |
| Recom No.110 | 68 | Rule 93A of Kerala Government Servants' Conduct Rules, 1960 stipulates that all government servants shall ordinarily reside within the limits of their Head Quarters station and for that purpose government servants other than Medical Officers of department of Health Services, Homeopathy, Indian Systems of Medicine and Medical Colleges (in their case the limit is eight kilometre) shall reside within a limit of 15 km radius from their Head Quarters stations. Considering the better transportation facilities available, prescribed distance between office and residence may be increased to 20 kilometre. In respect of Medical Officers, it may be enhanced to 10 kilometres. Necessary | Accepted.<br>**Action: P&AR (Adv.C) Dept.** |

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| | | amendments may be made in Rule 93A of Kerala Government Servants' Conduct Rules, 1960. | |
| Recom No.111 | 69 | If the Government insist on strict adherence to Rule 93 A of Kerala Government Servants' Conduct Rules - yes, rules are for strict adherence- it is the bounden duty of the Government to provide appropriate accommodation facilities within the limits prescribed for all employees. Otherwise, HRA commensurate with market rates of rent, as a fixed percentage of basic pay, shall be made entitled to those who are compelled to reside within the prescribed limits, as per rules. Differential rates for rural and urban offices may also be fixed. | The rules regarding HRA has been recommended by the 11th Pay Revision Commission.<br>**Action : Finance Department.** |
| Recom No.112 | 70 | Departments such as Revenue, Health, Police, Fire and Rescue and panchayats/ Local Self Governments are considered as highly citizen-centric and core service departments. Hence,they shall be provided with centralized accommodation facilities within their campus or nearby places. Priority in allotment of government quarters shall be given to employees of these departments. | (70 to 72) Accepted.<br>**Action : PWD,Finance, Social Justice Departments.** |
| Recom No.113 | 71 | Government shall construct Staff Quarters for the accommodation of employees through budgetary funds or through extra budgetary resources like PPP, KIIFB funding, etc. A certain portion or blocks of Quarters complexes shall be earmarked for single occupancy with minimum required facilities. | **Action : PWD**, **Finance Department.** |
| Recom No.114 | 72 | ARC recommends that Government shall provide Day care facilities in all office complexes and staff quarters. For children of employees working in standalone/ isolated offices Day care facilities shall be provided through Government agencies/ NGOs. | **Action : PWD**, **Finance, Social Justice Departments.** |
| Recom No.115 | 73 | Considering the nature of activity undertaken by the department and eligibility of the officer heading or in-charge of the office, a suitable vehicle (two- | (73 & 74) :Accepted.<br>**Action : Finance Department** |

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| | | wheeler/four-wheeler) may be allotted to the office. Field offices like Village office, Grama Panchayat office, Krishi Bhavans, Veterinary clinics, Primary Health Centres and Family Health Centres, etc. shall be provided with two-wheelers. Sufficient allotment for Fuel Charges may be sanctioned to such offices. | |
| Recom No.116 | 74 | Vehicles used for more than 10 years shall be auctioned without delay. | **Action : Finance Department** |
| Recom No.117 | 75 | Fuel allowances to entitled officers who use own vehicle for official purposes may be considered. | Finance Department to examine the recommendation separately.<br>**Action : Finance Dept.** |
| Recom No.118 | 76 | While purchasing vehicles government should foresee technological advances and decide on purchase of electric/hybrid vehicles. Government shall be a model in encouraging fuel efficient and eco-friendly technologies. | (76 to 78) : Accepted. Purchase of vehicles are already minimized to a considerable extent. Drivers are now supposed to work as Office Attendants also.Video conferencing to be encouraged to minimize travel.<br>**Action: Finance Department** |
| Recom No.119 | 77 | The government should discourage the practice of purchase of new vehicles. Alternatively, public servants/offices can hire vehicles on contract basis from vehicle providers and leverage upon professional services offered by car rental companies. This will ensure that the expenses on this account will be brought down considerably and at the same time quality and professional transport services will be ensured. The drivers and related staff can be re-skilled to work as office assistants. Existing system followed for hiring vehicles can be continued. | **Action: Finance Department** |
| Recom No.120 | 78 | In order to reduce/minimise travel, official meetings and conferences shall be conducted through video conferencing. Use of latest communication technologies shall be adopted for dissemination of information so that usage of vehicles for delivery of letters, documents and other communications can be minimised. | **Action: Finance Department** |

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| Recom No.122 | 79 | The services of HR Consultants shall be utilised to develop measurable parameters and quantifiable outputs and outcomes, capturing the quality of output and outcome for the work done by every employee. Measuring timeliness shall ideally be linked to Right to Service Act and Citizen Charter. | Accepted in principle. Instead of HR Consultants, the Services of Govt. agencies shall be considered to be utilised. |
| Recom No.123 | 80 | Efficiency, effectiveness and credibility of the administrative system shall be ensured by making the administrative process transparent through office automation and file tracking system. This will also make the officials more accountable and help in reducing corruption. | Accepted.<br>**Action: E&IT Dept, PWD** |
| Recom No.124 | 81 | To simplify the file processing system in the state, following recommendations are made:<br>A single digital file processing application shall be developed for Secretariat, departments, autonomous institutions, local bodies and other offices under Government.<br>There shall be a single number for each file from its origin to its closure, e.g. a file generated in Village office with number xxx will have the same file number till final decision/closure.<br>Instead of sending letters for getting remarks, clarification, concurrence, etc. the same file shall be sent to higher offices, till its final decision/closure.<br>There should be a provision to retain a copy of the file in a repository to view the file for future references by the departments who offered remarks/advice. After final decision/closure, the file shall be preserved in a digital archive for retrieving for future use, by the respective offices. The disposed files shall be made available online for public view for ensuring transparency in governance. This may lead to reduction in RTI applications. | Government is implementing an electronic online file processing system. |
| Recom No.125 | 82 | Each department shall come out with a simple but comprehensive document on the services they render. It should be synchronised with Right to Service Act. Departments may publish information on | Accepted. The same is envisaged under RTS Act 2012.<br>**Action : All Departments** |

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| | | the services that people are entitled to, cost of service, details of grievance redressal mechanism and its procedures. | |
| Recom No.126 | 83 | All official documents shall be in plain and simple language to make them citizen-friendly. Information shall be made available through electronic and print media as well as online portals and on mobile phones. Application of m- governance is one of the best ways of bringing the Right to Service Act, 2012 to people. | Accepted in principle.<br>**Action : E&IT Dept.** |
| Recom No.127 | 84 | ARC recommends integration of various e- governance systems and web portals in to a single portal for effective service delivery and monitoring. | Accepted in principle.<br>**Action : E&IT Dept.** |
| Recom No.129 | 85 | Public participation is vital to the effectiveness of measures taken by the Government. ARC recommends use of Social Audit as a tool to understand administrative effectiveness from the perspective of the people for whom the institutional/ administrative system is promoted and legitimised. | Being carried out in relevant areas |
| Recom No.131 | 86 | Proper rewards and incentives shall be given to dedicated and efficient service personnel to increase the morale and efficiency of the employees and make government machinery result oriented. A system for incentivising good performance shall be institutionalized in government. | To be examined.<br>**Action :Finance Department.** |
| Recom No.132 | 87 | Best practices and innovations in jobs shall be recognized. ARC recommends that meritorious services rendered by the employees shall be recognised through a citation/certificate. Those employees who receives certificates more than once in 5-years of service may be rewarded with special increments and monetary awards. These employees shall be honoured in public meetings on special days. A system of outcome assessment coupled with output measurement has to be developed for every responsibility prescribed in the job description/job profile. In the present context of technological advancements, the | Departments are implementing many of these suggestions already. Can be used for the guidance of Departments.<br>**Action :All Departments.** |

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| | | quantity and quality of work done by an employee can be analysed using IT tools to ensure objectivity. The rewards and incentives shall be made free from all extraneous/political influence. | |
| Recom No.133 | 88 | Annual health check-up shall be conducted for the employees. Commission recommends to government that an annual health check-up allowance shall be made available to government employees as implemented by Government of India. | Accepted.<br>**Action : Finance Department** |
| Recom No.134 | 89 | Community Score Card which is a good tool for monitoring and evaluation of public services shall be introduced in all departments with frequent public interface. This tool enables the citizens to assess the quality of public services such as health care, schools, public transport, drinking water, waste disposal etc. | Accepted. P&ARD will examine the feasibility.<br>**Action: P&AR (AR.VI) Dept.** |
| Recom No.135 | 90 | Duties and responsibilities of each employee shall be clearly outlined and published in electronic form and shall be disseminated to create awareness among employees, stakeholders and the public about duties and responsibilities of each employee. This can reduce the opportunities for exerting extraneous influence, and dissuade the employees rom succumbing to such influences. Recommendations on job analysis and job description discussed in cadre management section of this report may be used as a base for this exercise. In all induction training programmes of employees, roles and responsibilities and delegated powers must be part of the curriculum so that ignorance of procedures does not lead to conflict. | Accepted.<br>**Action : P&AR(AR.14)Department.** |
| Recom No.136 | 91 | There has to be realisation that democracy does not confer absolute power on any one wing of the Government and the principle of rule of law should prevail. Though, in Kerala general education and awareness are high among political representatives a familiarisation booklet or interaction on roles and responsibilities of various actors and delegated powers will assist in updating | To be examined.<br>**Action : I & PRD** |

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| | | of information to them. | |
| Recom No.137 | 92 | Personal staff of Ministers, who are from outside the governance system, shall be given training on major acts, rules and procedures that govern government functions. All members of the personal staff also be given orientation in the respective roles of the political executive and civil service. | Accepted, for timely action.<br>**Action : GAD** |
| Recom No.138 | 93 | One of the recommendations of the 3rd ARC was to form 'Punctuality Groups' in all Government offices, with representation being given to all categories of staff. This recommendation has not been implemented so far. Punctuality of employees is the hallmark of discipline in offices. Majority of the employees are punctual in performing their duties. Commission reiterates the recommendation of 3rd ARC of forming Punctuality Groups. Methodology for formation of the group may be finalized after discussion with the stakeholders (Report of the 3rd Kerala Administrative Reforms Committee, Annexure-VI, May 2001). | Attendance Monitoring System has been introduced to promote punctuality. |
| Recom No.140 | 94 | Movement of staff from office during office hours shall be recorded in the Movement Register for enforcing discipline in the office. | Not recommended to keep another. However it can be incorporated in Attendance Monitoring System.<br>**Action : GAD** |
| Recom No.142 | 95 | Punching system shall be linked to SPARK in all the departments and deductions in leave account/emoluments shall be done compulsorily. | The system is in full swing in Secretariat. The system is to be extended to other offices.<br>**Action : Finance Department.** |
| Recom No.143 | 96 | All employees shall be given training in the laws relating to disciplinary proceedings to create awareness in handling cases and to avoid delay. | Accepted.<br>**Action : P&AR(AR.14) Department** |
| Recom No.144 | 97 | The Manual of Disciplinary Proceedings (MDP) warrants that departmental enquiry shall be completed without delay and once taken up the enquiry should be continued and completed at a stretch. But unnecessary delays are seen in the | Accepted.<br>**Action : Vigilance Department** |

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| | | finalisation of disciplinary cases. In the circumstances, specific time frame shall be fixed for finalisation of disciplinary actions. Commission recommends that cases involving minor penalties shall be finalised within a period of six months and major penalties within one year. Necessary amendments shall be made in the relevant rules. Relaxation in this regard shall be permitted by the higher authority only in extraordinary circumstances and decisions in this regard shall be taken within 15 days. | |
| Recom No.145 | 98 | Presently, appeals in disciplinary cases are forwarded to the Appellate Authority through the disciplinary authority. At times, disciplinary authorities withhold the appeal or delay forwarding of the appeals. Therefore, rule (appeal rule 27 KCS (CC&A) 1960) relating to submission of appeal shall be amended enabling submission of appeals directly to the Appellate Authority. | Accepted.<br>**Action : P&AR (Advice C) Department** |
| Recom No.146 | 99 | Officials posted as enquiry officer shall have minimum remaining service of two years so that retirement of the enquiry officer does not affect the disciplinary proceedings. Similarly, it shall be ensured that once an officer is appointed as enquiry officer she shall continue as enquiry officer till completion of disciplinary proceedings, despite transfer or promotion. | Not recommended as it would be difficult to find suitable officers to complete the process in many departments.<br>However, the second part of the recommendation is accepted in principle. |
| Recom No.147 | 100 | ARC recommends that Government may study the functioning of Vigilance Tribunals to assess its effectiveness in finalisation of disciplinary action cases, especially those involving corruption. | Home Department shall examine for winding up of Vigilance Tribunals.<br>**Action : Home Department** |
| Recom No.148 | 101 | Most of the employees on Leave Without Allowance (LWA) do not furnish their latest residential address to the concerned heads of department. Hence when disciplinary action is initiated against an employee for wilful absence the disciplinary authority is unable to inform initiation of action and subsequent communications. This compels authorities to initiate ex-parte proceedings resulting in further delay in finalisation of | Accepted.<br>**Action : Finance Department** |

