

GOVERNMENT OF KERALA  
Abstract

OFFICE PROCEDURE – MAINTANANCE OF ESTABLISHMENT AND OTHER  
ALLIED REGISTER – PRESCRIBED – ORDERS ISSUED

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PERSONNEL AND ADMINISTRATIVE REFORMS  
(D) DEPARTMENT

G.O.(P) No.5/86/P&ARD

Dated, Trivandrum, 30<sup>th</sup> June, 1986.

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ORDER

It has come to notice of the Government, while inspecting the Departments of Secretariat/Offices of the Heads of Departments, that there is no uniformity among the Departments in maintaining registers intended for recording various establishment matters like sanctioned staff strength (both permanent and temporary), transfer, deputation, declaration of probation etc. Some offices do not maintain such registers at all. In the absence of proper records, up-to-date information relating to the establishment matters is not readily available in several officers. To obviate the difficulties in getting timely information, Government have decided to introduce the following five standardised forms of registers, appended as I to V to this Order, for office use.

- (1) Register of Permanent Establishment Staff strength
- (2) Register of Temporary Establishment Staff Strength
- (3) Establishment Register
- (4) Probation Register
- (5) Register showing the details of persons on deputation.

2. The registers showing the Staff Strength(both Permanent and Temporary) should be maintained by all the Heads of departments/Officers and the Departments in the Secretariat who deal with establishment matters temporary posts now continuing should also be shown in the newly introduced registers. In the case of existing permanent posts Column 5 of Appendix – I need not be filled.

3. The Head of Departments/Other competent authorities who are empowered to make transistors and postings, declare completion of probation and deputation alone need maintain the establishment register, the probation register and the register showing the details of persons on deputation.

4. In big establishments where large number of posts exist in particular category, separate establishment registers for each category should be maintained. In smaller establishments, a common establishment register may be kept covering all categories of staff.

5. The Inspecting Officers should ensure the promptitude and correctness (in maintain the registers referred to at Para I of this Orders, while conducting the inspections of officers in future.

By order of the Governor.

K.L.N. RAO,  
Secretary to Government.

To

All Heads of Departments and Offices.  
All Departments of Secretariat/ sections.  
The Registrar of High Court, Ernakulam (with C.L.)  
The Registrar, University of Kerala/Cochin/Calicut (with C.L.)  
The Registrar Agricultural University , Mannuthi, Trichur (with C.L.)  
The Advocate General, Ernakulam (with C.L.)  
The General Manager, Kerala State Road Transport Corporation , Trivandrum  
(with C.L.)  
The Secretary, Kerala Public Service Commission (with C.L.)  
The Secretary Vigilance Commission (with C.L.)  
The Secretaries, Additional Secretaries, Joint Secretaries , Deputy Secretaries, and  
Under Secretaries to Government .  
The secretary, Kerala State Electricity Board, Trivandrum.  
The Under Secretary to the Chief secretary.