

**LEARNING UNIT**  
**'Personal & Establishment matters'**  
**(Including Reservation, MACP, DPC & APAR, LTC & Medical Rules)**

<b>Name of the Package of Courses</b>	<b>'Personal &amp; Establishment matters'</b>	
<b>Duration of the Course</b>	<b>Four Days</b>	
<b>Number of Sessions</b>	<b>16 (Sixteen)</b>	
<b>Training Branch</b>	<b>I</b>	
<b>Name of the Course Coordinator</b>	<b>Sh. Manoj Jain</b>	

<b>Enabling Objectives</b>	<b>Contents &amp; Sequence</b>	<b>Name of Faculty</b>
----------------------------	--------------------------------	------------------------

**Day-1 (03.02.2026)**

<b>Session - I &amp; II (10.00 AM to 12.45 PM)</b>	<b>Medical Attendance Rules / DGEHS</b>	<b>Sh. Zahid Hussain</b>
	<ul style="list-style-type: none"> <li>• C.C.S Medical Attendance Rules</li> <li>• Scope, definition and facilities</li> <li>• Grant of Medical Advance</li> <li>• Treatment for Special Diseases</li> <li>• Concession for families</li> <li>• Treatment in Homeopathy/ Ayurveda and Unani System</li> <li>• Compulsory monthly subscription</li> <li>• Eligibility – family/ beneficiaries</li> <li>• Mode of payment</li> <li>• Applicability to pensioners etc</li> </ul>	
<b>Session - III &amp; IV (1.45 PM to 4.30 PM)</b>	<b>Leave Travel Concession ( LTC)</b>	
	<ul style="list-style-type: none"> <li>• Salient Points</li> <li>• Advance and Reimbursement</li> <li>• LTC to Home Town</li> <li>• LTC to any place in India</li> <li>• Misuse of LTC</li> <li>• Special Concessions for N-E Region</li> </ul>	
	<b>Leave Rules</b> Different kinds of Leave-Admissibility and conditions for sanction	

**Day-2 (04.02.2026)**

<b>Session - I &amp; II (10.00 AM to 12.45 PM)</b>	<b>An Overview of FR &amp; SR And CCS(CCA) Rules</b>	<b>Sh. Arun Gaur</b>
	<ul style="list-style-type: none"> <li>• Main Rules of FR</li> <li>• Main Rules of SR</li> <li>• Important Concepts &amp; Terms</li> </ul>	
<b>Session - III &amp; IV (1.45 PM to 4.30 PM)</b>	<b>Recruitment and Appointment</b>	
	<ul style="list-style-type: none"> <li>• Creation/classification of posts.</li> <li>• Framing of Recruitment Rules – Essential qualification, Desirable qualification – age relaxation.</li> <li>• Methods of Recruitment, Rectt. Agencies, Ad-Hoc Appointments , Contract Appointments</li> <li>• Appointment – <ul style="list-style-type: none"> <li>➢ Direct</li> <li>➢ Promotion</li> <li>➢ On Deputation</li> <li>➢ Compassionate appointment</li> </ul> </li> <li>• Main condition (in permanent &amp; temporary cases),</li> <li>• Probation.</li> <li>• Drafting terms and conditions of deputation.</li> <li>• Rules and conditions for appointment on compassionate grounds..</li> </ul>	

**Day-3 (05.02.2026)**

<b>Session - I (10.00 AM to 11.15 AM)</b>	<p><b>ACP and MACPS</b></p> <ul style="list-style-type: none"> <li>Background of the scheme</li> <li>ACP – promotion or financial up-gradation</li> <li>Sixth Pay Commission</li> <li>Modified Assured Career Progression Scheme</li> </ul> <p>Examples and Illustrations</p>	<b>Sh. U.S. Chattopadhyay</b>
<b>Session - II (11.30 AM to 12.45 PM)</b>	<p><b>ACR and APAR</b></p> <ul style="list-style-type: none"> <li>Writing correct confidential report – contents and manner principles to be observed</li> <li>Transfer of Reporting/ Reviewing Officer in middle of the year – on transfer of employee</li> <li>Time limitation</li> <li>Self appraisal</li> <li>Intimating Adverse Remarks</li> </ul>	
<b>Session - III &amp; IV (01.45 PM to 04.30 PM)</b>	<p><b>Retirement , Resignation, Removal and Dismissal</b></p> <ul style="list-style-type: none"> <li>Retirement on superannuation</li> <li>Voluntary retirement</li> <li>Retirement on medical grounds</li> <li>Compulsory retirement</li> <li>Format of resignation</li> <li>Authority competent to accept resignation</li> <li>Circumstances under which resignation should be accepted</li> <li>Date when resignation is effective</li> <li>Resignation as technical formality</li> <li>Resignation in cases of temporary Govt. servants</li> <li>Forfeiture of service on resignation</li> <li>About Removal &amp; Dismissal</li> </ul> <p><b>Redeployment and Re-employment</b></p> <ul style="list-style-type: none"> <li>Procedure and formalities for redeployment</li> <li>Employment after retirement</li> <li>Distinction between Re-employment and Extension</li> <li>Engagement of Consultants</li> <li>Payment to consultants etc.</li> </ul>	

**Day-4 (06.02.2026)**

<b>Session - I &amp; II (10.00 AM to 12.45 PM)</b>	<p><b>Reservation in Services for SC/ST/OBC etc.</b></p> <p>Constitutional provisions regarding reservation – Reservation of :</p> <ul style="list-style-type: none"> <li>Scheduled Caste.</li> <li>Scheduled Tribe.</li> <li>Other backward classes.</li> <li>Person with disabilities.</li> <li>Ex-Service Man.</li> <li>Sports Man.</li> <li>Roster design – Direct Recruitment/promotion.</li> <li>Reservation difference between vacancy based and post based reservation.</li> <li>De-reservation/carry forward</li> <li>Application to Scientific &amp; Technical posts</li> <li>Duties of Liaison Officer H.O.O/HOD</li> <li>National Commission for SC and ST</li> </ul>	<b>Sh. A,K, Kaushal</b>
<b>Session - III &amp; IV (1.45 PM to 4.30 PM)</b>	<p><b>Regularization, Confirmation, Lien, Seniority and Promotion</b></p> <p>Rules for deciding –</p> <ul style="list-style-type: none"> <li>Regularization – Adhoc appointment.</li> <li>Confirmation in initial grade</li> <li>Preparing tentative/ final seniority list – Vigilance Angle – Direct Recruits and promotees.</li> <li>Promotion – D.P.C. proceedings</li> </ul>	

\*\*\*\*\*