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| | | disciplinary proceedings. To avoid difficulties in this regard, HoDs shall be in possession of complete details of the officers on LWA. It shall be the responsibility of the employees on LWA to furnish latest residential address at the beginning of each calendar year. Necessary changes in this regard shall be made in the concerned rules. It is to be ensured that at no point of time any officer continues on LWA without prior sanction from the authorities. Data base of establishment details of employees on LWA shall be maintained and linked to SPARK. | |
| Recom No.149 | 102 | KCS (CC&A) Rules, 1960 and provisions in MDP stipulate that accused government servant shall not have the right to demand copies of any record to which she has right to access, but she shall be allowed to take extracts from such records under supervision. It is to be ensured that for fair defending of the case against her the accused government servant shall be given copies of the documents/statements requested by her for preparing written statement of defence. The cost involved in this regard shall be borne by the accused, as decided by government. | The documents permitted under RTI Act will be made available.<br>**Action:P&AR(Advice.C) Dept & Vigilance Department.** |
| Recom No.150 | 103 | In the formal enquiry in connection with major penalties the presenting officer assisting the Inquiring Authority and government servant/retired government servant assisting accused government servant [see Rule 15 (6) of KCS (CC&A) Rules, 1960], shall be given equal rights in examination of witnesses. | Accepted.<br>**Action : P&AR (Advice.C)Department** |
| Recom No.151 | 104 | Experienced people are assets to the society. Average life expectancy in Kerala is 74.9 years. Most government employees retire from service at the age of 56 which is the lowest retirement age for employees anywhere in India. At 56, the retirees still have the potential and the experience for a very active role in public service. Commission recommends that retired employees interested in contributing their | (104 & 105) Accepted on voluntary basis. But no honorarium can be provided.<br>**Action : Finance Department** |

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| | | expertise in collaborating with government activities shall be encouraged. A pool of retired employees may be created for this purpose. They shall be rewarded with an honorarium. | |
| Recom No.152 | 105 | Database of retired employees shall be created by each department indicating their area of expertise. Resource group of retired employees shall be formed at State, District, Taluk, and Panchayath level. Retired employees interested in joining the resource groups shall be requested to register specifying their area of expertise. | **Action : Finance Department** |
| Recom No.153 | 106 | Pre-retirement counselling may be given to employees in the last year of their retirement. Responsibility for conducting counselling for facilitating better post-retirement lives may be entrusted to Institute of Management in Government (IMG) or similar organisations/Non-Governmental Organisations. | IMG to consider the matter. **Action:GAD** |
| Recom No.154 | 107 | The counselling sessions shall involve guidance by experts on various post retirement opportunities and the way forward. Sessions on stress management and financial management shall be included in the programme. | IMG to consider the matter. **Action:GAD** |
| Recom No.155 | 108 | Settling of pensionary claims shall be the responsibility of departments. Directions in GO (P) No. 55/2019/Fin dated 04/05/2019 on sending SMS alert to the retiring employee through SPARK every month starting 18 months before retirement shall be followed strictly. | (108 &109) Accepted. |
| Recom No.156 | 109 | Personal record of every employee shall be digitised and kept up to date as a dossier by the concerned sections. This dossier shall be maintained as a module in SPARK. Number of the dossier may be same as PEN. The record shall also include information on disciplinary cases and recovery proceedings. | **Action : Finance Department** |

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| Recom No.157 | 110 | All pending disciplinary cases including vigilance cases, recovery proceedings, etc. shall be completed at least one month before retirement. Deliberate delay on the part of officials to sanction and settle pension shall invite penalty involving fine to be recovered from the officers concerned. | Time period as suggested is accepted, as far as possible. The recommendation imposing penalty is not agreed to.<br>**Action : P&AR (Advice C) Department & Finance Department** |
| Recom No.160 | 111 | Government shall take urgent steps for simplification of procedures for closures of GIS and SLI. Government shall also take steps to ensure that policy certificates of GIS and SLI are issued on receipt of first premium. | Accepted.<br>**Action : Finance Department** |

| Recom. No. | ARC Recommendations | Government Decision. |
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| 60<br>2.19(xi) | While reporting vacancies, the appointing authority shall inform KPSC minimum eligibility qualifications/ equivalent qualifications, etc. for the post including eligibility fixed through executive orders.The request for recruitment shall have clarity and contain all required information. | ഒരു തസ്തികയിലേക്ക് അപേക്ഷിക്കുവാനുള്ള യോഗ്യത/ യോഗ്യതകൾ നിശ്ചയിക്കുന്നത്, ആ തസ്തികയുമായി ബന്ധപ്പെട്ട് സർക്കാർ കാലാകാലങ്ങളിൽ പുറപ്പെടുവിക്കുന്ന വിശേഷാൽ ചട്ടങ്ങളെ അടിസ്ഥാനപ്പെടുത്തിയാണ്.ആയത് ആധാരമാക്കിയാണ് കമ്മീഷൻ ഓരോ തസ്തികയിലേക്കും വിജ്ഞാപനം പുറപ്പെടുവിച്ച് തിരഞ്ഞെടുപ്പ് നടപടികൾ പൂർത്തീകരിക്കുന്നത്. അതോടൊപ്പം തന്നെ സർക്കാർ എക്സ്ട്രിക്യൂട്ടീവ് ഉത്തരവുകൾ മുഖേന നിശ്ചിത വിദ്യാഭ്യാസ യോഗ്യതയ്ക്ക് തത്തുല്യമായി പരിഗണിക്കുന്ന യോഗ്യതകളും നിയമനത്തിനുള്ള യോഗ്യതയായി കേരള പി.എസ്.സി അംഗീകരിക്കുന്നുണ്ട്. മേൽ സാഹചര്യത്തിൽ നിയമനാധികാരികൾ ഒഴിവുകൾ പി.എസ്.സി ക്ക് റിപ്പോർട്ട് ചെയ്യുമ്പോൾ പ്രസ്തുത തസ്തികകളുടെ യോഗ്യത മാനദണ്ഡങ്ങൾ സംബന്ധിച്ച് വ്യക്തമായ വിവരങ്ങൾ ഉൾപ്പെടുത്തേണ്ടതാണ്. പ്രസ്തുത തസ്തികയിലേക്ക് സ്പെഷ്യൽ റൂൾ പ്രകാരമുള്ള യോഗ്യതയും, അതോടൊപ്പം തന്നെ വിവിധ സർക്കാർ ഉത്തരവുകൾ പ്രകാരം നിശ്ചയിച്ചിട്ടുള്ള യോഗ്യതകളും, പ്രസ്തുത യോഗ്യതയ്ക്ക് തത്തുല്യമായി പരിഗണിക്കുന്ന യോഗ്യതകൾ നിഷ്കർഷിച്ചിട്ടുള്ള പക്ഷം പ്രസ്തുത ഉത്തരവുകളുടെയും വിശദാംശങ്ങൾ / വ്യവസ്ഥകൾ കൂടി റിപ്പോർട്ട് ചെയ്യുന്ന ഒഴിവുകളോടൊപ്പം ഉൾക്കൊള്ളിക്കേണ്ടതാണ്. |
| 61<br>2.19(xii) | As done by the Staff Selection Commission (SSC), KPSC may be equipped to conduct examinations and prepare rank list every year or, to begin with, at least once in two years. For posts which are of common nature and have large number of vacancies like LDC and Secretariat Assistant etc. | സർക്കാർ സർവീസിൽ ഉണ്ടാകുന്ന ഒഴിവുകൾ കൃത്യസമയത്ത് പി.എസ്.സി-യ്ക്ക് റിപ്പോർട്ട് ചെയ്യുന്നതിലെ കൃത്യത ഉറപ്പ് വരുത്തുന്നതിനും, കാലതാമസം ഒഴിവാക്കുന്നതിനും ഉദ്യോഗാർത്ഥികൾക്ക് അതാത് കാലത്ത് ന്യായമായും ലഭിയ്ക്കേണ്ടുന്ന തൊഴിലവസരങ്ങൾ നഷ്ടമാകാതിരിയ്ക്കാനും റാങ്ക് പട്ടികയുടെ വലിപ്പം നിർണയിക്കുന്നതിനും സർക്കാരിൽ നിന്നുമുള്ള രണ്ടോ മൂന്നോ ഉദ്യോഗസ്ഥർ,രണ്ട് പി. എസ്.സി മെമ്പർമാർ,പി.എസ്.സി ഉദ്യോഗസ്ഥർ എന്നിവരെ ഉൾപ്പെടുത്തി ഒരു കമ്മിറ്റി രൂപീകരിക്കുവാൻ ബഹു.ഹൈക്കോടതി നിർദേശിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ 10-04-2023 ലെ G.O.(Ms) No.8/2023/ P&ARD ഉത്തരവ് പ്രകാരം ഒരു കമ്മിറ്റി രൂപീകരിക്കുകയും പ്രസ്തുത കമ്മിറ്റിയുടെ ശുപാർശ സർക്കാരിൽ സമർപ്പിച്ചിട്ടുള്ളതുമാണ്. പുതിയ തസ്തികകളുടെ Creation, Deputation, LWA,Resignation,Retirement എന്നിവ മൂലമുള്ള ഒഴിവുകൾ Spark-ൽ നിന്നും anticipate ചെയ്യുവാൻ സാധ്യമാണ്. |

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| | Government shall identify posts for which recruitment can be done to implement the recommendation of ARC. | വിരമിക്കൽ മുഖേന ഓരോ feeder category കളിലും സ്ഥാനക്കയറ്റം നൽകുന്നത് വഴി entrycadre ൽ ഉണ്ടാകുന്ന ഒഴിവുകൾ Spark -ൽ നിന്നും map ചെയ്യുവാൻ സാധിക്കും. ഈ വിവരം E-vacancy software ൽ രേഖപ്പെടുത്തുവാനുള്ള ഒരു സംവിധാനം നിലവിൽ വന്നാൽ manual intervention ഇല്ലാതെ തന്നെ ഒഴിവുകൾ റിപ്പോർട്ട് ചെയ്യുന്നത് കൂടുതൽ ഫലപ്രദമാകും. ഇതിനായി എല്ലാ വകുപ്പുകളിലും cadre mapping പൂർത്തിയാക്കേണ്ടതുണ്ട്. സമയബന്ധിതമായി എല്ലാ വകുപ്പുകളിലും cadre mapping പൂർത്തിയാകുന്ന മുറയ്ക്ക് Spark നെ E-vacancy software മായി ബന്ധിപ്പിക്കാവുന്നതാണ് എന്നും കമ്മിറ്റി ശുപാർശ ചെയ്തിട്ടുണ്ട്. പ്രസ്തുത ശുപാർശയിന്മേൽ ഈ വകുപ്പിൽ തുടർ നടപടികൾ സ്വീകരിച്ചുവരുന്നു. |
| 62<br>2.19(xiii) | ARC recommends that Government may request KPSC to form a Consultative Group of educational experts for consultations and preparation of questions and formation of a question bank to improve efficiency and ensure timeliness in the conduct of examination. | സംസ്ഥാനത്തിന് അകത്തും പുറത്തുമുള്ള അക്കാദമിക് വിദഗ്ധരെ ഉൾപ്പെടുത്തിക്കൊണ്ട് ചോദ്യപേപ്പർ തയ്യാറാക്കുന്നതിനായി കൂറ്റമറ്റ രീതിയിലുള്ള സംവിധാനം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷനിൽ നിലവിലുണ്ട് എന്ന് അറിയിച്ചിട്ടുണ്ട്. അപ്രകാരം പി.എസ്.സി അറിയിച്ചിട്ടുള്ള സാഹചര്യത്തിൽ ഭരണ പരിഷ്കാര കമ്മീഷൻ ശുപാർശ ചെയ്യുകയും ചീഫ് സെക്രട്ടറി കമ്മിറ്റി അംഗീകരിച്ചതുമായ പ്രസ്തുത ശുപാർശയിന്മേൽ തുടർ നടപടികൾ ആവശ്യമുള്ളതായി കാണുന്നില്ല. |
| 65<br>2.19(xvi) | Grouping of posts may be done on the basis of qualification and job requirement. Applicants shall be allowed to opt for departments of their choice in the application itself as done by SSC for Combined Graduate Level Examination (CGL) and UPSC for Civil Services Examination.Opportunity to change the option may also be allowed within a specified period after publication of results. Candidates may be allowed to move only to higher options. | ഓരോ തസ്തികയ്ക്കും വ്യത്യസ്തമായ വിശേഷാൽ ചട്ടങ്ങളാണുള്ളത്. ഓരോ തസ്തികയിലേക്കും അപേക്ഷിക്കുവാനുള്ള യോഗ്യതകൾ, പ്രായപരിധി, കൂടാതെ ഓരോ തസ്തികയുടെയും നിയമന രീതി, മറ്റ് നിയമന വ്യവസ്ഥകൾ എന്നിവ വ്യത്യസ്തമാണ്. അപ്രകാരം ഓരോ തസ്തികയുടെയും നിയമന വ്യവസ്ഥകൾ വ്യത്യസ്തമാണ് എന്നതിനാൽ ഓരോ തസ്തികയ്ക്കും പ്രത്യേകമായാണ് റാങ്ക് പട്ടിക തയ്യാറാക്കുന്നത്. മാത്രമല്ല ഓരോ തസ്തികയ്ക്കും പ്രത്യേകം റൊട്ടേഷൻ തയ്യാറാക്കിയാണ് നിയമന ശിപാർശ നൽകുന്നതും. എന്നാൽ വിവിധ വകുപ്പുകളിലുള്ള LDC തസ്തികകളെ group ചെയ്ത് ഒരു പരീക്ഷ നടത്തി ഒരു റാങ്ക് പട്ടിക തയ്യാറാക്കുകയും ആ റാങ്കുപട്ടികയിൽ നിന്നും വിവിധ വകുപ്പുകളിലെ LDC തസ്തികകളിലേക്ക് നിയമന ശിപാർശ നൽകുകയുമാണ് ചെയ്തുവരുന്നത്. സമാന രീതിയിലുള്ള നടപടി ക്രമത്തിലൂടെയാണ് വിവിധ വകുപ്പുകളിലെ LGS തസ്തികകളിലേക്കും നിയമന ശിപാർശ നൽകുന്നത്. കേരള പി.എസ്.സി മുഖേനയുള്ള തെരഞ്ഞെടുപ്പ് പ്രക്രിയ കൂടുതൽ സുഗമവും കാര്യക്ഷമവുമാക്കുന്നതിലേയ്ക്കായി സമാന യോഗ്യത നിഷ്കർഷിക്കുന്ന തസ്തികകളിലേക്കുള്ള പരീക്ഷകൾ group ചെയ്തുകൊണ്ട് 20.02.2021 മുതൽ പൊതു പരീക്ഷ പി.എസ്.സി നടത്തിവരുന്നുണ്ട്.<br><br>UPSC യുടെയും, SSC -യുടെയും തെരഞ്ഞെടുപ്പ് രീതിയിൽ നിന്നും വ്യത്യസ്തമായ തെരഞ്ഞെടുപ്പ് രീതിയാണ് KS & SSR -ന്റെയും KPSC Rules of Procedure -ന്റെയും അടിസ്ഥാനത്തിൽ നിലവിൽ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സ്വീകരിച്ചു വരുന്നത്. ആയതിനാൽ SSC, UPSC മാതൃകയിൽ ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം ലഭിക്കേണ്ട വകുപ്പ് opt ചെയ്യുന്നതിനും, റാങ്ക് പട്ടിക നിലവിൽ വന്നതിന് ശേഷം option മാറ്റുന്നതിനും, ഉദ്യോഗാർത്ഥിയുടെ option ന്റെ അടിസ്ഥാനത്തിൽ നിയമനശിപാർശ നടത്തുന്നതിനും സാധ്യമാകുന്ന തരത്തിലുള്ള തെരഞ്ഞെടുപ്പ് രീതി നടപ്പാക്കുവാൻ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന് പ്രായോഗികമായി കഴിയുകയില്ല. സ്വഭാവത്തിലും പരീക്ഷാ നടത്തിപ്പിലും |

