

A2/25090/TC/2011

Transport Commissionerate
Kerala, Thiruvananthapuram
Date: 29/12/2011

From

The Transport Commissioner
Thiruvananthapuram

To

The Deputy Transport Commissioners
The Regional Transport Officers
The Joint Regional Transport Officers

Sir,

Sub:- M.Vs.Dept- Estt- Administrative Vigilance Cell in P & ARD- verification appointments made in Government service during the period from 01/01/2001 to 31/12/2010- Details called for- proforma- forwarding of- reg
Ref:- Government Letter No.21485/AVC 1/2011/P & ARD dated 15/12/2011

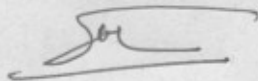
The Administrative Vigilance Cell under Personnel & Administrative Reforms Department, Government of Kerala which was constituted to make a thorough verification of all appointments made in Government service during the period from 01/01/2001 to 31/12/2010 have forwarded vide reference cited the Form No.1 and three different kinds of proforma in which the details of appointments during the above period and other relevant information are to be furnished. I am to forward herewith the copy of Form 1 and proforma and requested that the details may be furnished within a week positively.

Yours faithfully

Sd/-

Senior Administrative Officer
For Transport Commissioner

Approved for issue



Senior Superintendent

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

INTENSIVE SERVICE RECRUITMENT AUDIT (ISRA)
SERVICE DETAILS OF PERSONNEL APPOINTED DURING THE PERIOD
01-01-2001 to 31-12-2010

IN..... DEPARTMENT
(To be filled up and submitted along with the Service Book)

| | | |
|----|--|--|
| 1 | Name and address of the Employee in CAPITAL with PEN if already assigned) | |
| 2 | Postal Address (as in the PSC Advice List) | |
| 3 | Post (Designation) to which the employee was first appointed | |
| 4 | Present Designation | |
| 5 | Scale of Pay | |
| 6 | Age & Date of Birth | |
| 7 | Qualification prescribed by the PSC for the post as per notification | |
| 8 | Qualification of the incumbent on the date of application | |
| 9 | Whether incumbent had availed any kind of reservation for appointment; if yes details there of | |
| 10 | Mode of appointment-whether through PSC/Compassionate Employment/Sports Quota/Employment Exchange/Physically handicapped/Ex-Servicemen/any other (specify) | |
| 11 | If through PSC, whether District-wise/State-wise appointment (Please specify District in the case of District-wise appointments) | |
| 12 | Name of the Center where the incumbent had appeared for the PSC test with Admission Ticket No. (Roll No.) | |
| 13 | No. & Date of Advice of PSC (Details of previous appointments if any may also be included) | |
| 14 | No. & Date of Appointment Order | |
| 15 | Designation of the Appointing Authority | |
| 16 | Date of entry in Service | |
| 17 | Name of the office where the employee was first appointed | |

| | | |
|----|---|--|
| 18 | Whether regularized in the post appointed | |
| 19 | If yes, No & Date of order/Proceedings | |
| 20 | If not, reasons thereof | |
| 21 | Complete postal address of the present office with telephone No. | |
| 22 | Whether probation has been declared | |
| 23 | If not, specify the reasons thereof | |
| 24 | Details of disciplinary actions initiated against the incumbent, if any | |

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:

Date:

Office Seal

Name & Designation of the
Appointing Authority/
Drawing & Disbursing Officer

.....
(Office Use)

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

Verified By (Name of the S.O.) Signature.....

Checked By (Name of the U.S.) Signature.....

Place:

Date:

Form 2

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

INTENSIVE SERVICE RECRUITMENT AUDIT (ISRA)
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 | Cadre strength | 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 |
| | | | | | | | | | | |
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- 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

Form 3

PERSONNEL & ADMINISTRATIVE REFORMS (ADMINISTRATIVE VIGILANCE) DEPARTMENT
SECRETARIAT, THIRUVANANTHAPURAM
INTENSIVE SERVICE RECRUITMENT AUDIT (ISRA)

DETAILS OF APPOINTMENTS MADE OTHER THAN THROUGH PUBLIC SERVICE COMMISSION (Compassionate Employment/
Sports Quota/Physically Handicapped/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 |
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* If yes, details may be furnished in a separate sheet

Place:

Date:

Office Seal

Name & Designation of the Appointing Authority

Form No.4

| PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT ADMINISTRATIVE VIGILANCE CELL INTENSIVE SERVICE RECRUITMENT AUDIT (ISRA) DETAILS OF STAFF STRENGTH | | | | | | |
|---|--|--|--|--|--|--|
| Sl. No | Name and address of Office/institution | Details of sanctioned posts | | | | Whether any daily waged/temporary hands are employed |
| | | No. of posts sanctioned in each category | No of employees presently working in each category | No. of employees appointed during the period from 01.01.2001 to 31.12.2010 | Mode of appointment (Whether through the PSC or other) | |
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(Use separate form for each office)

Name & Designation of the Appointing Authority

Form No.5

| PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT ADMINISTRATIVE VIGILANCE CELL INTENSIVE SERVICE RECRUITMENT AUDIT (ISRA) DETAILS OF SERVICE BOOKS WITHOUT IDENTIFICATION CERTIFICATE | | | | | | |
|---|--|--|---|----------|--|---------|
| Sl. No | Name of employee with designation and office | No & date of Advice memo and date of joining | No and date of proceedings/ appointment order | Category | Mode of appointment (PSC/COMPASSIONATE EMPLOYMENTN/PH/ SPORTS QUOTA) | Remarks |
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Name & Designation of the Appointing Authority

CERTIFICATE

Certified that all the details with Service Books and concerned files pertaining to all the appointment made during the last ten years (01-01-2001 to 31-12-2010) except those service books which are not available owing to the transfer of the employees from the District, are made available to the Inspection Team for the verification . A total number ofService Books are made available for verification.

Place
Date

Drawing and Disbursing Officer/ Head of Office

(Office Seal)