

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

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		Sh. Manoj Jain	
Enabling Objectives	Contents & Sequence		Name of Faculty
Day-1 (03.02.2026)			
Session - I & II (10.00 AM to 12.45 PM)	Medical Attendance Rules / DGEHS		Sh. Zahid Hussain
	<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>		
Session - III & IV (1.45 PM to 4.30 PM)	Leave Travel Concession ( LTC)		
	<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>		
	Leave Rules Different kinds of Leave-Admissibility and conditions for sanction		
Day-2 (04.02.2026)			
Session - I & II (10.00 AM to 12.45 PM)	An Overview of FR & SR And CCS(CCA) Rules		Sh. Arun Gaur
	<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>		
Session - III & IV (1.45 PM to 4.30 PM)	Recruitment and Appointment		
	<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)		
Session - I (10.00 AM to 11.15 AM)	ACP and MACPS	Sh. U.S. Chattopadhyay
	<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> Examples and Illustrations	
Session - II (11.30 AM to 12.45 PM)	ACR and APAR	
	<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>	
Session - III & IV (01.45 PM to 04.30 PM)	Retirement , Resignation, Removal and Dismissal	
	<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> Redeployment and Re-employment <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)		
Session - I & II (10.00 AM to 12.45 PM)	Reservation in Services for SC/ST/OBC etc.	Sh. A,K, Kaushal
	Constitutional provisions regarding reservation – Reservation of : <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>	
Session - III & IV (1.45 PM to 4.30 PM)	Regularization, Confirmation, Lien, Seniority and Promotion	
	Rules for deciding – <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>	
	Feedback, Course Closeout & Valediction	

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