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| | | തെരഞ്ഞെടുപ്പ് പ്രക്രിയയിലും SSC/UPSC-യും കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷനും തമ്മിൽ താരതമ്യം സാധ്യമല്ല എന്നും ഇക്കാര്യത്തിൽ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന് SSC/UPSC-യെ അനുകരിക്കാൻ കഴിയുകയുമില്ല എന്നും അഭിപ്രായപ്പെട്ടിട്ടുണ്ട്.<br><br>സമാന യോഗ്യത നിഷ്കർഷിക്കുന്ന തസ്തികകളിലേയ്ക്ക് ഗ്രൂപ്പ് ചെയ്തു കൊണ്ട് പരീക്ഷകൾ നടത്തുന്നു എന്ന് പി.എസ്.സി അറിയിച്ചിട്ടുള്ള സാഹചര്യത്തിൽ പ്രസ്തുത ശുപാർശകളിന്മേൽ മറ്റു നടപടികൾ ആവശ്യമുള്ളതായി കാണുന്നില്ല. |

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രഹസ്യം

# കേരള സർക്കാർ

# മന്ത്രിസഭായോഗത്തിന്റെ നടപടിക്കുറിപ്പുകൾ

## തീയതി : 27-11-2024

ഫയൽ നം. എ.ആർ.12-1/166/2019/പി&എആർഡി. ഇനം നം: 2473

(81) വിഷയം : ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പ് - നാലാം ഭരണപരിഷ്കാര കമ്മീഷൻ - നാലാമത് റിപ്പോർട്ടിലെ "Personnel Reforms - Civil Service in Kerala" എന്ന തലക്കെട്ടിലെ ശിപാർശകൾ - സംബന്ധിച്ച്.

തീരുമാനം : താഴെപ്പറയുന്ന ഭേദഗതികളോടെ കുറിപ്പിലെ നിർദ്ദേശം അംഗീകരിച്ചു.

(82) 1. K.S.R-മായി ബന്ധപ്പെട്ട ശിപാർശകൾ പ്രായോഗിക തലത്തിൽ നടപ്പിലാക്കുന്നത് സംബന്ധിച്ച് ചീഫ് സെക്രട്ടറി തലത്തിൽ വിശദമായ പരിശോധന നടത്തേണ്ടതാണ്.

(83) 2. ശിപാർശ- 8 - (Sl.No.7) - ഭരണ പരിഷ്കാര കമ്മീഷൻ ശിപാർശ അംഗീകരിക്കുവാൻ തീരുമാനിച്ചു.

(84) 3. ശിപാർശ- 32 - (Sl.No.30) - ഇത് പൊതുസ്ഥലംമാറ്റത്തിന് മാത്രമേ ബാധകമാക്കാവൂ എന്ന ഭേദഗതിയോടെ ശിപാർശ അംഗീകരിച്ചു.

(85) 4. ശിപാർശ- 38 - (Sl.No.36) - ഭരണ പരിഷ്കാര കമ്മീഷൻ ശിപാർശ തത്ത്വത്തിൽ അംഗീകരിക്കുവാൻ തീരുമാനിച്ചു.

(86) 5. ശിപാർശ- 122 - (Sl.No.93) - HR Consultants-ന് പകരം സർക്കാർ ഏജൻസികളുടെ സേവനം ഉപയോഗപ്പെടുത്തുന്ന കാര്യം പരിഗണിക്കാവുന്നതാണെന്ന ഭേദഗതിയോടെ ഭരണ പരിഷ്കാര കമ്മീഷൻ ശിപാർശ തത്ത്വത്തിൽ അംഗീകരിക്കുവാൻ തീരുമാനിച്ചു.

(87) മന്ത്രിസഭ അംഗീകരിച്ച ശിപാർശകളിന്മേൽ സമയ ബന്ധിതമായി തുടർനടപടി ബന്ധപ്പെട്ട വകുപ്പുകൾ സ്വീകരിക്കേണ്ടതാണ്.

(ഒപ്പ്)
പിണറായി വിജയൻ
മുഖ്യമന്ത്രി

(ശരിപ്പകർപ്പ്)

Saradaly

ശാരദ മുരളീധരൻ
ചീഫ് സെക്രട്ടറി

28/11/2024

അഡീഷണൽ ചീഫ് സെക്രട്ടറി, ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പ്

SS (PSARD) 28/11/2024

185

2473

# കേരള സർക്കാർ
## (ശ്രീ. പിണറായി വിജയൻ മന്ത്രിസഭ)
## മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പ്

(66)

| | | | |
|---|---|---|---|
| 1 | ഫയൽ നമ്പർ | : | നം.എ.ആർ.12-1/166/2019/പി&എആർഡി |
| 2 | വകുപ്പ് | : | ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര (എ.ആർ.12) വകുപ്പ് |
| 3 | വിഷയം | : | ഉ.ഭ.പ.വ. -നാലാം ഭരണപരിഷ്കാര കമ്മീഷൻ-നാലാമത് റിപ്പോർട്ടിലെ "Personnel Reforms-Civil Service in Kerala" എന്ന തലക്കെട്ടിലെ ശിപാർശകൾ - സംബന്ധിച്ച്. |
| 4 | മന്ത്രിസഭായോഗത്തിൽ സമർപ്പിക്കാനുള്ള മുഖ്യമന്ത്രിയുടെ ഉത്തരവ് തീയതി | : | 28.2.2024 |
| 5 | (i) ഇത് സാമ്പത്തിക ബാധ്യതയുള്ളതാണോ?<br>(ii)സാമ്പത്തിക ബാധ്യതയുള്ളതാണെങ്കിൽ ധനകാര്യ വകുപ്പുമായി ആലോചിച്ചിട്ടുണ്ടോ;<br>ഉണ്ടെങ്കിൽ അവരുടെ അഭിപ്രായം മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പിൽ ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ? | :<br>:<br>: | അതെ.<br>ഇല്ല<br>ഇല്ല |
| 6 | മറ്റേതെങ്കിലും വകുപ്പുമായി ആലോചിച്ചിട്ടുണ്ടോ;<br>ഉണ്ടെങ്കിൽ അവരുടെ അഭിപ്രായം മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പിൽ ഉൾക്കൊള്ളിച്ചിട്ടുണ്ടോ; | :<br>: | ഇല്ല<br>ഇല്ല |
| 7 | കുറിപ്പ് സമർപ്പിച്ച ജോയിന്റ് സെക്രട്ടറിയുടെ പേര് | : | ശ്രീമതി മിനിറാണി കെ. |
| 8 | കുറിപ്പ് അംഗീകരിച്ച അഡീഷണൽ ചീഫ് സെക്രട്ടറിയുടെ പേര് | : | ശ്രീ. പുനീത് കുമാർ |
| 9 | മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് അഡീഷണൽ ചീഫ് സെക്രട്ടറി അംഗീകരിച്ച തീയതി | : | 5.08.2024 |
| 10 | കുറിപ്പ് അംഗീകരിച്ച ചീഫ് സെക്രട്ടറിയുടെ പേര് | : | ഡോ. വേണു വി. |
| 11 | മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് ചീഫ് സെക്രട്ടറി അംഗീകരിച്ച തീയതി | : | 27.08.2024 |
| 12 | കുറിപ്പ് അംഗീകരിച്ച മന്ത്രിയുടെ പേര് | : | ശ്രീ. പിണറായി വിജയൻ |
| 13 | മന്ത്രിസഭയ്ക്കുള്ള കരട് കുറിപ്പ് മന്ത്രി അംഗീകരിച്ച തീയതി | : | 21.09.2024 |
| 14 | കുറിപ്പിന്റെ പകർപ്പുകൾ സമർപ്പിച്ച തീയതി | : | 28.10.2024 |
| 15 | മന്ത്രിസഭായോഗം തീരുമാനമെടുത്ത തീയതി | : | 27.11.2024 |
| 16 | തീരുമാനം പുറപ്പെടുവിച്ച സർക്കാർ ഉത്തരവ്/കത്തിന്റെ നമ്പറും തീയതിയും | : | സ.ഉ(കൈ) നം. 24/2024/PARD, തീയതി- 9.12.2024 |

## മന്ത്രിസഭായോഗത്തിനുള്ള കുറിപ്പ്

(67) നാലാം ഭരണപരിഷ്കാര കമ്മീഷന്റെ റിപ്പോർട്ടുകൾ പരിശോധിക്കാൻ രൂപീകൃതമായ ചീഫ് സെക്രട്ടറി അധ്യക്ഷനായ സെക്രട്ടറിതല സമിതി 1.6.2021 ന് യോഗം ചേർന്ന് "Personnel Reforms – Civil Service in Kerala"എന്ന് തലക്കെട്ടിലുള്ള കമ്മീഷന്റെ നാലാമത് റിപ്പോർട്ട് ചർച്ച ചെയ്യുകയും മിനിട്സ് ബഹു.മുഖ്യമന്ത്രിയുടെ അംഗീകാരത്തിനായി ചംക്രമണം ചെയ്യുകയുമുണ്ടായി പ്രസ്തുത റിപ്പോർട്ടിലെ ശിപാർശകളിന്മേൽ ബഹു.മുഖ്യമന്ത്രി ചുവടെ ചേർത്തിട്ടുള്ള പ്രകാരം ഉത്തരവിടുകയുണ്ടായി.

(68) 1) ശിപാർശ 1, 3-9, 11-40, 50-57, 59, 60, 62, 70, 71, 74-90, 94-106, 108-120, 122-160 എന്നീ ശിപാർശകൾ അംഗീകരിക്കുന്ന വിഷയം മന്ത്രിസഭയുടെ പരിഗണനയ്ക്ക് സമർപ്പിക്കുക. ശിപാർശ 6 ൽ ടി.എ ആനുകൂല്യങ്ങൾ നിലവിൽ അനുവദിച്ചിട്ടുള്ള P&ARD വർക്ക് സ്റ്റഡിക്ക് കൂടി ശിപാർശയിലെ വ്യവസ്ഥ ബാധകമാക്കുക.

