

**വളരെ അടിയന്തിരം**

നം സി.3 /9906/2014/കോ.വി.വ

കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ കാര്യാലയം,  
തിരുവനന്തപുരം,  
തീയതി 11.03.2014  
ഫോൺ 0471-2303107

**സർക്കുലർ**

വിഷയം:- കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ്- ജീവനക്കാര്യം- ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പിൽ നിന്നുള്ള 01.01.2001 മുതൽ 31.12.2010 വരെയുള്ള നിയമന പരിശോധന-സംബന്ധിച്ച്-

സൂചന:- 01.03.2014-ലെ പി.ആന്റ്.എ.ആർ.ഡി.സെക്രട്ടറിയുടെ 4254/എവി.സി.1 (1)2014/പി.ആന്റ്.എ.ആർ.ഡി നമ്പർ അർദ്ധ ഔദ്യോഗിക കത്ത്.

01.01.2001 മുതൽ 31.12.2010 വരെയുള്ള കാലയളവിലെ സർക്കാർ സർവ്വീസിലെ നിയമനങ്ങളുടെ വിശദമായ പരിശോധനയ്ക്കായി ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പിൻ കീഴിൽ ഒരു "അഡ്മിനിസ്ട്രേറ്റീവ് വിജിലൻസ് സെൽ" രൂപീകരിച്ചിരുന്നു. സൂചന കത്തിൻ പ്രകാരം ഈ വകുപ്പിലെ നിയമന പരിശോധനയ്ക്കായി ഈ പരിശോധനാ സംഘം ഉടൻ തന്നെ എല്ലാ സ്ഥാപനങ്ങളിലും എത്തും എന്ന് അറിയിച്ചിട്ടുണ്ട്. ഈ സാഹചര്യത്തിൽ സ്ഥാപന മേധാവികൾ അതാത് സ്ഥാപനങ്ങളിലെ 01.01.2001 മുതൽ 31.12.2010 വരെ നിയമിച്ചിട്ടുള്ള ജീവനക്കാരുടെ സേവന പുസ്തകങ്ങളും ഇതോടൊപ്പം നൽകിയിട്ടുള്ള ലിസ്റ്റ് പ്രകാരമുള്ള രേഖകളും പ്രൊഫോർമകളും അടിയന്തിരമായി തയ്യാറാക്കി സൂക്ഷിക്കേണ്ടതും പരിശോധനാ സമയത്ത് കൈമാറേണ്ടതുമാണ്. ഇക്കാര്യത്തിൽ അടിയന്തിര ശ്രദ്ധ ചെലുത്തേണ്ടതാണെന്നും അറിയിക്കുന്നു.

ഒപ്പ്  
പി.ജയരാജ്.  
സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ

പകർപ്പ്:-

ഈ വകുപ്പിൻ കീഴിലുള്ള എല്ലാ സ്ഥാപന മേധാവികളുടേയും അറിവിനും അടിയന്തിര നടപടിയ്ക്കുമായി.

/ അംഗീകാരത്തോടെ /

  
സപ്രണ്ട്

## List of Documents to be produced for Inspection by Administrative Vigilance Cell

### P&AR Department, Kerala Government Secretariat

1. Service Books along with proforma 1 (Those appointed for the period from 01/01/2001 to 31/12/2010)
2. Proforma II (DETAILS OF APPOINTMENTS MADE DURING THE PERIOD FROM 01.01.2001 TO 31.12.2010)
3. Proforma III (DETAILS OF APPOINTMENTS MADE OTHER THAN THROUGH PUBLIC SERVICE COMMISSION (Compassionate Employment/ Sports Quota/Persons with Disabilities/Special Recruitment etc.) during the period from 01.01.2001 to 31.12.2010)
4. Proforma IV (Details of Staff Strength)
5. Certificate (Details of employees whose service books are produced before the inspection team and whose service books are not available for inspection)
6. Attendance Register (Current Year)
7. Casual Leave Register ,,
8. Service Book Register ,,
9. Incumbency Register ,,
- 10.Acquittance Roll ,,
- 11.Cash Book ,,
- 12.Office Order regarding the distribution of work ,,
- 13.Daily Work Load Register of Typist' ,,
- 14.Distribution Register ,,
- 15.Despatch cum Stamp Account Register ,,
- 16.Personal Registers ,,
- 17.Reminder Diary ,,
- 18.Call Book ,,
- 19.RTI act case register ,,
- 20.Audit report case of HOD/ Accountant General ,,
- 21.List of long pending files (above 5 years) ,,
- 22.Suit register ,,
- 23.Security Register ,,

For more details Please contact

P.John Section Officer 9447556868

Sri Nizar.(Assistant Section Officer) 9847155302

## ANNEXURE - 1

Form 1

**PERSONNEL & ADMINISTRATIVE REFORMS  
(ADMINISTRATIVE VIGILANCE) DEPARTMENT**  
Government Secretariat, Thiruvananthapuram

**INTENSIVE VERIFICATION OF APPOINTMENTS TO PUBLIC SERVICE (IVAPS)**

SERVICE DETAILS OF PERSONNEL APPOINTED DURING THE PERIOD  
from 01-01-2001 to 31-12-2010

IN.....DEPARTMENT

(To be filled up and submitted along with the Service Book by the Head of Office)

