



GOVERNMENT OF KERALA

Abstract

**PUBLIC SERVICES—KERALA GENERAL SERVICE—POSTS OF ACCOUNTS
OFFICERS, SENIOR SUPERINTENDENTS, MANAGERS, ETC.—SPECIAL
RULES—ISSUED—**

PUBLIC (RULES) DEPARTMENT

G. O. (P) No. 464.

Dated, Trivandrum, 28th November 1966.

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and of all powers hereunto enabling and in supersession of all the existing rules and orders on the subject, the Governor of Kerala hereby makes the following Special Rules:—

RULES

1. *Constitution.*—The posts mentioned below shall constitute a separate class in the Kerala General Service.

Category 1.—

Accounts Officer, Office of the Director of Collegiate Education.
Accounts Officers, Offices of Directors of Agriculture and Training.
Accounts Officer, Office of the Director of Technical Education.
Accounts Officer, Medical College, Trivandrum.
Administrative Assistants in the Offices of the Chief Engineer (General & Irrigation) and Chief Engineer (Buildings and Roads).

Category 2.—

Managers, (Other than in the Offices of the Advocate General, Inspector General of Police and Excise Branch of the Board of Revenue) Superintendent, Office of the Director of Public Relations, Senior Superintendents (other than in the Land Revenue, Agriculture Income-tax and Sales tax, Civil Supplies and Excise Branches of the Board of Revenue, Stamp Manufactory Department, Hindu religious and Charitable Endowment Department, Weights and Measures Department, Harijan Welfare Department, Health Services Department, Stationery Department and Registration Department).

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Senior Superintendent, Stationery Department.
 Senior Superintendents, Chief Accountant, General Medical Stores and
 Lay Secretary and Treasurer of the Health Services Department.

Accounts Officers in Medical Colleges.

Personal Assistant to the Director of Tourist Department.

Personal Assistant to the Special Officer, Coir.

Personal Assistant to the Principal Veterinary College.

Administrative Assistant to the Director of Indigenous Medicine.

Office Manager/Publication Assistant in the Printing Department.

Category 3.—

Divisional Accountants.

Category 4.—

Cost Accountant, P. W. D. Engineering Workshops.

Category 5.—

Accounts Officer, Office of the Director of Fisheries.

2. *Appointment:—*(a) Appointment to the several categories shall be made as specified below:

<i>Category</i>	<i>Method of appointment</i>
Accounts Officer, Office of the Director of Collegiate Educa- tion	1. By promotion from the category of Senior Superintendent in the Office of the Director of Collegiate Education. <i>Or</i> 2. In the absence of qualified candidates for promotion, recruitment by transfer from the category of Junior Superintendents in the Office of the Director of Collegiate Education.
Accounts Officers, Offices of the Direc- tors of Agriculture and Training	1. By promotion from the category of Senior Superintendents in the Departments concerned. <i>Or</i> 2. In the absence of qualified candidates for promotion, recruitment by transfer from the category of Junior Superintendents in the Departments concerned.
Accounts Officer, Office of the Director of Technical Educa- tion	1. By promotion from the category of Senior Superintendents in the Depart- ment. <i>Or</i> 2. In the absence of qualified candidates for promotion, by transfer from among Junior Superintendents in the Depart- ment.

- Category**
1. Accounts Officer,
Medical College,
Trivandrum
 - Administrative Assistants in the Offices of the Chief Engineer (General and Irrigation) and Chief Engineer (Buildings and Roads)
 2. Superintendent, Office of the Director of Public Relations
 - Accounts Officers in the Medical Colleges
 - Managers and Senior Superintendents
 - Personal Assistant to the Director, Tourist Department
 - Personal Assistant to Special Officer, Coir
 - Personal Assistant to Principal, Veterinary College
 - Administrative Assistant to the Director of Indigenous Medicine
 - Senior Superintendent, Stationery Department

Method of appointment
By promotion from the category of Senior Superintendents/Accounts Officers in Medical Colleges.

By promotion from among senior Superintendents in the Department.

By transfer from the category of U. D. Clerks in the Kerala Ministerial Subordinate Service employed in the Public Relations Department.