(69) ശിപാർശ 16 പ്രകാരം വിശേഷാൽ ചട്ടം രൂപീകരിക്കുന്നതിന് പ്രത്യേക വിഭാഗം രൂപീകരിക്കുമ്പോൾ പൊതുമേഖലാ സ്ഥാപനങ്ങളുടെ സ്പെഷ്യൽ റൂളും ഈ വിഭാഗത്തിന് നൽകുക.

(70) 2) ശിപാർശ 10 നിലവിലെ രീതി തുടരാം.

(71) 3) ശിപാർശ 2, 41-49, 58, 61, 63-68, 72, 73, 107, 121 എന്നീ ശിപാർശകളിന്മേൽ കൂടുതൽ വിശദമായ പരിശോധനയും ആവശ്യമായ കൂടിയാലോചനകളും, ആവശ്യമുള്ളവയിൽ ബന്ധപ്പെട്ടവരുമായി ചർച്ചയും നടത്തി സമർപ്പിക്കുക.

(72) 4) ശിപാർശ 69 ഇപ്പോൾ പരിഗണിക്കേണ്ടതില്ല.

(73) 5) ശിപാർശ 91, 92, 93 പരിഗണിക്കേണ്ടതില്ല.

(74) വിശദമായ പരിശോധനയും കൂടിയാലോചനകളും ചർച്ചകളും ആവശ്യമുള്ളവയാണെന്ന് ഉത്തരവായ ശിപാർശകളിൽ പി.എസ്.സി പരീക്ഷ നടത്തിപ്പും, റാങ്ക് ലിസ്റ്റ് പ്രസിദ്ധീകരണവും, ഒഴിവുകൾ റിപ്പോർട്ട് ചെയ്യുന്നതടക്കമുള്ള വിഷയങ്ങളുമായി ബന്ധപ്പെട്ട 60,61,62,65 എന്നീ ശിപാർശകൾ ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര(ഉപദേശ.സി) വകുപ്പ് പ്രത്യേകമായി പരിശോധിക്കുകയും ആയതിൻമേൽ ചീഫ് സെക്രട്ടറിതല കമ്മിറ്റിയുടെ നിർദ്ദേശങ്ങളടക്കമുള്ളവയിൽ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ ഉപദേശം തേടുവാൻ ബഹു.മുഖ്യമന്ത്രി ഉത്തരവാകുകയുണ്ടായി പ്രസ്തുത നിർദ്ദേശങ്ങളിന്മേൽ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ തങ്ങളുടെ ഉപദേശം ലഭ്യമാക്കുകയും ചെയ്തിരുന്നു.

(75) കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ ഉപദേശത്തിന്റെ അടിസ്ഥാനത്തിൽ ഭരണപരിഷ്കാര കമ്മീഷൻ ശിപാർശകളുടെ പ്രായോഗികത പരിശോധിച്ച് അത് സംബന്ധിച്ച ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര വകുപ്പിന്റെ ശിപാർശയും കൂടി ചേർത്ത് മന്ത്രിസഭായോഗത്തിന്റെ പരിഗണനയ്ക്ക് സമർപ്പിക്കണമെന്ന് ബഹു.മുഖ്യമന്ത്രി ഉത്തരവായിരുന്നു.

(76) കൂടുതൽ വിശദമായ പരിശോധനയും ആവശ്യമായ കൂടിയാലോചനകളും ബന്ധപ്പെട്ടവരുമായി ചർച്ചയും ആവശ്യമുള്ള 2, 41-49, 58, 63, 64, 66, 67, 68, 72, 73, 107, 121 എന്നീ ശിപാർശകൾ ആ വിധമുള്ള സമഗ്രമായ പരിശോധനയ്ക്ക് ശേഷം പുന:സമർപ്പിക്കുന്നതാണ്.

(77) നാലാം ഭരണപരിഷ്കാര കമ്മീഷന്റെ ശിപാർശ 60, 61, 62, 65 എന്നിവയിന്മേൽ പി.എസ്.സിയുടെ അഭിപ്രായത്തിന്റെ അടിസ്ഥാനത്തിൽ ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര (ഉപദേശ.സി) വകുപ്പ് നൽകിയ ശിപാർശ ബഹു.മുഖ്യമന്ത്രി അംഗീകരിച്ചിട്ടുണ്ട്.

**തീരുമാനിക്കേണ്ട കാര്യം**

(78) നാലാം ഭരണപരിഷ്കാര കമ്മീഷന്റെ ശിപാർശകൾ പരിശോധിക്കുന്നതിന് നിയോഗിച്ച ചീഫ് സെക്രട്ടറി അദ്ധ്യക്ഷനായ സെക്രട്ടറി തല സമിതിയുടെ ഉൾപ്പെടെ അനുബന്ധമായി ചേർത്തിട്ടുള്ള ശിപാർശകൾ അംഗീകരിക്കാവുന്നതാണോ?

(79)

## Annexure

| | Sl. No. | ARC Recommendations | Recommendation of CS Committee |
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| Recom No.1 | 1 | Rules under the Kerala Public Services Act, 1968 shall be reviewed and clarity brought in about the departments/ organisations that come within the purview of the Act. | May be accepted in principle. **Action : P&AR (Rules) Dept.** |
| Recom No.3 | 2 | Rules in KSR Part I, Appendix XII A, XII C is on Leave Without Allowance for employment abroad and joining spouse. The rules allow service benefits even after prolonged absence, which is detrimental to service delivery and public interest. Commission recommends that Government shall re-examine benefits given to employees who avail long term leave for personal purpose including employment abroad or for joining spouse, but excluding study leave. | G.O issued limiting to five years.<br><br>(G.O(P)No. 152/2020/Fin dated 5.11.2021) |
| Recom No.4 | 3 | The KSR Appendix VII section II I(i) shall be amended to include infectious diseases like dengue, H1N1, Chikungunya, Leptospirosis, Varicella chicken pox, etc. and other viral infections which have become more prevalent in the last few years, as eligible for special casual leave and include provision for inclusion of any infectious disease as and when it is identified. | The rule should be amended and orders of general nature may be issued, to avoid the need for mentioning specific diseases. Specific diseases can be notified from time to time. **(Action : Finance Department)** |
| Recom No.5 | 4 | KSR and KS&SSRs shall classify employees. For this purpose government may adopt Commission's recommendation of classifying employees for training (2nd Report of ARC – Capacity Development of Civil Servants Kerala, Chapter 9, paragraph 9.2) or adopt classification followed by Government of India. | Action being taken in P&ARD mentioned in G.O(MS)No. 26/2021/P&ARD Dated13.11.2021. |
| Recom No.6 | 5 | KSR– TA rules and TA bill forms TR47 and TR56 shall be modified and simplified. Instead of government fixing TA ceiling limit, provision shall be made to fix TA ceiling by the respective departments. | TA bills may be simplified in the methodology being adopted by Government of India. The recommendation to authorise the Departments to fix the TA ceiling is not agreed |

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| | | | to. **(Action : Finance Department)** |
| Recom No.7 | 6 | KS&SSRs shall be modified/re-written to ensure that mechanisms to assess merit based performance of Civil Servants are effectively implemented. Government may consider recommendations of this Commission on merit based performance assessment in the Report on 'Capacity Development of Civil Servants Kerala' (Chapter IV) and merit based promotion recommended in Chapter 2 (2.8 (xix)] of this Report. (Personnel Reforms -Civil Service in Kerala) | May be accepted and changes be brought out wherever required. **Action by P&AR (Rules) Dept.** |
| Recom No.8 | 7 | Maximum required number of employees shall be included in the Select list if they are otherwise eligible so as to avoid convening ad-hoc DPCs and unnecessary delay in filling vacancies. | The select list must be prepared in such a manner that apart from the anticipated vacancies an excess of 20% of employees should be included. **Action : P&AR(Rules) Dept.** |
| Recom No.9 | 8 | The procedure for confirmation in service shall be simplified and expedited to ensure that employees are not adversely affected. ARC recommends that on successful completion of probation, an employee shall be confirmed in service without any further procedure. | May be accepted. **Action : P&AR(Rules)Dept.** |
| Recom No.11 | 9 | Probation shall be only at two levels-in the entry cadres for Subordinate service and State service. | May be accepted. **Action : P&AR(Rules)Dept.** |
| Recom No.12 | 10 | ARC recommends that Kerala Government Servants Conduct Rules shall be restructured to reflect changes that happened/are happening over the years. It should incorporate provisions on Cyber laws and other issues relevant to the present context. Obsolete clauses shall be removed. | May be accepted. Conduct rules have to be amended suitably. **Action : P&AR(Advice.C)**Dept |
| Recom No.13 | 11 | For ensuring natural justice provision for personal hearing in all disciplinary action cases including those for minor penalty shall be incorporated in the Kerala Civil Services (Classification, Control & Appeal) Rules. | Not recommended as the existing procedures give ample opportunity of defence to employees. |

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| Recom No.14 | 12 | Rules relating to appeal [Rule 27 KCS (CC&A) Rules, 1960] by the delinquent employee to the Appellate Authority shall be amended so that appeal can be forwarded directly to the Appellate Authority. This will avoid delay in the appeal process and eliminate discretionary power of the Disciplinary Authority to withhold the appeal. | May be accepted.<br>**Action : P&AR (Advice.C) Dept.** |
| Recom No.15 | 13 | ARC recommends that Government shall direct all departments to frame special rules and special rule amendments within two years. | **Action : All departments, P&AR (Advice.C) Dept.** |
| Recom No.16 | 14 | A separate wing or mechanism shall be constituted in P&ARD for formulation and speeding up the processes related to special rules. Framework for drafting special rules shall be prepared by P&ARD outlining broad principles for formulation of special rules. All special rules framed in the government shall conform to this mandate in its form and substance. | May be accepted. P&ARD shall frame a system such that the procedure is not delayed and expedited.Special Rules for PSUs shall also be dealt within P&ARD.<br>**Action : P&AR(Rules) Dept.** |
| Recom No.17 | 15 | Government shall consider constituting a Consultative Committee with representatives from KPSC, departments and P&ARD for framing Special Rules and amendments. | Not recommended as it may further delay the framing of rules. |
| Recom No.18 | 16 | Government shall create a mechanism for prompt updating in special rules of academic qualifications as and when such changes are adopted by Universities. | May be accepted<br>**Action : All departments. P&AR(Rules) Dept, P&AR (Advice.C) Dept.** |
| Recom No.19 | 17 | Government shall give directions to all HoDs to compile the full text of updated Special Rules with Malayalam version; and publish it in the website. | May be accepted.<br>**Action : P&AR (O L) Department.** |
| Recom No.20 | 18 | Government is the authority to revise, amend or repeal existing rules & codes and enact new laws. ARC recommends constitution of an Expert Committee/external agency for reviewing the Acts and Rules concerning Personnel management and made necessary amendments. The review should aim to transform the regulations for personnel | Not recommended. The departments themselves should review the rules and regulations in their own. Departments are free to involve experts. |

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| | | management and enable civil servants to carry out their responsibility of service delivery efficiently and effectively. | |
| Recom No.21 | 19 | Commission recommends that the Committee/agency constituted for reviewing Acts and Rules shall be entrusted with formulation of a 'Kerala Civil Service Code' combining KSR, KS&SSRs, Kerala Government Conduct Rules, 1960 and KCS (CC&A) Rules. | P&ARD may formulate a Kerala Civil Service Code, which then can be used for expert consultation.<br>**Action : P&AR (Rules) Dept.** |
| Recom No.22 | 20 | Government have initiated action to publish translations of various Acts/Rules/ Guidelines etc. in Malayalam. ARC recommends that Government may take urgent steps to make available Malayalam translation of Kerala Service Rules and Kerala Service Rules and Kerala State & Subordinate Service Rules and other Acts/Rules governing civil servants. Government shall be ensure that translation is done in simple language that can be understood by all without seeking help for interpretation. Regulations should offer clarity not obfuscation. | May be accepted.<br>**Action : P&AR (O L) Dept.** |
| Recom No.23 | 21 | The departments shall conduct periodic review of cadres to ensure balance between functional and structural requirements of the department/organization. Cadre review of the departments has to be undertaken to estimate the future human resource requirements on a scientific basis, restructure the cadre to meet the functional needs of the organisation and enhance effectiveness of the services/posts. On an average, the interval between two successive cadre reviews shall be a maximum of 10 years. It is essential that review should visualize the functions and roles of departments for at least the next 15 years and assess the skills that the officers would require to perform the visualised roles and responsibilities. | May be accepted. More purposeful and meaningful guidelines may be framed.<br>**Action : AVC in association with IMG.** |
| Recom | 22 | The scope for cadre review should include assessment of future needs, rightsizing, deficiency in existing cadres and improving | **Action : P&AR (AVC) in association with IMG.** |

