

വ്യാവസായിക പരിശീലന വകുപ്പ്
(കേരള സംസ്ഥാനം)

എ3/14818/13

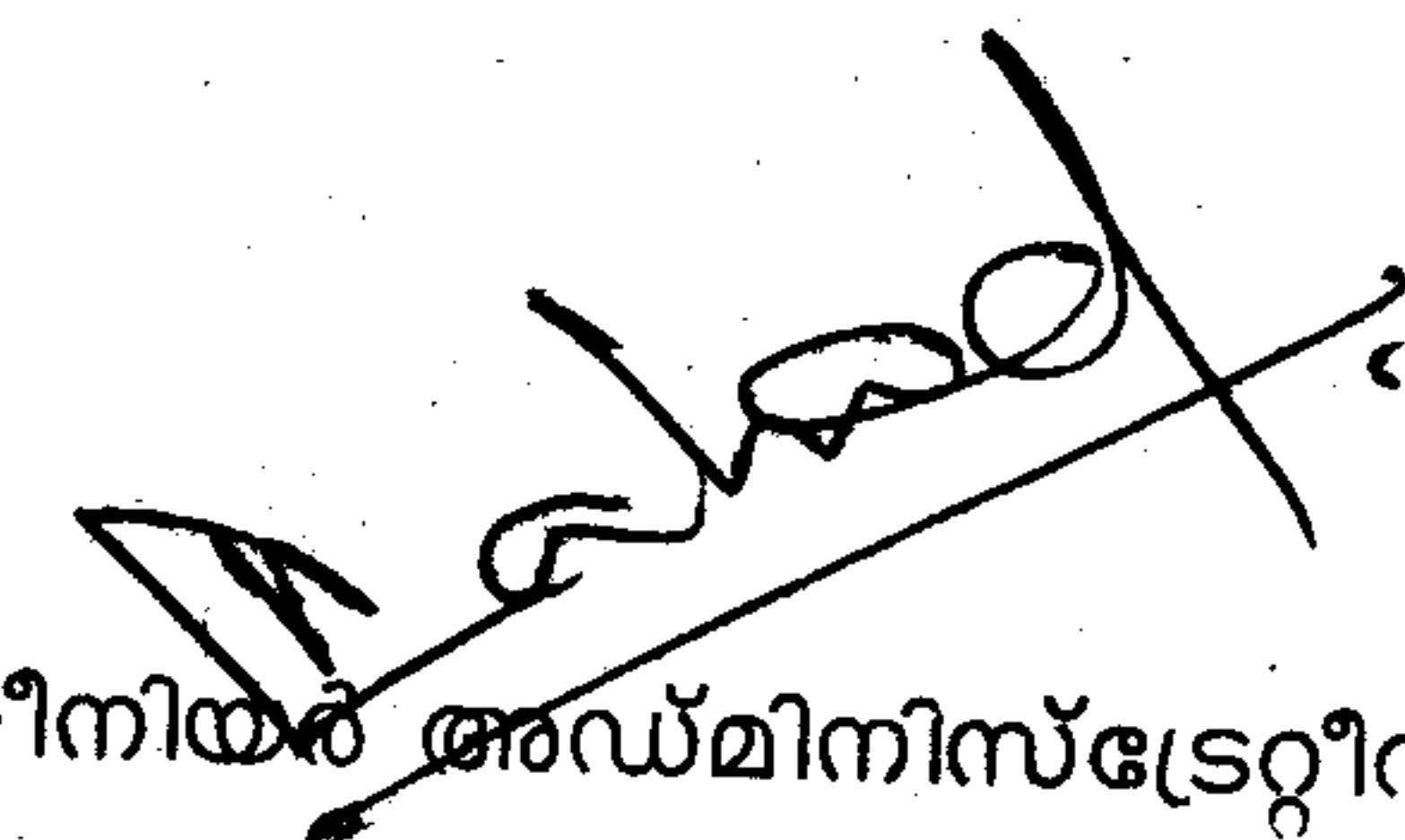
തൈക്കാട് തിരുവനന്തപുരം-14,
തീയതി: 10.09.2013

സർക്കുലർ

വിഷയം:- വ്യാവസായിക പരിശീലന വകുപ്പ് - ജീവനക്കാര്യം - 01.01.2001 മുതൽ 31.12.2010 വരെയുള്ള കാലയളവിൽ സേവനത്തിൽ പ്രവേശിച്ച ജീവനക്കാരുടെ വിശദാംശങ്ങൾ പരിശോധിയ്ക്കുന്നത് - സംബന്ധിച്ച്:-

- സൂചന: 1. സർക്കാരിൽ നിന്നുള്ള 4.6.2013 ലെ 5186/എ.വി.സി-1(1)/13/ഉപഭവനമ്പർ കത്ത്.
- 2. ബഹു.P&ARD സെക്രട്ടറിയുടെ 3.9.2013 ലെ 15807/AVC- 1(1)2013/P&ARD നമ്പർ അർദ്ധഔദ്യോഗിക കത്ത്.

