

"രേണഭാഷ - മാതൃഭാഷ"

നമ്പർ: E8-36077/17

വിവരാവകാശം/മറുപടി

സാമൂഹ്യ നീതി ഡയറക്ടറേറ്റ്,
വികാസ് ഭവൻ, തിരുവനന്തപുരം,
തീയതി: 27.10.2017.

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സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർ,
സാമൂഹ്യ നീതി ഡയറക്ടറേറ്റ്,
തിരുവനന്തപുരം.

ശ്രീ. ഹരീഷ് കൃഷ്ണൻ,
റ്റി.സി. 36/14961(1),
ഐസഡ്രൂ, കൊത്തളം ജംഗ്ഷൻ,
വള്ളക്കടവ് പി.ഒ.,
തിരുവനന്തപുരം - 695 008.

സർ,

വിഷയം:- സാമൂഹ്യ നീതി വകുപ്പ് - വിവരാവകാശ നിയമ പ്രകാരം മറുപടി നൽകുന്നത് - സംബന്ധിച്ച്.
സൂചന:- 20.10.2017-ൽ താങ്കൾ ഈ കാര്യലയത്തിൽ വിവരാവകാശ നിയമ പ്രകാരം സമർപ്പിച്ച അപേക്ഷ.

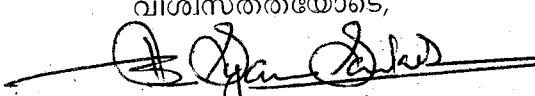
വിവരാവകാശ നിയമ പ്രകാരം താങ്കൾ ആവശ്യപ്പെട്ട വിവരം ചുവടെ ചേർക്കുന്നു:

1. തിരുവനന്തപുരം ജില്ലയിൽ വകുപ്പിന്റെ കീഴിൽ എൽ.ഡി. ടൈപ്പിസ്റ്റ്, യു.ഡി. ടൈപ്പിസ്റ്റ്, സെലക്ഷൻ, സീനിയർ ഗ്രേഡ് തസ്തികകൾ ഉൾപ്പെടെ 21 ടൈപ്പിസ്റ്റ് തസ്തികകളും ഒരു ഫെയർ കോപ്പി സുപ്രണ്ട് തസ്തികയും ഉണ്ട്.
2. തിരുവനന്തപുരം ജില്ലയിൽ നിലവിൽ 2 ഒഴിവുകൾ എൽ.ഡി. ടൈപ്പിസ്റ്റ് തസ്തികയിൽ നിലവിലുണ്ട്. 2017 ജനുവരി 1 മുതൽ 2019 ആഗസ്റ്റ് 31 വരെ 4 ഒഴിവുകൾ വിരമിക്കൽ മൂലം ഉണ്ടാകുന്നുണ്ട്.
3. 2017 മുതൽ 2019 വരെ ഉണ്ടാകുന്ന പ്രൊമോഷനുകളുടെ വിവരം മുൻകൂട്ടി കണക്കാക്കുവാൻ കഴിയില്ല. ഇത്തരം വിഷയം ക്രോഡീകരിച്ച് സൂക്ഷിച്ചിട്ടില്ല.

4. 2017 ജനുവരി 1-ാം തീയതി മുതൽ 2019 ആഗസ്റ്റ് 31-ാം തീയതി വരെ എൽ.ഡി. ടൈപ്പിസ്റ്റ്, യു.ഡി. ടൈപ്പിസ്റ്റ്, സീനിയർ, സെലക്ഷൻ ഗ്രേഡ്, ഹെൽത്ത് കോപ്പി സൂപ്രണ്ട് എന്നീ തസ്തികകളിൽ 4 പേർ വിരമിക്കുന്നുണ്ട്.
5. എൽ.ഡി. ടൈപ്പിസ്റ്റ്മാരുടെ 2 ഒഴിവുകൾ PSCക്ക് റിപ്പോർട്ട് ചെയ്യുന്നതിനുള്ള നടപടികൾ സ്വീകരിച്ചു വരുന്നു.
6. തിരുവനന്തപുരം ജില്ലയിലെ ഒഴിവുകൾ തസ്തികമാറ്റം, ജില്ലാന്തര സ്ഥലം മാറ്റം മുഖേന ഉണ്ടായ ഒഴിവുകളാണ്. 2017 വർഷത്തിൽ ഒഴിവുകൾ റിട്ടയർമെന്റ് മുഖാന്തിരം ഉണ്ടാകാൻ സാധ്യതയില്ലാത്തതിനാൽ Anticipatory ഒഴിവുകൾ റിപ്പോർട്ട് ചെയ്തിട്ടില്ല.
7. P&ARDയുടെ 16.08.2017 തീയതിയിലെ സർക്കുലർ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്.