1. Recruitment by transfer from among Junior Superintendents, Head Clerks or Chief Accountants in Kerala Ministerial Subordinate Service employed in the Departmental Unit;

Or

2. If no qualified candidate is available for such transfer recruitment by transfer from the category of U. D. Clerks employed in the Departmental Unit.

By transfer from:—

- (i) Category of Junior Superintendents in the Stationery Department:

Or

- (ii) Category of Store-keeper (on Rs. 190-300) in the Stationery Department;

Or

- (iii) Category of Inspectors of Stationery in the Kerala Stationery Subordinate Service.

Senior Superintendent,
Chief Accountant
General Medical
Stores and Lay
Secretary and
Treasurer of
Health Services
Department

Office Manager/
Publication Assistant
in the Printing
Department

Divisional Accountant

Cost Accountant
P. W. D. Engineering
Workshops

Accounts Officer,
Office of the Director
of fisheries

By transfer from the category of Junior Superintendents, Head Accountants and U. D. Clerks in the Health Services Department.

Recruitment by transfer from the category of Junior Superintendents in the Printing Department/Supervisor, Stamp Manufactory

Or

If no qualified candidate is available for such transfer, recruitment by transfer from Head Clerks and Chief Accountants in the Printing Department.

- (i) By absorption of Emergency Divisional Accountants (1/3 of the vacancies)
- (ii) By direct recruitment (1/3 of the vacancies)
- (iii) By transfer from among U. D. Clerks of all Departments (including Assistants Grade I of the Administrative Secretariat and the Finance Secretariat and U. D. Auditors of the Local Fund Audit Department) and those above U. D. Clerks in the Non-Gazetted cadre (1/3 of the vacancies).

By transfer from U. D. Clerks and Accountants in the Kerala Ministerial Subordinate Service employed in the Departmental unit.

1. By transfer from Junior Superintendents in the Fisheries Department

Or

2. If no qualified candidate is available among Junior Superintendents, by transfer from Head Clerks in the Fisheries Department
3. In the absence of suitable candidates for transfer as in item 1 or item 2, by transfer from U. D. Clerks in the Fisheries Department.

(b) Promotion and appointment by transfer in/from the Departmental Unit shall be made from select lists prepared from among eligible officers on the basis of merit and ability, seniority being considered only where merit and ability are approximately equal. Persons included in the select list shall be ranked in the order of their seniority.

3. *Reservation of appointment.*—The rules relating to reservation of appointments (General Rules 16–17) shall apply to appointments by direct recruitment.

4. *Appointing Authority.*—The appointing authority in respect of category 1 shall be the Government, category 3 shall be the Finance Secretary to Government and categories 2, 4 and 5 shall be the Head of the Department concerned.

5. *Qualifications.*—No person shall be eligible for appointment to the categories in column (1) by the method specified in column (2) of the table below unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:—

Table

Category.	Method.	Qualifications.
(1)	(2)	(3)
Accounts Officer, Office of the Director of Collegiate Education	By promotion or transfer	<ol style="list-style-type: none"> 1. Must have passed Account Test (Higher). In the case of allotted officers from Madras, Account Test for Subordinate Officers, Part I will be accepted as sufficient qualification in lieu of Account Test (Higher) 2. A minimum service of 10 years in the Department 3. A minimum period of 5 years experience in dealing with Accounts and Finance matters of Government.
Accounts Officers, Office of the Director of Agriculture and Training	By promotion or transfer	<ol style="list-style-type: none"> i. Graduation ii. Service in a Supervisory post for a minimum period of three years. iii. Experience in Accounts and Audit for at least three years.

