

Title	Admin Procedure Manual	ISO Clause No 5.5.2	Rev. No Nil
Document No	YASHADA/M04/ADM	NIL	Date 25/07/2010

PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

FOR CLASS I & II

- 1 To see the vacancy position to ascertain the vacancy
- 2 Administrative approval to fill up the post
- 3 Administrative approval for the draft of advertisement as per provision of recruitment rules for the said posts, reservation as per roster.
- 4 Administrative approval for the place of advertisement in specific newspaper
- 5 To write the letter to Publicity Department, GoM along with the text of advertisement with specific last date of publishing the advertisement
6. To put the advertisement on website through CIT
- 7 To receive applications up to the last date and to be kept in one folder
- 8 To sort out the applications post wise
- 9 To prepare data in tabular of each applicant like name, age, education, experience, any specific qualification if any, remarks
- 10 Submit the data on file for short listing the candidates to the Registrar
- 11 Fix up the date, time, venue of interview
- 12 After approval from competent authority sending the letter for interview to the candidates
- 13 To inform the competent interview committee & Social Welfare Officer about interview details (For Class I post Committee appointed by BoG, for Class II post Sub Committee of Executive Committee)
- 14 To prepare necessary documents like interview sheets with details of age, qualification, experience, criteria for giving the no. of marks.
- 15 To prepare candidate present list for interview
- 16 To take out the xerox copies of bio data of candidate and make the set to be given for each committee member
- 17 To make arrangement for technical test if necessary
- 18 Interview hall arrangement.
- 19 To take the signatures of candidates who appears for interview and send them for interview number wise
- 20 To prepare combine mark sheet and prepare merit list
- 21 To prepare minutes of meeting and to obtain the signature of all committee members
- 22 To submit the note for Administrative approval along with minutes, merit list to select the candidate
- 23 To send the appointment letter to selected candidate with approved terms and conditions
- 24 On actual joining the candidate, charge taking over, jointing etc.
- 25 To issue the inter office memo informing all concerned departments about joining of the candidate.

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PURPOSE :

SCOPE :

RESPONSIBILITY :

PROCEDURE :

FOR CLASS III & IV

- 1 To see the vacancy position to ascertain the vacancy
- 2 Administrative approval to fill up the post
- 3 Administrative approval for calling the eligible candidates from Employment Exchange as per provision of recruitment rules for the said posts, reservation as per roster.
- 4 To write the letter to Employment Exchange, GoM along with the text mentioning qualification, experience, reservation, age etc. in prescribed format.
- 5 To sort out the list received from Employment Exchange post wise
- 6 To prepare data in tabular of each candidate like name, age, education, experience, reservation any specific qualification if any, remarks
- 7 Submit the data on file for short listing the candidates to the Registrar
- 8 Fix up the date, time, venue of interview
- 9 After approval from competent authority sending the letter for interview to the candidates
- 10 To inform the competent interview committee about interview details (Director General is empowered to appoint selection committee as per the provision of recruitment rules)
- 11 To prepare necessary documents like interview sheets with details of age, qualification, experience, and criteria for giving the no. of marks .
- 12 To prepare candidate present list for interview
- 13 To make arrangement for technical test if necessary & execution of it
- 14 Interview hall arrangement.
- 15 To take the signatures of candidates who appears for interview and send them for interview number wise
- 16 To prepare combine mark sheet and prepare merit list
- 17 To prepare minutes of meeting and to obtain the signature of all committee members
- 18 To submit the note for Administrative approval along with minutes, merit list to select the candidate
- 19 To send the appointment letter to selected candidate with approved terms and conditions
- 20 On actual joining the candidate, charge taking over, jointing etc.
- 21 To issue the inter office memo informing all concerned departments about joining of the candidate.
- 22 To inform Employment Exchange about the joining the candidate.

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PURPOSE:

SCOPE:

RESPONSIBILITY :

PROCEDURE:

FOR CLASS I to IV

1. To see the vacancy position to ascertain the vacancy
2. Administrative approval to fill up the post
3. Administrative approval for the draft of advertisement as per provision of recruitment rules for the said posts, tenure of contract and condition of signing of MoU.
4. Administrative approval for the place of advertisement in specific newspaper
5. To write the letter to Publicity Department, GoM along with the text of advertisement with specific last date of publishing the advertisement
6. To put the advertisement on website through CIT
7. To receive applications up to the last date and to be kept in one folder
8. To sort out the applications post wise to prepare data in tabular of each applicant like name, age, education, experience, any specific qualification if any, remarks.
9. Submit the data on file for short listing the candidates to the Registrar
10. Fix up the date, time, venue of interview
11. After approval from competent authority sending the letter for interview to the candidates)
12. To inform the competent interview committee about interview details
13. To prepare necessary documents like interview sheets with details of age, qualification, experience, criteria for giving the no. of marks .
14. To prepare candidate present list for interview
15. To take out the xerox copies of bio data of candidate and make the set to be given for each committee member
16. To make arrangement for technical test if necessary
17. Interview hall arrangement.
18. To take the signatures of candidates who appears for interview and send them for interview number wise
19. To prepare combine mark sheet and prepare merit list
20. To prepare minutes of meeting and to obtain the signature of all committee members
21. To submit the note for Administrative approval along with minutes, merit list to select the candidate
22. To send the appointment letter to selected candidate with approved terms and conditions
23. on actual joining the candidate, charge taking over, jointing etc.
24. To issue the inter office memo informing all concerned departments about joining of the candidate.
25. Signing the MoU