താങ്കൾ ഈ മറുപടിയിൽ തൃപ്തനല്ലെങ്കിൽ മറുപടി ലഭ്യമായി 30 ദിവസത്തിനകം അപ്പലേറ്റ് അതോറിറ്റിയായ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ, സാമൂഹ്യ നീതി ഡയറക്ടറേറ്റ്, വികാസ് ഭവൻ, തിരുവനന്തപുരം എന്ന മേൽവിലാസത്തിൽ അപ്പീൽ അപേക്ഷ സമർപ്പിക്കാവുന്നതാണ്.

S.L.
Fcd
28-10-17

വിശ്വസ്തതയോടെ,

 S.L. ശ്യാം ശങ്കർ,
 സ്റ്റേറ്റ് പബ്ലിക് ഇൻഫർമേഷൻ ഓഫീസർ
 സാമൂഹ്യ നീതി വകുപ്പ്.



GOVERNMENT OF KERALA

Personnel and Administrative Reforms (Advice-C) Department

CIRCULAR

No Adv.C3/304/17/P&ARD

Dated, Thiruvananthapuram, 16.08.2017

Sub:- Personnel and Administrative Reforms Department-Recruitment to Public Service-Advance intimation to the Kerala Public Service Commission regarding anticipated vacancies for the calendar year 2018 -Instructions-Issued.

- Ref:-
1. G.O. (Ms) No. 232/1971/PD dated 12.08.1971.
 2. G.O.(P) No. 38/1992/P&ARD dated 18.09.1992.
 3. Circular No.4185/Adv.C3/2009/P&ARD dated 01.06.2009.
 4. Circular No.5755/Adv.C3/2013/P&ARD dated 02.04.2013.
 5. Circular No.10336/Adv.C3/2014/P&ARD dated 23.07.2014.
 6. Circular No.8983/Adv.C3/2015/P&ARD dated 17.08.2015.
 7. Circular No. Adv.C3/104/2016/P&ARD dated 17.08.2016.

As per the reference first cited, it was ordered that the Appointing Authorities should report to the Kerala Public Service Commission, the vacancies estimated for one year in each category of posts separately by the first of June every year and that if no vacancies are anticipated a 'Nil' report should invariably be sent.

2. Again, as per the Circular 3rd cited, all Heads of Departments and Appointing Authorities were directed to see that the anticipated vacancies for the calendar year that are caused by retirement/promotion/creation/deputation etc. or 'Not Joining Duty' of a candidate advised earlier are assessed and reported to the Kerala Public Service Commission, concerned Administrative Department and Personnel & Administrative Reforms (Advice-C) Department in advance latest by the 30th June every calendar year. Similar instructions were given in Circular 4th, 5th, 6th and 7th cited.

3. In the above circumstances, in order to avoid delay in assessing and reporting vacancies to the Kerala Public Service Commission, Government are pleased to issue the following instructions to the Heads of Departments/ Appointing Authorities:-

- (i) The Appointing Authorities should report to the Public Service Commission the anticipated vacancies for the calendar year 2018 (1st January, 2018 to 31st December, 2018) in each category of posts separately by the 1st September, 2017. If no vacancies are anticipated, a 'Nil' report

should invariably be sent. The details of vacancies reported to the Kerala Public Service Commission for the calendar year 2018 shall be furnished by the Appointing Authorities to the Administrative Department concerned in the Secretariat with copy to Personnel and Administrative Reforms (Advice-C) Department by 30th September, 2017 without fail in the following format:-

<i>Name of Department</i>	<i>Name of Post</i>	<i>Number of vacancies anticipated</i>	<i>Number of vacancies reported to KPSC</i>	<i>Date of reporting to KPSC</i>
(1)	(2)	(3)	(4)	(5)

- (ii) In the case of state wise recruitment, the responsibility of reporting anticipated vacancies to KPSC lies with the Heads of Departments concerned.
- (iii) In the case of District wise recruitment when an officer retires from a promoted post, it is the responsibility of the Heads of Departments to determine the District where a vacancy in the entry cadre post is likely to arise, on the basis of the final seniority list of officers in the entry cadre for promotion in his department and to inform the same to the District Officers concerned in his department, so as to enable them to report these vacancies to KPSC.
- (iv) While reporting anticipated vacancies, prescribed percentage of vacancies as per rules should be set aside for By-transfer appointment, Inter-district/Inter departmental transfer, appointment under Compassionate Employment Scheme and other appointment, specified in special rules.
- (v) The Appointing Authorities should exercise extreme diligence and accuracy in reporting vacancies to the Public Service Commission. When once the vacancies are reported to the Commission, they should neither be cancelled nor reduced. They should also note that the date of occurrence of the vacancy should be treated as the crucial date for deciding the method of appointment. The practice, if any, of filling the vacancies by promotion/transfer after reporting the vacancies to the Commission should be discontinued.
- (vi) All the vacancies with a duration of six months and above except leave vacancies should invariably be reported to the Commission.