(1)	(2)	(3)
Accounts Officer, Office of the Director of Technical Education	By promotion or transfer	<ol style="list-style-type: none"> 1. Account Test (Higher). In the case of allotted Officers from Madras, Account Test for Subordinate Officers Part I will be accepted as sufficient qualification in lieu of Account Test (Higher). 2. A minimum service of 10 years in the Department. 3. A minimum period of 5 years experience in dealing with Accounts and Finance matters of Government.
Accounts Officer, Medical College, Trivandrum	By promotion	Five years' service as Senior Superintendent and / or Accounts Officers in Medical Colleges.
2. Senior Superintendent, Stationery Department	By transfer	Should have served in the Department for a minimum period of 10 years.
Senior Superintendents and Accounts Officers, Medical Colleges	do.	10 years service in the Ministerial Cadre of which not less than 3 years should be in and/or above of the rank of U. D. Clerks.
Administrative Assistant to the Director of Indigenous Medicine	do.	<ol style="list-style-type: none"> 1. Minimum general educational qualification of the S. S. L. C. Standard. 2. Office experience for not less than 10 years.
3. Divisional Accountant	By direct recruitment	<ol style="list-style-type: none"> 1. A University Degree with at least a Second Class. 2. Must not have completed 25 years of age on the 1st day of July of the year in which applications for appointment are invited.

(1) Divisional Accountant	(2)	(3)
	By transfer from the category of Junior Superintendents of the P. W. D. and P. H. Engineering Department	Must have passed Account Test (Higher) and P. W. D. Test or Corresponding Departmental Tests.
	By transfer from among U. D. Clerks of all Departments etc.	1. Must have passed the Account Test (Higher) 2. Must have put in not less than 5 years' total service of which one year should be in the upper division and/or in the higher grade.
5. Accounts Officer, Office of the Director of Fisheries	By transfer	An aggregate of 5 years' service in the posts of Junior Superintendents, Head Clerk or U. D. Clerk in the Fisheries Department.
		<i>Note.</i> —Preference will be given to persons possessing Account Test (Higher)

6. *Tests.*—(a) No person shall be eligible for appointment to categories 1, 2, 4 and 5 unless he has passed the Account Test (Lower)

(b) Every person appointed to category 3 shall within the prescribed period of training pass the Divisional Accountant's test examination.

Provided that the Emergency Divisional Accountants absorbed in the regular cadre shall be exempted from the operation of sub rule (b)

(c) Every person appointed to the post of Senior Superintendent in the Motor Vehicles Department shall within the prescribed period of probation pass the departmental tests which may be prescribed by Government.

7. *Probation.*—(a) Every person appointed to any of the posts in categories 1, 2, 4, and 5 shall from the date on which he joins duty be on probation;

(i) if recruited by transfer from any other service for a total period of two years on duty within a continuous period of three years; and

(ii) if appointed by promotion for a total period of one year on duty within a continuous period of two years.

(b) Every person appointed to category 3 shall from the date on which he joins duty be on probation for a total period of three years on duty (two years for training and one year for trial as Divisional Accountant). During the period he shall draw allowance as shall be prescribed by Government from time to time:

Provided that no probation is required in the case of Emergency Divisional Accountants who have put in three years service as Emergency Divisional Accountant:

Provided further that a person placed in independent charge of the Accounts of a division after passing the Divisional test examination shall during the period draw pay in the regular scale of pay of Divisional Accountants.

8. *Unit of appointment.*—The unit of application of the General Rules governing recruitment, discharge and reappointment of probationers and approved probationers and appointment of full members shall be the jurisdiction of each of the authorities which, according to Rule 4 are competent to make appointments.

9. *Security.*—Where the State Government have by General or Special Order directed that the holder of any specified post or category of posts shall deposit security for the due and faithful performance of his duties, appointment to such posts or categories of posts shall be made from among candidates who are able and willing to deposit such security.

10. *Training.*—Every person other than the Emergency Divisional Accountants appointed to category 3 shall, during the period of probation undergo practical training for a period of 2 years.

By order of the Governor,

N. M. PATNAIK,
Chief Secretary

To

All Heads of Departments and Offices.

All Departments of the Secretariat.

The Secretary, Public Service Commission (with C. L.).

The Registrar, University of Kerala (with C. L.).

The Registrar, High Court of Kerala (with C. L.).

The Secretary, Vigilance Commission (with C. L.).

The General Manager, Kerala State Road Transport Corporation (with C. L.).

The Secretary, Kerala State Electricity Board (with C. L.).

The Accountant General.

All Secretaries, Additional Secretaries, Joint Secretaries, Deputy Secretaries and Assistant Secretaries to Government.

The Secretary to Governor.

The Private Secretaries to Advisers.

The Stenographer to the Chief Secretary.