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| No.24 | | the efficiency of cadres. Departments shall set up a panel to carry out the cadre review. The aim of cadre review should be a holistic appraisal suggesting measures to ensure a cadre structure that will enhance functional efficiency, conforming to the optimal ratio. Departments are outsourcing various functions to external agencies. These aspects need to be taken into account while reviewing the cadre. | |
| Recom No.25 | 23 | Training module on scientific management practices for structuring and reviewing cadre, assessing cadre strength and on rules for fixing the cadre strength shall be developed by professional HR agencies or training institutions in the State like Institute of Management in Government (IMG), Centre for Management Development (CMD), etc. | IMG may take appropriate action on this recommendation.<br>**Action : P&AR (AR 11) Dept.** |
| Recom No.26 | 24 | The officials in the P&AR Department shall be given training based on the modules developed on cadre management and review as they are given the responsibility for prescribing norms for formulation and evaluation of personnel policies in the Government, cadre review, cadre strength assessment and framing rules for fixing the cadre strength. It shall be ensured that the trained personnel serve in the P&AR Department for a minimum period of 5 years. | Necessary training can be arranged where available and feasible.<br>**Action : P&AR (AR 14) Dept. in consultation with IMG.** |
| Recom No.27 | 25 | On the basis of the training received P&AR Department shall guide each department to formulate broad guidelines for cadre management. These guidelines on management of cadres shall be implemented by the respective departments. | May be accepted in principle.<br>**Action : P&AR (AR 14) Dept.** |
| Recom No.28 | 26 | Government creates posts to meet specific purposes. Their relevance is lost once the purpose is achieved. These posts shall be identified within a fixed timeframe and shall be abolished or merged. SPARK database shall be utilised for this purpose. The employees who hold those posts may be absorbed to other cadres based on their | May be accepted. Finance Department will be the nodal department to co-ordinate the matter.<br>**Action : Finance Dept.** |

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| | | qualifications,experience, capabilities and the requirement of departments. Identification of posts for accommodating officials holding posts to be abolished/merged shall be done along with More purposeful and meaningful guidelines may be framed identification of posts for abolition/merger. If sufficient number of posts for accommodating the officials cannot be identified the officials who are found surplus may be posted to departments facing deficiency in human resources, after imparting necessary skill and training to hold the posts. Such posts have to be identical in pay scales and qualification. | |
| Recom No.29 | 27 | As a result of work study or cadre review there may be instances of excess or insufficient staff in a particular department or post. Excess staff so identified shall be redeployed to departments or posts where there is insufficiency in their cadre, without affecting their seniority and service benefits in the parent department. Their functional control shall be transferred to the new department while all other service matters rest with the parent department. All these arrangements of redeployment shall be coordinated by P&AR department. | May be accepted. Redeployment may be co-ordinated by P&ARD and FD. **Action : P&AR(AR.VI) & Finance Dept.** |
| Recom No.30 | 28 | There is absence of job description and job clarity for the various posts in government. Existing posts in the state mostly have multiple roles. In some posts functional needs and requirements of the post are overlooked and employees are assigned functions which do not conform to their area of operation. This discounts original objective of the department and results in ineffective service delivery. Each post in a department shall have a job description detailing the functions to be performed by an employee in that particular post. | May be accepted in principle. **Action: P&AR (AVC) Dept.** |
| Recom No.31 | 29 | Appointments to SPVs and mission mode institutions shall be by as per well laid out job description, required skill sets and utilisation of available in-house skills. | May be accepted in principle. **Action: P&AR(AVC) & Finance Dept.** |

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| Recom No.32 | 30 | Application for transfer and its processing shall be done online and linked to SPARK. | May be accepted in principle. **Action: P&AR(AR 14) & Finance Dept.** |
| Recom No.33 | 31 | Tenure shall be fixed for each post and employees shall be allowed to continue till completion of the fixed term. Tenure for each job maybe based on the duties to be performed and objectives of the job. | May be accepted in principle. Department may look into this aspect for effective cadre management. **Action: All departments.** |
| Recom No.34 | 32 | Transfer of large number of employees for accommodating newly promoted employees shall be avoided. Newly promoted officials shall be posted in existing vacancies and they should be considered for transfer only in the next general transfer order. It should be ensured that general transfer is done in all the departments once in a year, before reopening of educational institutions. | Deferred. |
| Recom No.35 | 33 | A Joint Consultative Committee may be constituted with adequate representation of service organizations in each department to settle issues related to transfer. | Deferred. |
| Recom No.36 | 34 | Transfer norms once framed shall be in force for at least ten years. Change of Government in the intervening period shall not be a reason for alteration in transfer norms. | Deferred. |
| Recom No.37 | 35 | Government shall formulate a system to assess competence and suitability of the applicants for deputation to discharge their responsibilities in the borrowing department. The organisation/department that needs a person on deputation shall file a request elaborating the need for the service of the person on deputation and requirements of the job before the Committee of senior officials formed for the purpose. This shall be examined by the Committee including the head of the borrowing organisation. This meeting can be in person for senior level posts and for junior level posts by circulation. | Deferred. |
| Recom No.38 | 36 | Before promotion to a category it shall be ensured that the person to be promoted has acquired skills required to officiate in the promoted position. Introduction of | Deferred. |

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| | | eligibility test for promotion may be considered | |
| Recom No.39 | 37 | ARC recommends that Government may consider conduct of tests for promotion from subordinate service to state service and for promotion to higher posts in state service. Exemption may be given to employees for promotion from subordinate service to state service if they have less than one year of service in the promoted cadre. | Deferred. |
| Recom No.40 | 38 | DPC shall be convened at specified intervals adhering to Rule 28 (b) (1) (6) of the KSSR. The number of persons is to be included in the select list shall be thrice or at least twice the number of vacancies expected within a year plus the number of persons who were not promoted from the existing select list. | As suggested in (Sl.No.7), the select list must be prepared in such a manner that apart from the anticipated vacancies and the spillover from the previous list, an excess of 20% should be included. **Action : P&AR(Rules) Dept.** |
| Recom No.50 | 39 | Lack of human resource planning is a major issue in the recruitment process. P&AR Department shall ensure that all departments prepare a human resource plan based on the goals of the department. Periodic work study will facilitate effective human resource planning. It is recommended that departments should undertake work study at least once in 10 years. It should be a continuous process. In the age of digital administration, work-study may be automated through integrated data manipulation taking into account the government policies, budgeting, programme implementation, resources and cause and effect management. This can be done through professionally qualified and authorised external agencies, if required. | May be accepted. **Action : P&AR (AR. VI) Dept.** |
| Recom No.51 | 40 | The appointing authorities shall report vacancies estimated for one year in each category of post to PSC, separately, after exercising extreme diligence and ensuring accuracy. Once vacancies are reported to PSC, they should neither be cancelled nor reduced. They should also note that the date of occurrence of vacancy should be treated as the crucial date for deciding the method | May be accepted with modification. Vacancies may be estimated from Spark and estimated number for 2 years may be reported in advance for PSC to prepare merit list. Only 10% additional names should be published in the rank list. After the period of 2 years, fresh recruitments should be made. |

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| | | for appointment. The practice of filling up of vacancies by promotion/transfer after reporting vacancies to the KPSC shall be discontinued. Provisional appointments through employment exchanges shall not be resorted to in respect of any posts for which a valid PSC rank list exists. | **Action : P&AR (Adv.C) Dept. & Finance Dept.** |
| Recom No.52 | 41 | According to the instructions in force (Circular No.96060/Advc3/94/P&ARD dated 22/11/1994)the candidates advised for appointments by PSC are required to join duty within the joining time specified in the appointment order. In deserving cases, the appointing authority can grant extension of joining time up to a maximum period of 45 days from the date of appointment order. Joining time beyond 45 days can be granted by government to those candidates who are in the midst of any educational course or undergoing training. Before Non Joining Duty (NJD) report is sent to KPSC, the appointing authority should ensure that no request for extension of joining time is under consideration by the government in respect of that candidate. In the appointment order, the appointing authority should specify last date for joining the service. Vague terms such as 'joining forthwith', 'Join immediately' shall not be used. The application, if any, for extension of joining time beyond forty-five days should be submitted by the candidate through the authority she has to report for duty. | Already implemented as per GO(P) No.15/2020/P&ARD dated 28.10.2020. |
| Recom No.53 | 42 | A separate cadre of employees with necessary qualification shall be created within departments with socially sensitive posts. Required training shall be imparted to employees selected/promoted to such posts. For example, wardens in SC/ST hostels, specific posts in Social Justice Department etc. | May be accepted. Can be done along with cadre review. More purposeful and meaningful guidelines may be framed. **Action : P&AR(AVC)Dept.** |
| Recom No.54 | 43 | The process of developing customized modules in SPARK is in progress. The Spark Payroll System (SPARK) can be utilised for ensuring effective use of | May be accepted in principle. **Action : Finance Dept** |

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| | | technological advances in recruitment. ARC suggests linking Spark Payroll System (SPARK) to the IT system of Government. There should be a module written in SPARK that will assess vacancies arising in government and predict the chain of promotions and estimate the resulting vacancies to be reported to PSC. | |
| Recom No.55 | 44 | GO (P) No. 55/2019/Fin dated 04/05/2019 of Finance (Pension-B) department lays down that the list of employees retiring on first of January and July for the coming 18 months shall be prepared well in advance and shall be submitted to departmental heads. This information can be utilised for assessing arising vacancies and same can be reported by the government to PSC. This will facilitate timely reporting of vacancies to PSC and may reduce the time taken for the recruitment process. Based on this information Appointing Authority can report arising vacancies, may be twice in a year (January-June). GO (P) No. 55/2019/Fin dated 4/05/2019– can be adapted and used for identifying arising vacancies. The government shall ensure that recruitment process from notification to posting is completed within a year by adoption of these measures. | As proposed in (40) will be appropriate. |
| Recom No.56 | 45 | All modes of By-transfer appointments shall be made through a due selection process through PSC and the rank lists so prepared shall have the validity co-terminus with that of the main rank list for that post. | To be reviewed at the time of Special Rule amendments by departments.<br>**Action: All departments** |
| Recom No.57 | 46 | Selection for all appointments to Government shall be through a competitive examination, except for appointments on compassionate grounds and sports quota. | Special rules shall specify mode of appointments.<br>**Action: All departments** |
| Recom No.59 | 47 | Lateral entry of professionals, experts, etc. in to any service, when required, shall be only on contract basis. | Already being done.<br>**Action : Finance Dept.** |
| Recom No.70 | 48 | Commission recommends that Government shall ensure speedy recruitment to posts identified as suitable for recruitment of persons with disability | (48) & (49) – Already in force. Finer aspects may be looked into.<br>**Action : Social Justice** |

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| | | and ensure that there is clarity regarding suitability of posts with respect to the type of disability. Norms fixed by UPSC may be considered by Government for ensuring clarity. | **Department.** |
| Recom No.71 | 49 | Recommendations of the ***'Committee for Formulation of Modalities for Implementation of 4% Reservation for Persons with Disabilities in Appointments'***, constituted by Social Justice Department, Kerala shall be implemented without delay, for streamlining the recruitment of Persons with Disability (PwD). ARC also recommends that Government shall establish a system for proper monitoring of recruitment of PwDs. | Being implemented. |
| Recom No.74 | 50 | SPARK shall be developed in to a complete HR and payroll package. A proper and scientific review of the SPARK system should be done by a professional agency outside the National Informatics Centre (The NIC has done an excellent job in developing the software for SPARK – but a review by NIC of their own software may result in an inadequate weighing of the functionality vis-a-vis best practices elsewhere). | (50 to 59)May be accepted in principle.<br>**Action: Finance Department.** |
| Recom No.75 | 51 | Vacancy position and data on sanctioned strength of each category of post shall be generated using SPARK. | **Action: Finance Department.** |
| Recom No.76 | 52 | Online transfer module shall be developed in SPARK and rolled out to all departments. | **Action: Finance Department.** |
| Recom No.77 | 53 | Government may consider of integrating service matters of local self government institution's employees with SPARK, otherwise it will remain a partial repository of employees in Kerala. | **Action: Finance Department.** |
| Recom No.78 | 54 | Module for processing all GPF related matters shall be developed in SPARK. | **Action: Finance Department.** |
| Recom No.79 | 55 | Bill generation for all claims relating to employees retired before introduction of 'PEN' is time consuming. Manual | **Action: Finance Department.** |

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| | | processing of procedures in such cases shall be simplified. | |
| Recom No.80 | 56 | Online facility for Report of Transfer of Charge (RTC) shall be made available in SPARK. | **Action: Finance Department.** |
| Recom No.81 | 57 | Government shall consult AG on the possibility of integration of SPARK with GEMS (Gazetted Entitlements Management System) to streamline issuing of pay-slip on transfer, promotion, etc. | **Action: Finance Department.** |
| Recom No.82 | 58 | SMS alerts for all transactions in TSB accounts shall be facilitated. | **Action: Finance Department.** |
| Recom No.83 | 59 | As the SPARK is developed as a complete HR package, district level support system shall be strengthened by providing permanent employees through re-deployment from Administrative and Finance Departments of the Secretariat. No additional post creation is recommended. | **Action: Finance Department.** |
| Recom No.84 | 60 | Commission also recommends that SPARK PMU shall have adequate representation from Administrative Department, at all levels. | Not required, since nodal officer for ADs liaise with PMU. |
| Recom No.85 | 61 | All DDOs and supporting employees shall be responsible for sorting out all service related matters. No individual employee shall be liable for settling or sorting out issues if any, with their service matters. In short, maintenance and upkeep of service records of employees shall be the responsibility of the Officers/DDOs concerned. | Service related matters shall be developed in SPARK to facilitate this.<br>**Action: Finance Department.** |
| Recom No.86 | 62 | Online leave management system shall be introduced in all offices and organisations in Government. Applications for leave, its process, approval and rejection, etc. shall be done through online leave management system. It will be beneficial to make use of SPARK for this purpose. However, it may be taken in to account that a sizable number of employees in Local Self Government Institutions and similar institutions are excluded from the purview | (62-64) Already implemented in Govt Sectt. Should be extended to other offices also.<br>**Action : Finance Department** |

