**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 | |
| **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. | |
| **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 | |
| **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 | |
| **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 | |
| **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 | |
| **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. | |
| **Leave Rules** | |  |
| * Different kinds of Leave-Admissibility and conditions for sanction | |
| **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 | |
| **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. | |
| Feedback, Course Closeout & Valediction | |