





2) Joining time upto 45 days can be granted by the Appointing Authorities in deserving cases, on request.

3) Joining time beyond 45 days can be granted by the Government (in the concerned Administrative Department of the Secretariat) to those candidates who are in the midst of any educational course or are undergoing any training, so as to enable them to complete the course/training and then to report for duty.

4) The applications, if any, for extension of joining time beyond 45 days should be submitted to Government by the candidates through the Appointing Authority within 45 days from the date of the appointment order.

5) Appointing Authority shall ensure that no request for extension of joining time is pending with the Government before the fact of 'Not Joining Duty' is reported to the Public Service Commission.

6) All appointing Authorities and Administrative Department of the Secretariate should deal with the request for extension of joining time with a sense of urgency. Wherever the request for extension of joining time is rejected, the candidate will be informed in the communication rejecting the request, that he is allowed to join duty within ten days from the date of receipt of the communication.

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7) While rejecting the request for extension of joining time beyond 45 days, the candidate will be informed that no further request to reconsider the decision will be entertained. As ten days time is allowed to join duty, he will be further intimated that his seniority will be reckoned only under proviso to rule 27(C) of the General Rules, if his actual date of joining duty is beyond the period of three months from the date of appointment order as stipulated in the above rule, irrespective of the date/date of receipt of the communication rejecting the request for extension of joining time.

8) The communication rejecting the request should be sent to the candidate by registered post with acknowledgment due.

9) Decision on request for extension of joining time shall invariably be taken within a reasonable time as otherwise the delay in this regard will indirectly give the benefit of extension of joining time to the candidate especially in view of the opportunity now allowed for joining in cases where the request is rejected.

10()) The Heads of Departments/Appointing Authorities will send the 'Not Joining Duty' report to Public Service Commission only on expiry of the 10 days time allowed,

11) NORKAS working abroad can be granted by the Appointing Authority upto a maximum period of six months or till the end of one month after the expiry of the contract period with the employer, whichever is earlier subject to the condition that the seniority in such cases will be reckoned only from the date of Joining duty as provided under the 1st Proviso to Rule 27(C) of Part II Kerala State and Subordinate Service Rules.

12) For granting such extension of time to join duty, the Appointing Authority should obtain the contract entered with the foreign employer and verify it, If the contract is entered into after the receipt of appointment order, extension of time will not be granted. Extension beyond six months will not be considered on any account.

It has come to the notice of Government that the above, instructions are not strictly followed by some of the Heads of Department/Appointing Authorities and thereby causing hardship to the candidates and much inconvenience to the Public Service Commission. In the above circumstances Government direct all the Heads of Departments/Appointing Authorities and the Administrative Departments in the Secretariat to follow the above instructions without fail.

V. SATHEESAN  
Deputy Secretary.

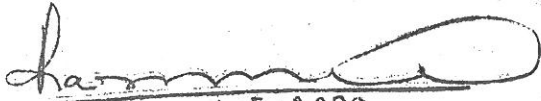
To  
All Heads of Departments/Appointing Authorities and Offices.

Endt. E1- 26110/2000. Dated, 31.7.2000

Copy forwarded to All Conservator of Forests, Divisional Forest Officers, Wildlife Warden and all sections, E Section

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" D Section,

A. 31/7  
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18.2000  
For Chief Conservator of Forests(A)

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Evid on E1 - 6681 / 2000 dt 8-2000

E1

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