**LEARNING UNIT**

**‘Personal & Establishment matters’**

**(Including Reservation, MACP, DPC & APAR, LTC & Medical Rules**

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| **Name of the Package of Courses** | **‘Personal & Establishment matters** |
| **Duration of the Course** | **Four Days** |
| **Number of Sessions** | **16 (Sixteen)** |
| **Training Branch** | **I** |
| **Name of the Course Coordinator** |  |
|  |
| **Enabling Objectives** | **Contents & Sequence** | **Name of Faculty** |
| **Day-1**  |
| **Session - I & II (10.00 AM to 12.45 PM)** | **An Overview of FR & SR And CCS(CCA) Rules**  |  |
| * Main Rules of FR
* Main Rules of SR
* Important Concepts & Terms
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| **Session - III & IV (1.45 PM to 4.30 PM)** | **Recruitment and Appointment**  |  |
| * Creation/classification of posts.
* Framing of Recruitment Rules – Essential qualification, Desirable qualification – age relaxation.
* Methods of Recruitment, Rectt. Agencies, Ad-Hoc Appointments , Contract Appointments
* Appointment –
* Direct
* Promotion
* On Deputation
* Compassionate appointment
* Main condition (in permanent & temporary cases),
* Probation.
* Drafting terms and conditions of deputation.
* Rules and conditions for appointment on compassionate grounds.
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| **Day-2**  |
| **Session - I & II (10.00 AM to 12.45 PM)** | **Reservation in Services for SC/ST/OBC etc.**  |  |
| Constitutional provisions regarding reservation – Reservation of :* Scheduled Caste.
* Scheduled Tribe.
* Other backward classes.
* Person with disabilities.
* Ex-Service Man.
* Sports Man.
* Roster design – Direct Recruitment/promotion.
* Reservation difference between vacancy based and post based reservation.
* De-reservation/carry forward
* Application to Scientific & Technical posts
* Duties of Liaison Officer H.O.O/HOD
* National Commission for SC and ST
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| **Session - III & IV (1.45 PM to 4.30 PM)** | **Regularization, Confirmation, Lien ,Seniority and Promotion**  |  |
| Rules for deciding – * Regularization – Adhoc appointment.
* Confirmation in initial grade
* Preparing tentative/ final seniority list – Vigilance Angle – Direct Recruits and promotees.
* Promotion – D.P.C. proceedings
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| **Day-3**  |
| **Session - I (10.00 AM to 11.15 AM)** | **ACP and MACPS**  |  |
| * Background of the scheme
* ACP – promotion or financial up-gradation
* Sixth Pay Commission
* Modified Assured Career Progression Scheme

Examples and Illustrations |
| **Session - II (11.30 AM to 12.45 PM)** | **ACR and APAR**  |
| * Writing correct confidential report – contents and manner principles to be observed
* Transfer of Reporting/ Reviewing Officer in middle of the year – on transfer of employee
* Time limitation
* Self appraisal
* Intimating Adverse Remarks
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| **Session - III & IV (01.45 PM to 04.30 PM)** | **Medical Attendance Rules / DGEHS** |  |
| * C.C.S Medical Attendance Rules
* Scope, definition and facilities
* Grant of Medical Advance
* Treatment for Special Diseases
* Concession for families
* Treatment in Homeopathy/ Ayurveda and Unani System
* Compulsory monthly subscription
* Eligibility – family/ beneficiaries
* Mode of payment
* Applicability to pensioners etc
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| **Day-4**  |
| **Session - I & II (10.00 AM to 12.45 PM)** | **Leave Travel Concession ( LTC)**  |  |
| * Salient Points
* Advance and Reimbursement
* LTC to Home Town
* LTC to any place in India
* Misuse of LTC
* Special Concessions for N-E Region.
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| **Leave Rules** |  |
| * Different kinds of Leave-Admissibility and conditions for sanction
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| **Session - III & IV (1.45 PM to 4.30 PM)** | **Retirement , Resignation, Removal and Dismissal**  |  |
| * Retirement on superannuation
* Voluntary retirement
* Retirement on medical grounds
* Compulsory retirement
* Format of resignation
* Authority competent to accept resignation
* Circumstances under which resignation should be accepted
* Date when resignation is effective
* Resignation as technical formality
* Resignation in cases of temporary Govt. servants
* Forfeiture of service on resignation
* About Removal & Dismissal
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| **Redeployment and Re-employment**  |
| * Procedure and formalities for redeployment
* Employment after retirement
* Distinction between Re-employment and Extension
* Engagement of Consultants
* Payment to consultants etc.
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| Feedback, Course Closeout & Valediction |