

GOVERNMENT OF KERALA
General Administration (Services-D) Department

CIRCULAR

No. 114725/SDI/ 82/GAD.

Dated , Trivandrum, 29th September, 1983.

Sub:- Public Services- Temporary appointments- Issuance of appointment orders-
Instructions issued.

Ref:-Nil.

It has come to the notice of Government that the appointment orders issued by many of the appointing authorities are defective or incomplete as they do not specify the particular rule under which the appointment is made Generally, provisional/ temporary appointments are of two kinds. The First type of appointments are those made provisionally against regular vacancies at a time when a Departmental Promotion committee is not in existence or when there is no approved seniority list available or , as per direction from the High court. These are made under rule 31 (a) (i) and 9 (a) (i) of the General Rules, by promotion/ transfer based on seniority and can be regularized later.

The second type of appointments are made either from under-qualified hands transferred from other services or through the Employment Exchanges against temporary vacancies and are purely temporary under Rule 9 (a) (i) of the General rules. These appointments cannot and are not meant to be regularized later. The employees so appointed are not members of the service and will not therefore , earn any service benefits other than the salary they are entitled to get so long as they hold the post.

A part from this , contract appointments under rule 9 A and appointments by deputation under 9 B are also temporary appointments which are governed by the condition attached to the respective orders . There are guidelines in Kerala Service rules and pay revision Orders as to how the condition and emoluments have to be determined in these cases. It is essential that speaking appointment orders are to be issued by the concerned appointing authorities particularly in the context of increase in the number of O. Ps. challenging termination of temporary appointments by the nominees of Employment Exchanges.

Government now direct all the Heads of Departments/ appointing authorities to issue speaking appointment orders, specifying clearly the nature of appointment quoting relevant rules in the Kerala State and Subordinate Service Rules, so as to avoid any possible doubt in the matter, in future.

A specimen form is enclosed. This form may be used for issuing appointment orders wherever temporary appointments through Employment Exchanges are made under Rule 9 (a) 9i) of the Kerala State and subordinate Service Rules 1958. Violation of these directions on the part of appointing authorities will be viewed seriously and they will be liable for disciplinary action under the Kerala Civil Services (CC & A) Rules, 1960.

R. Gopalaswamy,
Chief Secretary.

To.

All Special Secretaries/ Secretaries to Government.
All Heads of Departments
all departments and all Sections of Secretariat including finance, Law & Legislature.
Private Secretary to the Chief Ministers and other Ministers
Private secretary to the Leader of Opposition, MLA, Hostel, Trivandrum.
The C.A to the Chief Secretary
The Secretary Kerala Public Service Commission (with C L)
The Registrar University of Kerala/ Cochin/ Calicut (with C L)
The Registrar Agriculture University, Trichur (with C L)
The registrar High court , Ernakulam (with C L)
The Secretary, Kerala State electricity Board (with C L)
The General Manager, K,S.R.T.C Corporation Trivandrum (with C L)

PROCEEDINGS OF THE
(Designation of the appointing authority,
Name of Institution and Department)

ORDER NODate.....

Sub:-.....Services- Estt, Temporary appointment through Employment Exchange -
Orders Issued.

The Following candidates who have been sponsored by the Employment Exchange(Name of Employment Exchange).....are appointed ason Rs.....in the.....(office) purely on a temporary basis under rule9 (a) (i) of the Kerala State and Subordinate Services Rules, 1958 for a period of 180 days or till regular appointment through Public service Commission is made, whichever is earlier.

Name and address of Candidates

- 1.
- 2
- 3.

2. The services of the above persons are liable to be terminated without notice.
3. They are directed to report for duty before the.....(appointing authority),forthwith certificates in original in proof of age , educational qualifications, community etc.

Signature & Designation of appointing
authority.

To

The Persons concerned etc.