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PURPOSE :

SCOPE :

RESPONSIBILITY :

PROCEDURE :

FOR CLASS I to IV

1. To see the vacancy position to ascertain the vacancy
2. Administrative approval to fill up the post on deputation
3. To write the letter to GoM along with the text of requirement, pay scale etc.
4. on actual joining the candidate, charge taking over, jointing etc.
5. To issue the inter office memo informing all concerned departments about joining of the candidate.

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PURPOSE:

SCOPE :

RESPONSIBILITY :

PROCEDURE:

FOR CLASS I & IV

PROBATION (Rule No.6.01 of YASHADA Service Rules)

1. To put up a note after completion probation period along with CRs
2. To issue the confirmation letter to those who completed probation period satisfactory
3. To issue the probation extension letter to those who are not completing probation period satisfactory

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

FOR CLASS III

1. To put up a note for holding the examination, fixing date of examination.
2. To issue notice of examination prior at least one month before commencement along with syllabus of examination.
3. To obtain administrative approval for preparing question paper, to identify paper setters
4. To issue the letter to paper setters along with syllabus, old questions papers, no. of candidates, guidelines of setting the paper.
5. To write letter to paper setters for arranging the lecturers on concerned subjects.
6. Preparation of answers papers in prescribed format and collect necessary stationery.
7. To follow up for receiving the papers in time.
8. To make arrangement for supervision.
9. After receiving the handwritten question papers, to arrange to get it typed in prescribed format from outside agency
10. After receiving the typed question papers in sealed form, to be kept in safe custody.
11. To inform the candidates about seating arrangement along with seat number, instructions, code of conduct etc.
12. To make necessary arrangements in Exam. hall
13. To hand over the sealed questions papers to the supervisor prior to exam. of concerned subjects.
14. To make arrangement about the presence of concerned paper setters in exam. hall at the time of examination.
15. General supervision, observation at the time of examination
16. To receive the sealed answers sheets.
17. To hand over the sealed answer sheets to concerned paper setter for evaluation.
18. After receiving the answer sheets duly evaluated, prepare the statement of marks in prescribed format.
19. To put up a note for declaration of results
20. To declare the result

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. To put up a para wise remarks after receiving the notice from court.
2. To send the para wise remarks along with necessary documents to the Advocate, & discussion with Advocate.
3. Preparation of affidavit & submission to the court
4. To follow up with the Advocate as & when required
5. To remain present in the court on hearing & put up a note on the status of the case.
6. After receiving the verdict of the court, take necessary action if any.
7. To make the payment to Advocate.

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. To put up the note to fix up the date, time, venue of the meeting
2. To send notice of the meeting to the members in prescribed time.
3. To inform YASHADA Staff by inter office memo about the meeting and request them to submit their proposal to kept before the committee/board.
4. Preparation of agenda with the approval of Director General.
5. To send the agenda notes with necessary annexure/ enclosures if any, minutes of the last meeting etc.
6. Preparation of additional agenda notes if any.
7. Preparation of list of documents, make the copies and keep them ready for meeting subject wise
8. To follow up with the members about their arrival plans and to make the transport, accommodation accordingly
9. Making arrangement on actual day of meeting
10. Preparation & approval of the minutes
11. To send the minutes to all members & concerned officers for further necessary action
12. To issue necessary circulars on decision taken in meeting
13. To follow up on action points

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. On receipt of application for House Building Advance/Vehicle Advance/Festival Advance/Computer Advance/various allowances :
2. To scrutiny of the application in light of provisions of the rules. To verify whether all required documents attached
3. To Put up note with necessary information & opinion, financial implications, opinion availability of grants with concurrence of Accounts Officer etc.
4. To issue the necessary orders with conditions as per rules after obtaining the approval.

PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. To prepare a statement showing a reporting and Reviewing Officer of each employee for concerned year
2. To provide blank prescribed format to concerned employee where self appraisal is required
3. To provide blank prescribed format to concerned Reporting Officer to write CRs of the employee who is working under him/her
4. After receiving self-appraisal, send it to concerned Reporting Officer.
5. After receiving CRs from Reporting Officer, send it to Reviewing Officer.
6. Follow up with concerned employee/Reporting officer/Reviewing Officer
7. After receiving the CRs from Reporting Officer, these CRs to be sent to Reviewing Officer for further necessary action.
8. After receiving duly reviewed CRs to enter into the registrar & to be filled in concerned file.
9. To convey outstanding/adverse remarks to the concerned employee
10. Further necessary action on representation about adverse remarks received from the concerned employee
11. To send the CRs to concerned departments of GoM of deputations
12. Correspondence on each action as mentioned above.

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. To furnish information to the General Administration/Employment Exchange Department, GoM about various quarterly, six monthly, yearly, periodicals/returns.
2. To furnish information to GoM as and when asked for about reservation/backlog, various govt. guidelines etc. by fax/speed post/ordinary post

PURPOSE :

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. On receipt of representation about grievances to put up note in light of existing rules and regulations, factual position to the appropriate authority.
2. To convey the decision taken on his/her representation to the concerned employee.

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. In case of transfer/sending employee for training, to put up note to whom additional charge is to be given .
2. After approval to issue necessary orders and obtain signature of concerned employee on Charge Transfer Certificate
3. To send copies of CTCs to the concerned departments/employees
4. On joining the employee on duty, obtain signature on CTC and to send copies of CTCs to the concerned departments/employees
5. To issue necessary orders sanctioned additional pay to concerned employee whenever necessary.

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PURPOSE :

SCOPE :

RESPONSIBILITY :

PROCEDURE :

SENIORITY LIST

1. Preparation & publication of provisional seniority list
2. On receipt of objections, if any to put up note to the competent authority .
3. To convey the decision taken to concerned employee.
4. To publish final seniority list

ELIGIBILITY OF PROMOTION

1. To check the conditions /eligibility as per the provision of recruitment rules i.e. no. of years service in lower cadre, passing of qualifying exam. , qualification etc.

RESERVATION

1. To check the proposal in the light of rosters

CONFIDENTIAL REPORTS

1. To prepare statement of CRs for last 5 years mentioning the remarks of Reporting & Reviewing Officer year wise, with details of required qualification, experience, reservation, passing of exam. of concerned employee.

FORMATION OF PROMOTION COMMITTEE

1. To put up note to fix up the Promotion Committee, date, time, venue of meeting and convey the same to committee members and Social Welfare Officer.

MEETING OF THE PROMOTION COMMITTEE

1. To put up proposal before the committee along with provision of recruitment rules, seniority, CR statement, reservation etc. of concerned employee.
2. After meeting to prepare minutes of meeting and obtain signatures of the members.
3. To put up note for administrative approval on minutes of meeting & promotion.
4. To issue promotion orders and pay fixation orders

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. To prepare statement of eligible employee for advance increment in light of YASHADA Service Rules & put up note for approval
2. To issue orders of advance increment to eligible employee

PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

1. On violation of Rule No.22.01 to 22.10 of discipline of YASHADA service rule to put note on
 - a) to issue show cause notice,
 - b) explanation received from the concerned employee
 - c) to issue memo/censures/warning etc.
- 2 Under Rule No.22.01 & 22.02 (a & b) to put up note on:
 - a) show cause notice
 - b) chart sheet
 - c) Departmental Enquiry process
 - d) Appointment of Enquiry Officer
 - e) Appointment of Presenting Officer
 - f) on receipt of enquiry report, major/minor penalties
 - g) issue of order imposing penalties
 - h) under rule 22.04 appeal to the Executive Committee.

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PURPOSE:

SCOPE:

RESPONSIBILITY:

PROCEDURE:

A. CREATION OF NEW POST

1. To put up proposal before BoG as and when required.
2. To issue policy circular after approval

B. RESCRIBING RECRUITMENT RULES TO THE NEWLY CREATED POSTS

- 1 To put up proposal before EC/BoG as and when required.
2. To issue policy circular after approval

C. MODIFICATION OF SERVICE RULES ON GOVT. LINES

- 1 To put up proposal before EC/BoG as and when required.
2. To issue policy circular after approval

D. RETIREMENT

1. In case of YASHADA employees, necessary process for retirement benefits
2. After the process to issue necessary orders.

E. RESIGNATION

3. To process the case under YASHADA Service Rule No.8.01 (a & b)
4. After the process to issue necessary orders.

F. PAY FIXATION OF DEPUTATIONIST

5. To issue necessary orders to the Accounts Branch after receiving the orders from GoM)

G. INTERNAL TRANSFER

6. To put up note on availability of manpower and make necessary arrangement with approval, whenever necessary.

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