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| | | of SPARK as they are not drawing salary from the Consolidated Fund of the State. Government may took note of this issue and explore the possibility of including these employees also in SPARK. | |
| Recom No.87 | 63 | The attendance monitoring and leave management system shall be linked with the payroll administrative system. Attendance monitoring system has been linked with SPARK in Government Secretariat. This shall be extended to all departments within a fixed timeframe. | **Action: Finance Department.** |
| Recom No.88 | 64 | A mechanism shall be developed to ensure that service delivery and functioning of the office is not affected due to absence of an employee on leave or otherwise. It is to be ensured that sufficient number of employees are available at all times in offices visited frequently by the public. The 'link officer' system followed in the Government Secretariat shall be implemented in other departments and 'Automatic Charge Arrangement' can be considered to reduce the problems faced by the public by the absence of employees in a particular seat or section on any ground. | **Action: Finance Department.** |
| Recom No.89 | 65 | Details of leave or absence of employees shall be available to the public. This can be done as responses to telephone or mobile phone calls, display on notice boards, etc. Updated details of contact numbers shall be made available on the website. | Not recommended. |
| Recom No.90 | 66 | Meetings of field staff shall be conducted on fixed days. Information in this regard shall be made available on the website. Use of information technology enabled services (ITES) and Video Conferencing shall be encouraged, as far as possible, to reduce absence of employees from the offices. | Not recommended. However, video conferencing shall be encouraged.<br>**Action : General Administration Department.** |
| Recom No.94 | 67 | Commission recommends to government to analyse the possibility of implementing flexible timing in working hours. The commission is of the opinion that flexi-time can avoid the inconveniences of travelling during rush hours to a large extent, avoid | Not recommended now. |

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| | | traffic or travelling stress and help them to come to work more refreshed and motivated to start their day right. In this context entry and exit to the office shall be recorded using modern technology like scanning of ID card at entry and exit points to maintain discipline and ensure their availability in the seats. | |
| Recom No.95 | 68 | Bio-metric Attendance Monitoring System shall be extended to all offices and in operation immediately. | May be accepted.<br>**Action : GAD, E&IT Dept.** |
| Recom No.96 | 69 | Every exit of an employee outside office premises/campuses during working hours shall be recorded in the Movement Register kept with concerned head of office. | Not recommended to keep another register. However it can be incorporated in Attendance Monitoring System.<br>**Action : GAD** |
| Recom No.97 | 70 | It is recommended that working of schools may begin one hour prior to office time. | Education department will examine if necessary.<br>**Action: General Education Dept.** |
| Recom No.98 | 71 | Physical infrastructure facilities are required in terms of rooms for visitors with accessible toilets and baby feeding cabins. Ramp and accessible lift for physically disabled shall be provided. Efficient housekeeping is required for maintaining the office and premises neat and clean. The responsibility may be assigned to a particular section within the office. | (71) to (78) : May be accepted as far as possible.<br>**Action : GAD, Social Justice Dept.** |
| Recom No.99 | 72 | A quick response team has to be formed in Public Works Department at district level to cater to the urgent needs of various departments for maintenance/ repairs/ replacement work within 24 hours. The Commission is examining this issue in detail in its ongoing study on 'Infrastructure Development and Maintenance' and a detailed recommendation will be submitted in that Report. | **Action:GAD, Social Justice Dept.** |
| Recom No.100 | 73 | The government employees spend most of their time in the workplace. Therefore, office infrastructure and ambience and | **Action :GAD,Social Justice Dept.** |

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| | | pleasant work environment are to be ensured. Well maintained buildings, toilets with running water, drinking water, dining rooms, and accessible parking space for both employees and public shall be provided. Every government office shall have a Front Office and a Visitors lounge. Office complexes shall have Visitor's Facilitation Centres. Front Office shall be adjacent to Visitors' lounge. | |
| Recom No.101 | 74 | Regular cleaning is an important practice as it helps to remove potentially harmful germs and debris and maintain a healthy environment. It involves use of chemicals and requires proper cleaning techniques. Hence sweepers and cleaning staff need to be trained in their job and supervision of cleaning shall be entrusted to an officer who is in charge of housekeeping in the office. There should be adherence to 'green protocol' and 'cleaning protocol' and timely audit to be done by employing an independent agency or Suchitwa Mission. | **Action :GAD,Social Justice Dept.** |
| Recom No.102 | 75 | In case of unavailability of regular staff for cleaning, the task may be outsourced through external agencies like Kudumbasree. Regular staff connected with housekeeping shall be phased out in future and the job shall be outsourced. | **Action :GAD, LSGD** |
| Recom No.103 | 76 | Lawn/gardening and landscaping shall be promoted in office premises to improve the ambience of the offices. | **Action : GAD, Social Justice Dept.** |
| Recom No.104 | 77 | Specific space and notice boards may be allotted to various service organisations for affixing their posters so that office premises can be kept clean. Flags, festoons and other decorations shall not be allowed in office premises, compound wall and on office buildings. | **Action:GAD & P&ARD** |
| Recom No.105 | 78 | All Government offices shall be disabled friendly. In the case of a multi-storeyed building there should be accessible lift/ramp and seating facilities on the ground floor for persons with disability. The Commission has already recommended | **Action :GAD,Social Justice Dept.** |

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| | | to Government that all existing buildings under government and private ownership shall be made disable friendly in a phased manner and within a time frame of two years (Chapter 4, para 4.4, Report on Welfare to Rights- Implementation of Select Legislations: A Review; 4th ARC). The Commission reiterate that recommendation. | |
| Recom No.106 | 79 | State/district level committees shall be formed to locate vacant spaces available in government-owned buildings to accommodate offices under different departments functioning in rented buildings. | District Collector may be authorised to implement this.<br>**Action : PWD** |
| Recom No.108 | 80 | An updated Asset Register in prescribed form shall be maintained in all offices with details of land, buildings, furniture and fixtures and other ancillary infrastructure such as computers, peripherals, etc. | May be accepted. The Asset Register should be maintained digitally and made online.<br>**Action : GAD** |
| Recom No.109 | 81 | Disposal of old furniture, computers peripherals, vehicles etc cluttering up the offices and its premises is a major issue. Inordinate delay in disposal of these articles affects hygiene of the office and health of employees and visitors. Commission recommends that Government shall develop Standard Operating Procedures (SOPs) in this regard and monitor its strict implementation. | May be accepted.<br>**Action : Finance, GAD.** |
| Recom No.110 | 82 | Rule 93A of Kerala Government Servants' Conduct Rules, 1960 stipulates that all government servants shall ordinarily reside within the limits of their Head Quarters station and for that purpose government servants other than Medical Officers of department of Health Services, Homeopathy, Indian Systems of Medicine and Medical Colleges (in their case the limit is eight kilometre) shall reside within a limit of 15 km radius from their Head Quarters stations. Considering the better transportation facilities available, prescribed distance between office and residence may be increased to 20 kilometre. In respect of Medical Officers, it may be | May be accepted.<br>**Action: P&AR (Adv.C) Dept.** |

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| | | enhanced to 10 kilometres. Necessary amendments may be made in Rule 93A of Kerala Government Servants' Conduct Rules, 1960. | |
| Recom No.111 | 83 | If the Government insist on strict adherence to Rule 93 A of Kerala Government Servants' Conduct Rules - yes, rules are for strict adherence- it is the bounden duty of the Government to provide appropriate accommodation facilities within the limits prescribed for all employees. Otherwise, HRA commensurate with market rates of rent, as a fixed percentage of basic pay, shall be made entitled to those who are compelled to reside within the prescribed limits, as per rules. Differential rates for rural and urban offices may also be fixed. | The rules regarding HRA has been recommended by the 11th Pay Revision Commission.<br>**Action : Finance Department.** |
| Recom No.112 | 84 | Departments such as Revenue, Health, Police, Fire and Rescue and panchayats/ Local Self Governments are considered as highly citizen-centric and core service departments. Hence,they shall be provided with centralized accommodation facilities within their campus or nearby places. Priority in allotment of government quarters shall be given to employees of these departments. | (84)to(86) May be accepted as far as possible.<br>**Action : PWD,Finance, Social Justice Departments.** |
| Recom No.113 | 85 | Government shall construct Staff Quarters for the accommodation of employees through budgetary funds or through extra budgetary resources like PPP, KIIFB funding, etc. A certain portion or blocks of Quarters complexes shall be earmarked for single occupancy with minimum required facilities. | **Action : PWD, Finance Department.** |
| Recom No.114 | 86 | ARC recommends that Government shall provide Day care facilities in all office complexes and staff quarters. For children of employees working in standalone/ isolated offices Day care facilities shall be provided through Government agencies/ NGOs. | **Action : PWD, Finance, Social Justice Departments.** |
| Recom No.115 | 87 | Considering the nature of activity undertaken by the department and eligibility of the officer heading or in- | (87)& (88) : May be accepted as far as possible.<br>**Action : Finance** |

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| | | charge of the office, a suitable vehicle (two-wheeler/four-wheeler) may be allotted to the office. Field offices like Village office, Grama Panchayat office, Krishi Bhavans, Veterinary clinics, Primary Health Centres and Family Health Centres, etc. shall be provided with two-wheelers. Sufficient allotment for Fuel Charges may be sanctioned to such offices. | **Department** |
| Recom No.116 | 88 | Vehicles used for more than 10 years shall be auctioned without delay. | **Action : Finance Department** |
| Recom No.117 | 89 | Fuel allowances to entitled officers who use own vehicle for official purposes may be considered. | Finance Department may examine the recommendation separately.<br>**Action : Finance Dept.** |
| Recom No.118 | 90 | While purchasing vehicles government should foresee technological advances and decide on purchase of electric/hybrid vehicles. Government shall be a model in encouraging fuel efficient and eco-friendly technologies. | (90)to (92) : May be accepted. Purchase of vehicles are already minimized to a considerable extent. Drivers are now supposed to work as Office Attendants also. Video conferencing may be encouraged to minimize travel.<br>**Action: Finance Department** |
| Recom No.119 | 91 | The government should discourage the practice of purchase of new vehicles. Alternatively, public servants/offices can hire vehicles on contract basis from vehicle providers and leverage upon professional services offered by car rental companies. This will ensure that the expenses on this account will be brought down considerably and at the same time quality and professional transport services will be ensured. The drivers and related staff can be re-skilled to work as office assistants. Existing system followed for hiring vehicles can be continued. | **Action: Finance Department** |
| Recom No.120 | 92 | In order to reduce/minimise travel, official meetings and conferences shall be conducted through video conferencing. Use of latest communication technologies shall be adopted for dissemination of information so that usage of vehicles for delivery of | **Action: Finance Department** |

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| | letters, documents and other communications can be minimised. | |
| Recom No.122 | 93 The services of HR Consultants shall be utilised to develop measurable parameters and quantifiable outputs and outcomes, capturing the quality of output and outcome for the work done by every employee. Measuring timeliness shall ideally be linked to Right to Service Act and Citizen Charter. | **Not recommended** |
| Recom No.123 | 94 Efficiency, effectiveness and credibility of the administrative system shall be ensured by making the administrative process transparent through office automation and file tracking system. This will also make the officials more accountable and help in reducing corruption. | May be accepted.<br>**Action: E&IT Dept, PWD** |
| Recom No.124 | 95 To simplify the file processing system in the state, following recommendations are made:<br>A single digital file processing application shall be developed for Secretariat, departments, autonomous institutions, local bodies and other offices under Government.<br>There shall be a single number for each file from its origin to its closure, e.g. a file generated in Village office with number xxx will have the same file number till final decision/closure.<br>Instead of sending letters for getting remarks, clarification, concurrence, etc. the same file shall be sent to higher offices, till its final decision/closure.<br>There should be a provision to retain a copy of the file in a repository to view the file for future references by the departments who offered remarks/advice. After final decision/closure, the file shall be preserved in a digital archive for retrieving for future use, by the respective offices. The disposed files shall be made available online for public view for ensuring transparency in governance. This may lead to reduction in RTI applications. | Government is implementing an electronic online file processing system. |
| Recom | 96 Each department shall come out with a simple but comprehensive document on the services they render. It should be | May be accepted. The same is envisaged under RTS Act 2012. |