- (vii) Maternity leave vacancies for six months need not be reported to Kerala Public Service Commission. But the maternity leave vacancies that are likely to continue beyond six months should be reported to K.P.S.C. if the vacancies are likely to last long and new vacancies are likely to arise.
- (viii) When there is a ranked list, existing vacancies shall invariably be filled up from the candidates in that list.
- (ix) All 'Not Joining Duty' (NJD) vacancies should be reported to K.P.S.C. soon after the completion of time limit prescribed for joining duty. Appointing Authority shall ensure that no request for extension of joining time is pending with the Government or with the Appointing Authority before the fact of 'Not Joining Duty' is reported to the K.P.S.C.
- (x) Provisional appointments through Employment Exchanges, daily wages and contract basis shall not be resorted to in respect of any posts for which there is a valid Public Service Commission ranked list.
- (xi) The Heads of Departments/Appointing Authorities will take utmost care in furnishing the correct information on the vacancy position in the prescribed pro forma (appended for ready reference) to Kerala Public Service Commission.

4. Any violation of these instructions by any of the Heads of Departments/Appointing Authorities will be viewed seriously and the officer concerned shall be held personally responsible.

SATYAJEET RAJAN

Principal Secretary

To

- All Additional Chief Secretaries/Principal Secretaries/Secretaries/
Special Secretaries.
- All Heads of Departments/Appointing Authorities and Offices.
- All Chief Executives of Public Sector Undertakings.
- All Heads of Autonomous Bodies/Quasi Government Organisations.
- All District Collectors.
- All Departments (all sections) of the Secretariat including Law and Finance.
- The Principal Accountant General (Audit), Kerala, Thiruvananthapuram (with C.L.)
- The Accountant General (A&E), Kerala, Thiruvananthapuram (with C.L.)
- The State Election Commission Kerala, Corporation Office Complex, Tvpm. (with C.L.)
- The Secretary, Kerala Public Service Commission (with C.L.).

The Secretary, Legislature Secretariat (with C.L.).
The Registrar, High Court of Kerala, Ernakulam (with C.L.).
The Registrar, University of Kerala/Kochi/Kozhikode/Kannur (with C.L.).
The Registrar, Mahatma Gandhi University, 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 Secretary, Kerala State Electricity Board Thiruvananthapuram (with C.L.).
The Advocate General, Ernakulam/Thiruvananthapuram Branch (with C.L.).
The Private Secretary to Chief Minister and other Ministers. (with C.L.).
The Private Secretary to the Leader of Opposition, Cantonment House,
Thiruvananthapuram (with C.L.).
The Private Secretary to the Speaker/Deputy Speaker, Legislative Assembly,
Thiruvananthapuram (with C.L.).
The Secretary to the Governor, Raj Bhavan, Thiruvananthapuram (with C.L.).
The Additional Secretary to the Chief Secretary.
The Director, Information and Public Relations Department (for wide publicity).
Information and Public Relations (Web & New media) Department.
(for uploading in Government Website).
Stock File/Office Copy.

Forwarded/By Order



Section Officer

PRO FORMA FOR REPORTING VACANCIES FOR THE YEAR
(Vide G.O.(P)No.38/92/P&ARD dated 18.09.1992)

..... **Department**

1. Designation of the post with scale of pay.
2. Name of the service to which the post belongs [as classified under Kerala Civil Service (Classification, Control, and Appeal) Rules, 1960].
3. Method of recruitment i.e., by direct recruitment (If direct recruitment is prescribed as a method of appointment to be reported to only in the absence of qualified hands for promotion/transfer, it should also be made clear whether the method of promotion/transfer has been tried and if so with what results) or Transfer (the feeder category or categories should be specified wherever possible) or promotion.
4. The rules or orders of Government if any, prescribing any of the method under 3 above in respect of the post, the number and date of Government Order or the Service Rules to be quoted.
5. Qualifications prescribed for each method of recruitment including qualification regarding age.
6. The rules or orders of Government if any, prescribing the qualifications under item 5 above in respect of the post (Number and date of Government Order or Rule to be quoted).
7. Number of vacancies (in the case of District-wise selections, specify whether vacancies are Headquarters or District vacancies).
8. Whether the vacancy reported is a fresh one caused by retirement/promotion/creation/deputation etc. or NJD vacancy i.e., vacancy caused by

the Not Joining Duty of a candidate advised earlier.

9. If the vacancy is one caused by the not joining duty of candidate advised earlier, specify the name/names of candidates who failed to join duty and the date of advice of those candidates (use separate sheet if space in the pro forma is not sufficient)
10. Whether the vacancy has already been reported to the Commission, and if so, the number and date of letter reporting the vacancy and the number and date of communication if any received from the Commission may also be furnished.
11. The date of occurrence of vacancy.
12. Probable duration of the vacancies
13. Designation of the appointing authority.
14. Other points if any.

Signature
Name and Designation
of the Appointing Authority