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GOVERNMENT OF KERALA
ABSTRACT.

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Training - Training School for giving pre-entry training to Lower Division Clerks on Rs.80-160 starting of orders issued.

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ORGANISATION AND METHODS DIVISION.

G.O.MS.No.287/66

Date 11-7-1966

- Read 1. G.O.Rt.762/Public (Special) Department dated 4-4-1966
2. Letters R1(A)1-11103/66 dated 18-5-66 and 10-6-1966
from the Secretary, Kerala Public Service Commission.

O R D E R.

In order to improve the efficiency in a administration Government have decided to start a training school at Trivandrum for the present for giving pre-entry training to the candidates selected by the Public Service Commission in various matters relating to Office Procedure, Principles of Public Administration, Financial and Account matters etc. before they are actually appointed as Lower Division Clerks on Rs.80-160 in office other than the Secretariat group of offices. The training school will be attached to the Organisation and Methods Division of the Secretariat and will be under the charge of the Principal-Cum-Assistant Secretary subject to the over-all control of the Deputy Director of the Organisation and Methods Division. The course of training will be for a period of two months. Each course will consist of two batches and each batch will have a minimum of 50 students. One batch will be given training in the forenoon and the other batch in the afternoon.

2. During the period of training, the trainees will be paid a stipend of Rs.75/- per mensem. However, candidates who are already in Government service in one capacity or other and who happen to be selected/advised by the Public service commission for appointment as L.D. Clerks on Rs.80-160 will be paid during the period of training their salary and allowances which they were drawing at the time of their joining the training school. The pay and allowances in such cases will be drawn and disbursed by the head of the office from which the trainees were relieved for the training. The period of training and transit in respect of such candidates will be treated as duty under Rule 12 (7) (iii) of Part I K.S.R.

3. After the training the trainees will have to appear for the tests to be conducted by the Public Service Commission in the following subjects.

- i. Manual of office procedure for offices other than the Secretariat group of offices, Special provisions of the Manual and miscellaneous papers relating to service matters (with books).
- ii. Kerala Service rules (with book)
- iii. Kerala Financial Code Vols. I and II) and T.C Budget manual (with book)
- iv. Introduction of Indian audit and Accounts, Parts I and III (without books) and Kerala Account Code Vol. I. (with book)
- v. Kerala Treasury Code (vol.s I and II) and Kerala Account Code, Vol. II (with books).

Those who pass the tests will be exempted from passing the office Manual test of the respective Departments in which they may get appointed and the Account Test (Lower) which are otherwise obligatory. Passing of the tests is a condition to be satisfied for granting the third increment in the Lower Division Grade of Rs.80-160

4. The trainees will have to execute a bond to serve the State Government for a period of five years after completion of the training.

5. Part-time lecturers who will be engaged for giving lectures to the trainees will be paid an honorarium of Rs.10/- per lecture on the basis of the certificates issued by the Principal of the Training School.

6. The expenditure on this account will be debited to '19 General Administration C-Miscellaneous (b) (vi) B Training School for giving pre-entry training to clerks. The Assistant Secretary Public (Accounts) Department is authorised to operate on the above provision for drawing and disbursing the stipend of Rs.75/- p.m. to the trainees etc. The Secretary, Public Department will be the controlling officer in this regard.

By order of the Governor
G. Bhaskaran Nair,
Secretary to Government.

ndt. on E4-23256/66 F.Dis. dated 18-7-66

Copy forwarded to ~~the~~ all Sub-offices for information and guidance. Further orders in the matter will be issued in due course.

Sd/- For Chief Conservator of Forests

Endt on F.Dis.13761/66 E1 - dated 31-8-1966

Copy to stock file and E2. Section

Copy for Circulation in the office.

Conservator's Office,

Chalaky.

[Signature]
For Conservator of Forests.

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