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| No.125 | | synchronised with Right to Service Act. Departments may publish information on the services that people are entitled to, cost of service, details of grievance redressal mechanism and its procedures. | **Action : All Departments** |
| Recom No.126 | 97 | All official documents shall be in plain and simple language to make them citizen-friendly. Information shall be made available through electronic and print media as well as online portals and on mobile phones. Application of m- governance is one of the best ways of bringing the Right to Service Act, 2012 to people. | May be accepted in principle.<br>**Action : E&IT Dept.** |
| Recom No.127 | 98 | ARC recommends integration of various e- governance systems and web portals in to a single portal for effective service delivery and monitoring. | May be accepted in principle.<br>**Action : E&IT Dept.** |
| Recom No.128 | 99 | As a tool for timely monitoring and evaluation the Commission recommends adoption of Result Frame work Document (RFD) and its mandatory implementation in all departments. RFD can be a tool to assist government in developing a more robust system for monitoring and evaluating the performance against standards, priority indicators, time-lines etc set in advance. Heads of offices shall conduct monthly review meetings based on RFD and report the results through a well-articulated MIS. | Not recommended as this tool has been discontinued after trial in court of India. |
| Recom No.129 | 100 | Public participation is vital to the effectiveness of measures taken by the Government. ARC recommends use of Social Audit as a tool to understand administrative effectiveness from the perspective of the people for whom the institutional/ administrative system is promoted and legitimised. | Being carried out in relevant areas |
| Recom No.130 | 101 | Government shall develop service specific performance indicators in close consultation with elected representatives, citizens, officials, service organisations and professionals involved in service delivery. Public feedback indicators shall be taken into account by decision makers. As per GO(P)No.260/2004/GADdated 20/09/2004, | Already implemented in PAR. |

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| | | the government has drafted service delivery policy. In this, the service delivery principles have been specified as people centeredness, laying down clear standards, equity, transparency, accountability, integrity, fairness, good behaviour, rationality, efficiency, convergence, right to service delivery, grievance redressal, continuous improvement, changing attitudes and improving skills, sustainability, inclusion and holistic approach. Performance indicators shall be developed on the basis of these principles. | |
| Recom No.131 | 102 | Proper rewards and incentives shall be given to dedicated and efficient service personnel to increase. the morale and efficiency of the employees and make government machinery result oriented. A system for incentivising good performance shall be institutionalized in government. | To be examined.<br>**Action :Finance Department.** |
| Recom No.132 | 103 | Best practices and innovations in jobs shall be recognized. ARC recommends that meritorious services rendered by the employees shall be recognised through a citation/certificate. Those employees who receives certificates more than once in 5-years of service may be rewarded with special increments and monetary awards. These employees shall be honoured in public meetings on special days. A system of outcome assessment coupled with output measurement has to be developed for every responsibility prescribed in the job description/job profile. In the present context of technological advancements, the quantity and quality of work done by an employee can be analysed using IT tools to ensure objectivity. The rewards and incentives shall be made free from all extraneous/political influence. | Departments are implementing many of these suggestions already. Can be used for the guidance of Departments.<br>**Action :All Departments.** |
| Recom No.133 | 104 | Annual health check-up shall be conducted for the employees. Commission recommends to government that an annual health check-up allowance shall be made available to government employees as implemented by Government of India. | May be accepted.<br>**Action : Finance Department** |

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| Recom No.134 | 105 | Community Score Card which is a good tool for monitoring and evaluation of public services shall be introduced in all departments with frequent public interface. This tool enables the citizens to assess the quality of public services such as health care, schools, public transport, drinking water, waste disposal etc. | May be accepted. P&ARD may examine the feasibility. **Action: P&AR (AR.VI) Dept.** |
| Recom No.135 | 106 | Duties and responsibilities of each employee shall be clearly outlined and published in electronic form and shall be disseminated to create awareness among employees, stakeholders and the public about duties and responsibilities of each employee. This can reduce the opportunities for exerting extraneous influence, and dissuade the employees rom succumbing to such influences. Recommendations on job analysis and job description discussed in cadre management section of this report may be used as a base for this exercise. In all induction training programmes of employees, roles and responsibilities and delegated powers must be part of the curriculum so that ignorance of procedures does not lead to conflict. | May be accepted, as far as possible. **Action : P&AR(AR.14)Department.** |
| Recom No.136 | 107 | There has to be realisation that democracy does not confer absolute power on any one wing of the Government and the principle of rule of law should prevail. Though, in Kerala general education and awareness are high among political representatives a familiarisation booklet or interaction on roles and responsibilities of various actors and delegated powers will assist in updating of information to them. | May be examined. **Action : I & PRD** |
| Recom No.137 | 108 | Personal staff of Ministers, who are from outside the governance system, shall be given training on major acts, rules and procedures that govern government functions. All members of the personal staff also be given orientation in the respective roles of the political executive and civil service. | May be accepted for timely action. **Action : GAD** |
| Recom No.138 | 109 | One of the recommendations of the 3rd ARC was to form 'Punctuality Groups' in all | Attendance Monitoring System has been introduced |

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| | | Government offices, with representation being given to all categories of staff. This recommendation has not been implemented so far. Punctuality of employees is the hallmark of discipline in offices. Majority of the employees are punctual in performing their duties. Commission reiterates the recommendation of 3rd ARC of forming Punctuality Groups. Methodology for formation of the group may be finalized after discussion with the stakeholders (Report of the 3rd Kerala Administrative Reforms Committee, Annexure-VI, May 2001). | to promote punctuality. |
| Recom No.139 | 110 | Government shall immediately constitute Internal Vigilance Cells in all departments where it is not constituted so far. Preferably Addl. Director/Jt. Director shall head the Cell. In offices where Addl. Director/Jt. Director posts are not available, a senior most officer may head the Cell. Functions, roles and duties of the vigilance cell shall have clarity. Internal Vigilance Cell should have complete information about disciplinary cases in the department recording stages of disciplinary actions against the employees. The Cell can track various stages of action through a centralized automated online monitoring system. Employees posted in the Internal Vigilance Cell shall be trained in all aspects of disciplinary proceedings. The commission has taken up a study on accountability mechanisms in government, including internal vigilance. Further recommendations in this regard shall be submitted in that report. | Already implemented. |
| Recom No.140 | 111 | Movement of staff from office during office hours shall be recorded in the Movement Register for enforcing discipline in the office. | Not recommended to keep another. However it can be incorporated in Attendance Monitoring System.<br>**Action : GAD** |
| Recom No.141 | 112 | CCTV may be installed in the offices for recording movement of employees and behaviour of employees with the public. | Not recommended at present. |
| | 113 | Punching system shall be linked to SPARK | The system is in full swing in |

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| Recom No.142 | | in all the departments and deductions in leave account/emoluments shall be done compulsorily. | Secretariat. The system is to be extended to other offices. **Action : Finance Department.** |
| Recom No.143 | 114 | All employees shall be given training in the laws relating to disciplinary proceedings to create awareness in handling cases and to avoid delay. | May be accepted. **Action : P&AR(AR.14) Department** |
| Recom No.144 | 115 | The Manual of Disciplinary Proceedings (MDP) warrants that departmental enquiry shall be completed without delay and once taken up the enquiry should be continued and completed at a stretch. But unnecessary delays are seen in the finalisation of disciplinary cases. In the circumstances, specific time frame shall be fixed for finalisation of disciplinary actions. Commission recommends that cases involving minor penalties shall be finalised within a period of six months and major penalties within one year. Necessary amendments shall be made in the relevant rules. Relaxation in this regard shall be permitted by the higher authority only in extraordinary circumstances and decisions in this regard shall be taken within 15 days. | May be accepted. **Action : Vigilance Department** |
| Recom No.145 | 116 | Presently, appeals in disciplinary cases are forwarded to the Appellate Authority through the disciplinary authority. At times, disciplinary authorities withhold the appeal or delay forwarding of the appeals. Therefore, rule (appeal rule 27 KCS (CC&A) 1960) relating to submission of appeal shall be amended enabling submission of appeals directly to the Appellate Authority. | May be accepted. **Action : P&AR (Advice C) Department** |
| Recom No.146 | 117 | Officials posted as enquiry officer shall have minimum remaining service of two years so that retirement of the enquiry officer does not affect the disciplinary proceedings. Similarly, it shall be ensured that once an officer is appointed as enquiry officer she shall continue as enquiry officer till completion of disciplinary proceedings, despite transfer or promotion. | Not recommended as it would be difficult to find suitable officers to complete the process in many departments. However, the second part of the recommendation may be accepted in principle. |

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| Recom No.147 | 118 | ARC recommends that Government may study the functioning of Vigilance Tribunals to assess its effectiveness in finalisation of disciplinary action cases, especially those involving corruption. | Home Department may examine for winding up of Vigilance Tribunals.<br>**Action : Home Department** |
| Recom No.148 | 119 | Most of the employees on Leave Without Allowance (LWA) do not furnish their latest residential address to the concerned heads of department. Hence when disciplinary action is initiated against an employee for wilful absence the disciplinary authority is unable to inform initiation of action and subsequent communications. This compels authorities to initiate ex-parte proceedings resulting in further delay in finalisation of disciplinary proceedings. To avoid difficulties in this regard, HoDs shall be in possession of complete details of the officers on LWA. It shall be the responsibility of the employees on LWA to furnish latest residential address at the beginning of each calendar year. Necessary changes in this regard shall be made in the concerned rules. It is to be ensured that at no point of time any officer continues on LWA without prior sanction from the authorities. Data base of establishment details of employees on LWA shall be maintained and linked to SPARK. | May be accepted.<br>**Action : Finance Department** |
| Recom No.149 | 120 | KCS (CC&A) Rules, 1960 and provisions in MDP stipulate that accused government servant shall not have the right to demand copies of any record to which she has right to access, but she shall be allowed to take extracts from such records under supervision. It is to be ensured that for fair defending of the case against her the accused government servant shall be given copies of the documents/statements requested by her for preparing written statement of defence. The cost involved in this regard shall be borne by the accused, as decided by government. | The documents permitted under RTI Act may be made available.<br>**Action:P&AR(Advice.C) Dept&Vigilance Department.** |
| Recom | 121 | In the formal enquiry in connection with major penalties the presenting officer assisting the Inquiring Authority and | May be accepted.<br>**Action : P&AR (Advice.C)Department** |

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| No.150 | | government servant/retired government servant assisting accused government servant [see Rule 15 (6) of KCS (CC&A) Rules, 1960], shall be given equal rights in examination of witnesses. | |
| Recom No.151 | 122 | Experienced people are assets to the society. Average life expectancy in Kerala is 74.9 years. Most government employees retire from service at the age of 56 which is the lowest retirement age for employees anywhere in India. At 56, the retirees still have the potential and the experience for a very active role in public service. Commission recommends that retired employees interested in contributing their expertise in collaborating with government activities shall be encouraged. A pool of retired employees may be created for this purpose. They shall be rewarded with an honorarium. | (122) (123)– May be accepted on voluntary basis. But no honorarium can be provided. **Action : Finance Department** |
| Recom No.152 | 123 | Database of retired employees shall be created by each department indicating their area of expertise. Resource group of retired employees shall be formed at State, District, Taluk, and Panchayath level. Retired employees interested in joining the resource groups shall be requested to register specifying their area of expertise. | **Action : Finance Department** |
| Recom No.153 | 124 | Pre-retirement counselling may be given to employees in the last year of their retirement. Responsibility for conducting counselling for facilitating better post-retirement lives may be entrusted to Institute of Management in Government (IMG) or similar organisations/Non-Governmental Organisations. | IMG may consider. **Action:GAD** |
| Recom No.154 | 125 | The counselling sessions shall involve guidance by experts on various post retirement opportunities and the way forward. Sessions on stress management and financial management shall be included in the programme. | IMG may consider. **Action:GAD** |
| Recom | 126 | Settling of pensionary claims shall be the responsibility of departments. Directions in GO (P) No. 55/2019/Fin dated 04/05/2019 | (126)&(127) may be accepted. |

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| No.155 | | on sending SMS alert to the retiring employee through SPARK every month starting 18 months before retirement shall be followed strictly. | |
| Recom No.156 | 127 | Personal record of every employee shall be digitised and kept up to date as a dossier by the concerned sections. This dossier shall be maintained as a module in SPARK. Number of the dossier may be same as PEN. The record shall also include information on disciplinary cases and recovery proceedings. | **Action : Finance Department** |
| Recom No.157 | 128 | All pending disciplinary cases including vigilance cases, recovery proceedings, etc. shall be completed at least one month before retirement. Deliberate delay on the part of officials to sanction and settle pension shall invite penalty involving fine to be recovered from the officers concerned. | Time period suggested may be accepted, as far as possible. The recommendation imposing penalty may not be agreed to. **Action : P&AR (Advice C) Department & Finance Department** |
| Recom No.159 | 129 | A simple formal farewell ceremony recognising the service of the employee shall be held for the retiring employees at the cost of government and the retirement benefits shall be released on the same day. | Not recommended. |
| Recom No.160 | 130 | Government shall take urgent steps for simplification of procedures for closures of GIS and SLI. Government shall also take steps to ensure that policy certificates of GIS and SLI are issued on receipt of first premium. | May be accepted. **Action : Finance Department** |

