

Point(iv)

Norms set for discharge of functions

The time schedule for disposing of some of the cases is defined in the relevant rules/instructions. For example:-

Grant of financial upgradation under the Modified Assured Career Progression Scheme (MACPS)

Under the Scheme financial upgradation is allowed to the eligible officials on completion of 10/20/30 years of approved service in the relevant grade. As prescribed in the Scheme cases maturing for consideration are processed in the month of January every year.

Probation Clearance and confirmation

Persons completing the probation period of two years prescribed for direct recruits are considered for probation clearance and confirmation in Government service as and when their cases mature.

Pension cases

A well defined time schedule exists for processing a pension case at different stages. For example:-

- Directorate of Estates is to be approached to ascertain the dues, if any, in respect of the Government accommodation allotted to an employee;
- blank pension papers are handed over to the retiring employee to be filled up and returned for further processing;
- the pensionary benefits payable to the employee on retirement are calculated and all the relevant documents are completed seven months prior to retirement;and
- the completed pension papers are sent to the Pay & Accounts Office six months before retirement for verification and issuing necessary authorizations.

Apart from the above, the applications for grant of various long term and short term advances as also for grant of GPF advances/withdrawals are processed within a maximum period of two days.

Appointment (Direct Recruitment)

Soon after completion of pre-recruitment formalities relating character verification, medical test etc.