വകുപ്പിന് കീഴിലെ സ്ഥാപനങ്ങളിൽ 01.01.2001 മുതൽ 31.12.2010 വരെയുള്ള കാലയളവിൽ സേവനത്തിൽ പ്രവേശിച്ച ജീവനക്കാരുടെ നിയമന വിശദാംശങ്ങൾ സെപ്റ്റംബർ രണ്ടാം ആഴ്ച മുതൽ പരിശോധിയ്ക്കുന്നതാണെന്ന് സൂചന (2) പ്രകാരം ബഹു. P&ARD സെക്രട്ടറി അറിയിച്ചിട്ടുണ്ട്. ആയതിനാൽ ടി കാലയളവിൽ സേവനത്തിൽ പ്രവേശിച്ച ഓരോ ജീവനക്കാരന്റേയും വിശദാംശങ്ങൾ ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്തിരിക്കുന്ന പ്രൊഫോർമുകളിൽ രേഖപ്പെടുത്തി ബന്ധപ്പെട്ട ഫയലുകളും രജിസ്റ്ററുകളും സർവ്വീസ് ബുക്കുകളും സഹിതം പരിശോധനയ്ക്കായി വരുന്ന ഉദ്യോഗസ്ഥർക്ക് സമർപ്പിയ്ക്കേണ്ടതാണ്.


സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ

പകർപ്പ്:-

എല്ലാ സ്ഥാപന മേധാവികൾക്കും.
(വകുപ്പ് വെബ് സൈറ്റ് മുഖേന)

Form 1

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

INTENSIVE VERIFICATION OF APPOINTMENTS TO PUBLIC SERVICE (IVAPS)
SERVICE DETAILS OF PERSONNEL APPOINTED DURING THE PERIOD
from 01-01-2001 to 31-12-2010

IN.....DEPARTMENT

(To be filled up and submitted along with the Service Book by the Head of Office)

1	Name of the Employee in CAPITAL (with PEN if already assigned)	
2	Address as in the PSC Identification Certificate/appointment order	
3	Post to which the employee was first appointed & date of entry in service	
4	Present Post held	
5	Date of entry in Service in the present department	
6	Date of Birth	
7	Qualification notified by the PSC for the present post	
8	Specify method of appointment- whether through PSC/Compassionate Employment/Sports Quota/ Employment Exchange/Deferentially able person (Persons with disability)/Ex-Servicemen/any other	
9	If through PSC, whether District-wise/Zone-wise/State-wise recruitment (specify District/Zone in the case of District/Zone-wise appointments)	
10	Name of the Center where the incumbent had appeared for the PSC test/interview/physical test with date and Admission Ticket No./Roll No.	
11	No. & Date of Advice of PSC for the present post(specify details of government order in other cases)	
12	No. & Date of Appointment Order	
13	Designation of the Appointing Authority	
14	Name of office to which the incumbent was first appointed	

15	Whether regularized in the entry post (in the present department) (a) if yes No. and date of Order/Proceedings (b) if no,specify the reasons thereof.	
16	Whether probation has been declared: (a) if yes No. & Date of Order (b) if not reasons thereof	
17	Whether any disciplinary actions initiated against the incumbent, if any give details	
18	Complete postal address of the present office with telephone No.	
19	Details of prior appointments(No & Date of Advice/G.O/ Appointment Order)	

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/
Head of of Office

.....
for the use of Administrative Vigilance Cell

Remarks of the AVC

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

Verified By (Name of the S.O./U.S/D.S) Signature.....

Place:
Date:

Form 2

PERSONNEL & ADMINISTRATIVE REFORMS (ADMINISTRATIVE VIGILANCE) DEPARTMENT
SECRETARIAT, THIRUVANANTHAPURAM
INTENSIVE VERIFICATION OF APPOINTMENTS TO PUBLIC SERVICE (IVAPS)
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	No. of post	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

- 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/Head of office

Form 3

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

INTENSIVE VERIFICATION OF APPOINTMENTS TO PUBLIC SERVICE (IVAPS)

DETAILS OF APPOINTMENTS MADE OTHER THAN THROUGH PUBLIC SERVICE COMMISSION (Compassionate Employment/
Sports Quota/Persons with Disabilities/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

* If yes, details may be furnished in a separate sheet

Place:

Date:

Office Seal

Name & Designation of the Appointing Authority/Head of office

CERTIFICATE

Certified that a total No of Service books of employees of non-gazetted cadre who were advised by KPSC, appointed under CES and various reservation quotas (Sports, Differentially able etc) during the period between 01.01.2001 and 31.12.2010 are made available to the Inspection Team of Administrative Vigilance Cell of P&ARD for verification.

The following are the details of employees whose Service Books are produced before the Inspection Team for verification

Sl. No.	Name	Designation	Date of Joining	Method of recruitment (PSC/CES/Reservation Quota etc)

The following are the details of employees whose Service Books are not produced for verification

Sl. No.	Name	Designation	Date of Joining	Method of recruitment (PSC/CES/Reservation Quota etc)	Reason for non- availability of SB

Place:

Signature

Date:

Name and designation

(Office Seal)