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| Recom No. | ARC Recommendations | |
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| 60<br><br>(2.19(xi) | While reporting vacancies, the appointing authority shall inform KPSC minimum eligibility qualifications/ equivalent qualifications, etc. for the post including eligibility fixed through executive orders.The request for recruitment shall have clarity and | ഒരു തസ്തികയിലേക്ക് അപേക്ഷിക്കുവാനുള്ള യോഗ്യത/ യോഗ്യതകൾ നിശ്ചയിക്കുന്നത്, ആ തസ്തികയുമായി ബന്ധപ്പെട്ട് സർക്കാർ കാലാകാലങ്ങളിൽ പുറപ്പെടുവിക്കുന്ന വിശേഷാൽ ചട്ടങ്ങളെ അടിസ്ഥാനപ്പെടുത്തിയാണ്.ആയത് ആധാരമാക്കിയാണ് കമ്മീഷൻ ഓരോ തസ്തികയിലേക്കും വിജ്ഞാപനം പുറപ്പെടുവിച്ച് തിരഞ്ഞെടുപ്പ് നടപടികൾ പൂർത്തീകരിക്കുന്നത്. അതോടൊപ്പം തന്നെ സർക്കാർ എക്സിക്യൂട്ടീവ് ഉത്തരവുകൾ മുഖേന നിശ്ചിത വിദ്യാഭ്യാസ യോഗ്യതയ്ക്ക് തത്തുല്യമായി പരിഗണിക്കുന്ന യോഗ്യതകളും നിയമനത്തിനുള്ള യോഗ്യതയായി കേരള പിഎസ്.സി അംഗീകരിക്കുന്നുണ്ട്. മേൽ സാഹചര്യത്തിൽ നിയമനാധികാരികൾ ഒഴിവുകൾ പിഎസ്.സി ക്ക് റിപ്പോർട്ട് ചെയ്യുമ്പോൾ പ്രസ്തുത തസ്തികകളുടെ യോഗ്യത |

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| | contain all required information. | മാനദണ്ഡങ്ങൾ സംബന്ധിച്ച് വ്യക്തമായ വിവരങ്ങൾ ഉൾപ്പെടുത്തേണ്ടതാണ്. പ്രസ്തുത തസ്തികയിലേക്ക് സ്പെഷ്യൽ റൂൾ പ്രകാരമുള്ള യോഗ്യതയും, അതോടൊപ്പം തന്നെ വിവിധ സർക്കാർ ഉത്തരവുകൾ പ്രകാരം നിശ്ചയിച്ചിട്ടുള്ള യോഗ്യതകളും പ്രസ്തുത യോഗ്യതയ്ക്ക് തത്തുല്യമായി പരിഗണിക്കുന്ന യോഗ്യതകൾ നിഷ്കർഷിച്ചിട്ടുള്ള പക്ഷം പ്രസ്തുത ഉത്തരവുകളുടെയും വിശദാംശങ്ങൾ / വ്യവസ്ഥകൾ കൂടി റിപ്പോർട്ട് ചെയ്യുന്ന ഒഴിവുകളോടൊപ്പം ഉൾക്കൊള്ളിക്കേണ്ടതാണ്. |
| 61<br><br>2.19(xii) | As done by the Staff Selection Commission (SSC), KPSC may be equipped to conduct examinations and prepare rank list every year or, to begin with, at least once in two years. For posts which are of common nature and have large number of vacancies like LDC and Secretariat Assistant etc. Government shall identify posts for which recruitment can be done to implement the recommendation of ARC. | സർക്കാർ സർവീസിൽ ഉണ്ടാകുന്ന ഒഴിവുകൾ കൃത്യസമയത്ത് പി.എസ്.സി-യ്ക്ക് റിപ്പോർട്ട് ചെയ്യുന്നതിലെ കൃത്യത ഉറപ്പ് വരുത്തുന്നതിനും, കാലതാമസം ഒഴിവാക്കുന്നതിനും ഉദ്യോഗാർത്ഥികൾക്ക് അതാത് കാലത്ത് ന്യായമായും ലഭിയ്ക്കേണ്ടുന്ന തൊഴിലവസരങ്ങൾ നഷ്ടമാകാതിരിയ്ക്കാനും റാങ്ക് പട്ടികയുടെ വലിപ്പം നിർണയിക്കുന്നതിനും സർക്കാരിൽ നിന്നുമുള്ള രണ്ടോ മൂന്നോ ഉദ്യോഗസ്ഥർരണ്ട് പി. എസ്.സി മെമ്പർമാർ,പി.എസ്.സി ഉദ്യോഗസ്ഥർ എന്നിവരെ ഉൾപ്പെടുത്തി ഒരു കമ്മിറ്റി രൂപീകരിക്കുവാൻ ബഹു.ഹൈക്കോടതി നിർദേശിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ 10-04-2023 ലെ G.O.(Ms) No.8/2023/ P&ARD ഉത്തരവ് പ്രകാരം ഒരു കമ്മിറ്റി രൂപീകരിക്കുകയും പ്രസ്തുത കമ്മിറ്റിയുടെ ശുപാർശ സർക്കാരിൽ സമർപ്പിച്ചിട്ടുള്ളതുമാണ്. പുതിയ തസ്തികകളുടെ Creation, Deputation, LWA,Resignation,Retirement എന്നിവ മൂലമുള്ള ഒഴിവുകൾ Spark-ൽ നിന്നും anticipate ചെയ്യുവാൻ സാധ്യമാണ്. വിരമിക്കൽ മുഖേന ഓരോ feeder category കളിലും സ്ഥാനക്കയറ്റം നൽകുന്നത് വഴി entrycadre ൽ ഉണ്ടാകുന്ന ഒഴിവുകൾ Spark -ൽ നിന്നും map ചെയ്യുവാൻ സാധിക്കും. ഈ വിവരം E-vacancy software ൽ രേഖപ്പെടുത്തുവാനുള്ള ഒരു സംവിധാനം നിലവിൽ വന്നാൽ manual intervention ഇല്ലാതെ തന്നെ ഒഴിവുകൾ റിപ്പോർട്ട് ചെയ്യുന്നത് കൂടുതൽ ഫലപ്രദമാകും. ഇതിനായി എല്ലാ വകുപ്പുകളിലും cadre mapping പൂർത്തിയാക്കേണ്ടതുണ്ട്. സമയബന്ധിതമായി എല്ലാ വകുപ്പുകളിലും cadre mapping പൂർത്തിയാകുന്ന മുറയ്ക്ക് Spark നെ E-vacancy software മായി ബന്ധിപ്പിക്കാവുന്നതാണ് എന്നും കമ്മിറ്റി ശുപാർശ ചെയ്തിട്ടുണ്ട്. പ്രസ്തുത ശുപാർശയിന്മേൽ ഈ വകുപ്പിൽ തുടർ നടപടികൾ സ്വീകരിച്ചുവരുന്നു. |
| 62<br><br>2.19(xiii) | ARC recommends that Government may request KPSC to form a Consultative Group of educational experts for consultations and preparation of questions and formation of a question bank to improve efficiency and ensure timeliness in the conduct of examination. | സംസ്ഥാനത്തിന് അകത്തും പുറത്തുമുള്ള അക്കാദമിക് വിദഗ്ധരെ ഉൾപ്പെടുത്തിക്കൊണ്ട് ചോദ്യപേപ്പർ തയ്യാറാക്കുന്നതിനായി കറ്റമറ്റ രീതിയിലുള്ള സംവിധാനം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷനിൽ നിലവിലുണ്ട് എന്ന് അറിയിച്ചിട്ടുണ്ട്. അപ്രകാരം പി.എസ്.സി അറിയിച്ചിട്ടുള്ള സാഹചര്യത്തിൽ ഭരണ പരിഷ്കാര കമ്മീഷൻ ശുപാർശ ചെയ്യുകയും ചീഫ് സെക്രട്ടറി കമ്മിറ്റി അംഗീകരിച്ചതുമായ പ്രസ്തുത ശുപാർശയിന്മേൽ തുടർ നടപടികൾ ആവശ്യമുള്ളതായി കാണുന്നില്ല |
| 65<br><br>2.19(xvi) | Grouping of posts may be done on the basis of qualification and job requirement. Applicants shall be allowed to opt for departments of their choice in the application | ഓരോ തസ്തികയ്ക്കും വ്യത്യസ്തമായ വിശേഷാൽ ചട്ടങ്ങളാണുള്ളത്. ഓരോ തസ്തികയിലേക്കും അപേക്ഷിക്കുവാനുള്ള യോഗ്യതകൾ, പ്രായപരിധി, കൂടാതെ ഓരോ തസ്തികയുടെയും നിയമന രീതി, മറ്റ് നിയമന വ്യവസ്ഥകൾ എന്നിവ വ്യത്യസ്തമാണ്. അപ്രകാരം ഓരോ തസ്തികയുടെയും നിയമന വ്യവസ്ഥകൾ വ്യത്യസ്തമാണ് എന്നതിനാൽ ഓരോ തസ്തികയ്ക്കും പ്രത്യേകമായാണ് റാങ്ക് പട്ടിക തയ്യാറാക്കുന്നത്. മാത്രമല്ല ഓരോ തസ്തികയ്ക്കും പ്രത്യേകം റൊട്ടേഷൻ തയ്യാറാക്കിയാണ് |

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| | itself as done by SSC for Combined Graduate Level Examination (CGL) and UPSC for Civil Services Examination.Opportunity to change the option may also be allowed within a specified period after publication of results. Candidates may be allowed to move only to higher options. | നിയമന ശിപാർശ നൽകുന്നതും എന്നാൽ വിവിധ വകുപ്പുകളിലുള്ള LDC തസ്തികകളെ group ചെയ്ത് ഒരു പരീക്ഷ നടത്തി ഒരു റാങ്ക് പട്ടിക തയ്യാറാക്കുകയും ആ റാങ്കുപട്ടികയിൽ നിന്നും വിവിധ വകുപ്പുകളിലെ LDC തസ്തികകളിലേക്ക് നിയമന ശിപാർശ നൽകുകയുമാണ് ചെയ്തുവരുന്നത്. സമാന രീതിയിലുള്ള നടപടി ക്രമത്തിലൂടെയാണ് വിവിധ വകുപ്പുകളിലെ LGS തസ്തികകളിലേക്കും നിയമന ശിപാർശ നൽകുന്നത്. കേരള പി.എസ്.സി മുഖേനയുള്ള തെരഞ്ഞെടുപ്പ് പ്രക്രിയ കൂടുതൽ സുഗമവും കാര്യക്ഷമവുമാക്കുന്നതിലേയ്ക്കായി സമാന യോഗ്യത നിഷ്കർഷിക്കുന്ന തസ്തികകളിലേക്കുള്ള പരീക്ഷകൾ group ചെയ്തുകൊണ്ട് 20.02.2021 മുതൽ പൊതു പരീക്ഷ പി.എസ്.സി നടത്തിവരുന്നുണ്ട്.<br><br>UPSC യുടെയും , SSC -യുടെയും തെരഞ്ഞെടുപ്പ് രീതിയിൽ നിന്നും വ്യത്യസ്തമായ തെരഞ്ഞെടുപ്പ് രീതിയാണ് KS & SSR -ന്റെയും KPSC Rules of Procedure -ന്റെയും അടിസ്ഥാനത്തിൽ നിലവിൽ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സ്വീകരിച്ചു വരുന്നത്. ആയതിനാൽ SSC, UPSC മാതൃകയിൽ ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം ലഭിക്കേണ്ട വകുപ്പ് opt ചെയ്യുന്നതിനും, റാങ്ക് പട്ടിക നിലവിൽ വന്നതിന് ശേഷം option മാറ്റുന്നതിനും, ഉദ്യോഗാർത്ഥിയുടെ option ന്റെ അടിസ്ഥാനത്തിൽ നിയമനശിപാർശ നടത്തുന്നതിനും സാധ്യമാകുന്ന തരത്തിലുള്ള തെരഞ്ഞെടുപ്പ് രീതി നടപ്പാക്കുവാൻ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന് പ്രായോഗികമായി കഴിയുകയില്ല സ്വഭാവത്തിലും പരീക്ഷാ നടത്തിപ്പിലും തെരഞ്ഞെടുപ്പ് പ്രക്രിയയിലും SSC/UPSC-യും കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷനും തമ്മിൽ താരതമ്യം സാധ്യമല്ല എന്നും ഇക്കാര്യത്തിൽ കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന് SSC/UPSC-യെ അനുകരിക്കാൻ കഴിയുകയുമില്ല എന്നും അഭിപ്രായപ്പെട്ടിട്ടുണ്ട്.<br><br>സമാന യോഗ്യത നിഷ്കർഷിക്കുന്ന തസ്തികകളിലേയ്ക്ക് ഗ്രൂപ്പ് ചെയ്തുകൊണ്ട് പരീക്ഷകൾ നടത്തുന്നു എന്ന് പി.എസ്.സി അറിയിച്ചിട്ടുള്ള സാഹചര്യത്തിൽ പ്രസ്തുത ശുപാർശകളിന്മേൽ മറ്റു നടപടികൾ ആവശ്യമുള്ളതായി കാണുന്നില്ല |