1	Name of the Employee in CAPITAL (with PEN if already assigned)	
2	Address as in the PSC Identification Certificate/appointment order	
3	Post to which the employee was first appointed & date of entry in service	
4	Present Post held	
5	Date of entry in Service in the present department	
6	Date of Birth	
7	Qualification notified by the PSC for the present post	
8	Specify method of appointment- whether through PSC/Compassionate Employment/Sports Quota/ Employment Exchange/Deferentially able person (Persons with disability)/Ex-Servicemen/any other	
9	If through PSC, whether District-wise/Zone-wise/State-wise recruitment ( specify District/Zone in the case of District/Zone-wise appointments)	
10	Name of the Center where the incumbent had appeared for the PSC test/interview/physical test with date and Admission Ticket No./Roll No.	
11	No. & Date of Advice of PSC for the present post( specify details of government order in other cases)	
12	No. & Date of Appointment Order	
13	Designation of the Appointing Authority	
14	Name of office to which the incumbent was first appointed	

15	Whether regularized in the entry post (in the present department) (a) if yes No. and date of Order/Proceedings (b) if no,specify the reasons thereof.	
16	Whether probation has been declared: (a) if yes No. & Date of Order (b) if not reasons thereof	
17	Whether any disciplinary actions initiated against the incumbent, if any give details	
18	Complete postal address of the present office with telephone No.	
19	Details of prior appointments(No & Date of Advice/G.O/ Appointment Order )	

Certified that the above details collected from the Service Book of the incumbent and other records maintained in the office, are found correct.

Signature.....

Place: \_\_\_\_\_ Name & Designation of the  
Date: \_\_\_\_\_ Office Seal Appointing Authority/  
Head of of Office

.....  
for the use of Administrative Vigilance Cell

**Remarks of the AVC**

Inspected By..... (Name of the Assistant) Signature.....

Verified By ..... (Name of the S.O./U.S/D.S) Signature.....

Place:  
Date:

## ANNEXURE – 2

Form 2

PERSONNEL & ADMINISTRATIVE REFORMS (ADMINISTRATIVE VIGILANCE) DEPARTMENT  
SECRETARIAT, THIRUVANANTHAPURAM  
INTENSIVE VERIFICATION OF APPOINTMENTS TO PUBLIC SERVICE (IVAPS)  
DETAILS OF APPOINTMENTS MADE DURING THE PERIOD FROM 01.01.2001 TO 31.12.2010

Name of the Department

Name of District (DRB)

category

(Use separate form for each category)

Year of appointment	No. of post	No. of vacancies arose	No. vacancies reported to KPSC		No. of candidates advised by KPSC	No. of candidates reported for duty	No. of candidates not reported for duty(NJD)	No. of NJD vacancies reported to PSC	Whether any irregularity suspected **	Remarks
			Regular	NJD						
1	2	3	4	5	6	7	8	9	10	11

- use separate sheet for each District in the case of District-wise appointments

No.& Date of requisition letter reporting vacancies with copy of the proforma

\*\* If yes, details may be furnished in a separate sheet

Place:

Date:

Office Seal

Name & Designation of the Appointing Authority/Head of office

**ANNEXURE - 3**

Form 3

PERSONNEL & ADMINISTRATIVE REFORMS (ADMINISTRATIVE VIGILANCE) DEPARTMENT  
SECRETARIAT, THIRUVANANTHAPURAM

INTENSIVE VERIFICATION OF APPOINTMENTS TO PUBLIC SERVICE (IVAPS)

DETAILS OF APPOINTMENTS MADE OTHER THAN THROUGH PUBLIC SERVICE COMMISSION (Compassionate Employment/  
Sports Quota/Persons with Disabilities/Special Recruitment etc.) during the period from 01.01.2001 to 31.12.2010

Name of the Department:

category:

(Use separate form for each category)

Sl. No.	Name of the incumbent	Designation	No. and Date of appointment order	No.&Date of proceedings, if any, regarding appointment	Date of joining duty	No. & Date of regularization order, if any	Whether any irregularity suspected*	Remarks
1	2	3	4	5	6	7	8	9

\* If yes, details may be furnished in a separate sheet

Place:

Date:

Office Seal

Name & Designation of the Appointing Authority/Head of office



### Certificate

Certified that a total No of ..... Service Books of employees of non gazetted cadre who were advised by KPSC, appointed under CES and various reservation quotas (Sports, deferentially abled etc) during the period between 01/01/2001 and 31/12/2010 are made available to the Inspection Team of Administrative Vigilance Cell of P&ARD for Verification

The following are the details of employees whose Service Book are produced before the Inspection Team for verification

SI No	Name	Designation	Date of Joining	Method of recruitment (PSC/CES/Reservation Quota etc)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

The following are the details of employees whose Service Books are not available for verification

Sl. No	Name	Designation	Date of Joining	Reason for non Availability of Service Book
1				
2				
3				
4				

I am aware that I will be responsible for the lapse, if any, found in this report.

Place

Date

Signature  
Name and designation