GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Public Services – Personal Files – Prescription of Record sheet for Non-Gazetted Officers – Modified format – Orders – Issued.

GENERAL ADMINISTRATION (SER.C) DEPARTMENT

G.O.Ms.No 818 Dated:28-11-2013. Read the following:

1. G.O.Ms.No.144, G.A.(Ser.C) Dept., Dated 10.3.1989.
2. G.O.Ms.No.95, G.A.(Ser.C) Dept., Dated 13.2.1990.

3. From the CCT’s Ref. No. DX(1)/6/2011, Dated 24.1.2011.

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O R D E R:

The Commissioner of Commercial Taxes in the reference 3rd read above, has stated that the APAT in OA No.1356/2008, dated 19-10-2010 have observed, among others, ‘Record Sheet’ prescribed for non-selection posts under G.O.Ms.No.489, G.A.(Ser.C)Dept., dated 24-7-1980 do not contemplate taking into account the pendency of departmental proceedings or criminal cases for promotion from one non-selection post to another non-selection posts and further observed that instructions issued in G.O.Ms.No.424, G.A. (Ser.C) Dept., dated 25-5-1976 and G.O.Ms.No.66, G.A. (Ser.C) Dept., dated:30-1-1991 should be understood that they are only applicable to selection posts, but not to non-selection posts. He has further stated that in the G.O.Ms.No.144, G.A. (Ser.C) Dept., dated 10-3-1989, orders were issued prescribing Form of Record sheet in respect of all Non–Gazetted employees for appointment to Non-Selection Posts. He has also stated that there is no column in the Record Sheet to observe that whether there are any disciplinary cases pending against a Government employee, where charges were framed to consider for promotion to the Non-selection post.

2. The form of Record sheet prescribed in the G.O. 1st read above as amended in G.O. 2nd  read above, in respect of all Non-Gazetted employees for appointment to Non-Selection posts, do not contain a column to indicate whether any disciplinary cases are pending against a Government employee, where charges were framed, to consider for promotion to the Non-selection post. Therefore, it is decided to issue the following Addendum to the Government Order 1st read above:-

ADDENDUM

In the Annexure to the said order, the following shall be inserted as column No.7 by renumbering the existing column No.7 as Column No.8 namely, ---

“7. Whether charges of misconduct are framed by the competent authority and served on Government servant or a charge sheet has been filed against him in criminal court, as the case may be.”

3. The amended format of Record Sheet for Non-Gazetted Officers is given in the Annexure to this order.

4. All the Departments of Secretariat, Heads of Departments and District Collectors are requested to follow the above scrupulously and bring to the notice of all the concerned under their control.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

P.K.MOHANTY

CHIEF SECRETARY TO GOVERNMENT

To

All the Departments of Secretariat. (w.e) P.T.O….

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All Heads of Departments. (w.e)

All District Collectors.(w.e)

All District Judges. (w.e.)

The Secretary to Vigilance Commissioner,

A.P. Vigilance Commission, Hyderabad. (w.e)

All Service Sections in General Administration Department. (w.e)

The General Administration (Spl.C) Dept.(w.e)

**Copy to:**

The Director General, Anti Corruption Bureau, Hyderabad. (w.e)

The Registrar, Andhra Pradesh High Court , Hyderabad. (10 copies)

The Registrar, A.P. Administrative Tribunal, Hyderabad. (10 copies)

The Law (E) Dept., (w.e)

P.S. to Prl. Secretary to Govt., C.M’s Office.(w.e)

P.S. to Prl.Secy. (Ser)(w.e)

SF/Sc.

//FORWARDED:: BY ORDER//

**SECTION OFFICER**

**ANNEXURE**

FORM OF RECORD SHEET TO ALL NON-GAZETTED GOVERNMENT EMPLOYEES ELIGIBLE FOR APPOINTMENT TO NON SELECTION POSTS

Department / Office :

Report for the year / period :

1. Name of the Official in Block Letters :

2. Date of Birth :

3. Date of appointment to the present Grade viz., :

4. Present post and date of appointment thereto :

5. Punishment imposed/ recorded warnings issued, :

if any, during the period under report vide G.O./

Letter/ Memo. No. and dated (reasons for such

punishments/ warnings etc.,)

6. Letter of appreciation or any other form of :

award given for good work done vide GO/

Letter/ Memo. No. and date.

7. Whether charges of misconduct are framed by :

the competent authority and served on Government

servant or a charge sheet has been filed against him

in criminal court, as the case may be”

8. Fit/ Un-fit for promotion :

(Note: The competent authority, who writes

“Un-fit for promotion” has to substantiate his

remarks. Otherwise, they will be ignored)

Signature of the Reporting Officer

Name in Block Letters:

Designation:

Date: