

**GOVERNMENT OF KERALA  
ABSTRACT**

Training –Training Course for clerks-Exemption from passing tests- orders issued

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**PUBLIC (O&M ) DIVISION**

G.O.MS. 45/72/ PD

Dated TVM 25-1-1972

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Read:- 1. G.O. (MS) No. 281/66/PD dated 11-7-1966  
2. Letter No. AII (1) 20788/71 dated 14-9-71 from the Secretary, Kerala Public Service Commission Trivandrum.

**ORDER**

In the G.O. read as first paper above Government have sanctioned the starting of training school at Trivandrum for giving pre-entry training to the candidates selected by the Public service Commission in various matters relating to Office Procedure, Principles of Administration Financial and Account matters etc, before they are actually appointed as L.D. Clerks in offices other than Secretariat group of offices. It also ordered that after the training, the trainees will have to appear for the tests to be conducted by the Public Service Commission on the following subjects:

(i) Manual of office Procedure for offices other than the Secretariat Group of offices, Special Provisions of the District Office Manual & police office Manual, Kerala Service Manual and miscellaneous papers relating to Service matters (with Books).

(ii) Kerala Service Rules (with Books)

(iii) Kerala Financial Code (Vols.I& II ) and Travancore Cochin Budget Manual (with books.)

(iv) Introduction of Indian Audit and Account Part I and II.(with out Books) and Kerala Account Code Vol. I (with books)

(v) Kerala Treasury code Volumes I & II and Kerala Account code Volume II (with Books)

The passing of the tests was also laid down as a condition to be satisfied before granting the 3<sup>rd</sup> increment for the trainees in the Lower Division Grade.

2. The training course envisaged in the above G.O. is being conducted now with the change that the candidates selected are those who have been posted to different Departments on the advice of the Public Service Commission . The provisions relating to

the passing of the tests and grant of increments remain the same even after the above change. This has placed a section of the lower Division Clerks in the Departments who have undergone the training in a different footing from the remaining L.D. Clerks in the matter of passing of the Departmental tests. completion of probation drawal of increments etc. They are virtually placed at a disadvantageous position in the Department in the matter of passing of tests, in that they will have to sit for the tests to sit for the tests in the Manual of office of Procedure relating to more than one. Department, whereas the other L.D. Clerks are required to pass only the test on the manual of Office Procedure applicable to their particular Department.

3. The matter after has been examined by government in consultation with the Public service Commission and they are now pleased to order that no separate test by the Public Service Commission as laid- down in G.O. Ms No. 287/66/PD dated 11-7-66 need be conducted for the trainees who have undergone training in the Secretariat Training School at their own direction. Sit for the regular Departmental tests conducted by the public Service Commission as in the case .

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