



GOVERNMENT OF KERALA

Finance (Rules) Department

CIRCULAR

No. 45/94/Fin.

Dated, Thiruvananthapuram, 1st August, 1994.

*Sub:—Rules—Delay in giving posting orders—Compulsory waiting—
Treating the period as duty—Adherence to rules—Instructions issued.*

It has come to the notice of Government that in many departments there is considerable delay in giving posting orders to officers on return from leave, deputation, training or on termination of previous appointment. The period, however long, is later treated as duty without going into the reasons for the delay. This results in payment of salary to the officers concerned who have not done any work during the period. Even the statutory provision in Note 4 below Rule 12 (7), Part I, Kerala Service Rules regarding recovery of the excess expenditure from the authorities responsible for the delay is not seen followed. Administrative inefficiency is the root cause for such delays in most cases. The laxity on the part of departmental officers in issuing posting orders in time costs government dearly. The following instructions are therefore issued for strict compliance.

- (i) In the case of officers returning from leave, deputation, training etc., the departmental authorities empowered to issue posting orders shall initiate steps in advance to issue posting orders as soon as they report for duty. The matter should not be kept pending until such officers actually report for duty.
- (ii) Officers on leave should intimate their intention to rejoin duty after leave sufficiently early so as to avoid any possible delay in the issue of posting orders in time, as laid down in Government Decision No. 2 below Rule 124, Part I, Kerala Service Rules.
- (iii) Where Government are the competent authority for giving posting orders, the Heads of Departments shall forward necessary proposals well in advance.
- (iv) If there are no open vacancies to accommodate them, they shall be given appropriate postings by reverting/retranching their juniors without delay.

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- (v) Periods of compulsory waiting for posting orders shall not be treated as duty without the prior approval of Government. Such proposals may be critically examined by the Administrative Departments before concurrence of Finance Department is sought. The reasons for delay will have to be explained in detail.
- (vi) In cases of avoidable delay caused in giving posting orders, responsibility shall be fixed and the amount paid as salary to the officers, during the period of compulsory waiting treated as duty, shall be recovered from those responsible for the delay.

K. M. CHANDRASEKHAR,
Finance Secretary.

To

The Accountant General (A&E), Kerala, Thiruvananthapuram.
 The Accountant General (Audit), Kerala, Thiruvananthapuram.
 All Heads of Departments and Offices.
 All Departments (All sections) of the Secretariat.
 The Secretary, Kerala Public Service Commission, Thiruvananthapuram (with C.L.).
 The Registrar, University of Kerala/Kochi/Kozhikode/Kottayam (with C.L.).
 The Registrar, Kerala Agricultural University, Thrissur (with C.L.).
 The General Manager, Kerala State Road Transport Corporation, Thiruvananthapuram (with C.L.).
 The Registrar of High Court, Ernakulam (with C.L.).
 All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Under Secretaries to Government.
 The Secretary to Governor.
 The Private Secretaries to the Chief Minister and other Ministers.
 The Private Secretaries to the Leader of Opposition and Government Chief Whip.
 The Under Secretary to the Chief Secretary.
