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GOVERNMENT OF KERALA
PERSONAL AND ADMINISTRATIVE REFORMS(ADVICE-C) DEPARTMENT

C I R C U L A R

No. 18951/Adv.c3/97/P &ARD. Dated, Thiruvananthapuram 16.6.1998.

Sub:- Public Services- Recruitment/Public Services-
Extension of joining time for joining duty- Reporting
of "Not-joining duty" to the P.S.C. instructions issued

Ref:- Circular No.96060/Adv.c3/97/F&ARD dated 13.9.94 and 22.11.94.

As per the circular dated 22.11.94 cited above,
following instructions were issued to regulate the procedure
regarding grant of extension of joining time to candidates
advised for appointment by the Public Service Commission-

1. The appointing Authorities should clearly specify
in the appointment order the date upto which joining time is
available to the candidates to join duty. Vague terms such as
"join forthwith". "join immediately" etc., should not be used.

2. Joining time up to 45 days can be granted by the
Appointing Authority, in deserving cases, on request.

3. Joining time beyond 45 days can be granted by the
Government in the concerned Administrative Department of the
Secretariate) to those candidates who are in the midst of any
educational course or are under going 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.

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It has now come to the notice of Government in the most of the cases where the request for extension of joining time beyond 45 days is rejected by Government, the period of 45 days allowed by the Appointing Authority would have expired by the time the communication is received by the ~~and~~ candidate. While the application for extension of joining time is pending with Government the candidate may not turn up to join duty, anticipating favourable orders, This will result in the denial of chance to the candidate forever to join duty. Natural justice would demand that in such cases the candidates should be given reasonable time to join duty. In the circumstances the following further instructions are issued.

i. All appointing authorities and administrative Departments of secretariate should deal with request for extension of joining time ~~isxxrejected~~ with a sense of urgency. Whereverthex request for extension of joining time is rejected the candidate will be informed in the communication rejected the request that the he is allowed to join duty within ten days from the date of receipt of the communication.

ii. 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 provision 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 rules, irrespective of the date/ date of receipt of the communication rejecting the request for extension of joining time.

iii. The communication~~xx~~ rejecting the request should be sent to the candidate by registered post with acknowledgement due.

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Extension 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.

v. The heads of departments/Appointing Authorities will send 'not joining duty' report to public service Commission only on expiry of the 10 days time allowed.

DHARAM VEER
Secretary to Government

Ednt. E3. 26270/98 Dated 19..8..98.

Copy Forwarded to all Conservator of Forests and Divisional Forests officers for information and for taking appropriate action.

Sd/
Chief Conserv_zator of Forests

Endt. E2.

// True Copy //


For Conservator of Forests, Thrissur

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