Sub:- Estt. – HSD – Clerks / Provisional Promotion to the Cadre of Senior Clerk / category change of Clerk Typist/UD Typist as Senior Clerk (State wise) in the scale of pay Rs.13210-22360 - orders issued.

Read:-

ORDER No.ED1-3/2015/DHS, DATED: 17/08/2015

As per Order read as Ist Paper above Clerks who were included in the Seniority List for the period 01.01.2003 to 31.12.2008 (Previous List) and whose whereabouts were furnished by District Medical Office (Health) concerned and also the eligible 143 employees (Clerk/UDT/Clerk Typist ) were provisionally promoted / allowed Category Change to the cadre of Senior Clerk in the Scale of Pay of Rs. 13,210-22,360 with effect from 01.06.2015 in the upgraded / earmarked post of Senior Clerks. In the Order read as lst Paper, Para 11, appeals have been called for - to effect promotions / allowed category Change to the cadre of Senior Clerks. Now the whereabouts of certain employees having Rank No. from 1 to 629 in the Seniority List said above / previous lists/ category change have been received from the District Medical Officer of Health concerned in the Performa - I. The following posts of Senior Clerks are lying vacant in this Department.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of Vacancy</th>
<th>Number of Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Posts existing as on 01.06.2015. (Consequent on fixation of ratio 1:1 and posts up graded as per Order No. ED1-3/2015/DHS, Dated 22.07.2015). (154 –143 = 11).</td>
<td>11</td>
</tr>
<tr>
<td>2</td>
<td>Retirement Vacancy as on 30.06.2015. Vacancy arose on 01.07.2015. (Kasargod)</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Vacancies are arose as 05.07.2015 due to promotion to the cadre of Head Clerk as per Order No. ED1- 9/2015/DHS, dated 04.07.2015.</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>Death Vacancy as on 12.07.2015. Vacancy arose on 13.07.2015.(Thiruvananthapuram).</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>Retirement Vacancy as on 31.07.2015. Vacancy arose on 01.08.2015. (Palakkad)</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Retirement Vacancy as on 31.07.2015. Vacancy arose on 01.08.2015. (Wayanad)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>65</strong></td>
</tr>
</tbody>
</table>

2. The vacancies are arose due to the fixation of ratio/consequent on promotion of Senior Clerks to the cadre of Head Clerks/Retirement/death/ LWA/category change/left from Dept. etc. The above mentioned 65 posts of Senior Clerks are now lying vacant in this Department as on 01/06/2015, 01.07.2015, 05.07.2015, 13.07.2015, 01.08.2015 respectively. 11 Posts had already been upgraded. Remaining 54 posts of clerks are temporarily upgraded as Senior Clerks, as the promotees continues in the upgraded posts.
3. On verification of their service details, it has been confirmed that the services of the incumbents have been regularized and they have completed the period of probation satisfactorily in the cadre of Clerks/Clerk-Typist/LD Typist and passed MOP and Account Test (L/H). Hence they are eligible for provisional promotion from Clerk/Category Change from Clerk- Typist/U.D Typist to the cadre of Senior Clerks (State wise).

4. In the above circumstances Clerks/Clerk-Typist/UD Typists whose names are given in the Annexure-1 appended to this order are provisionally promoted/allowed category change to the cadre of Senior Clerk(State wise) in the scale of pay of Rs.13210-22360 under rule 31(a) (i) & Note (3) Under Rule 5 (c) of Part II KS&SSRs with effect from 01/06/2015 (Annexure –I Sl. No. 1-11), 01.07.2015 (Annexure –I Sl. No. 12), 05.07.2015 (Annexure –I Sl. No. 13-29) respectively. The date of effect of Promotion as per Order read 1st paper above and this Order will be revised on finalization of the Seniority List in the cadre of Senior Clerks. They (except the UD Typists are allowed category change is as Senior Clerk) are temporarily permitted to continue to work in the same station since there is no change in the nature of duty.

5. The Promotees (Except those who are already enjoying the above scale of pay due to 1st Time Bound Higher Grade on completion of 8 years of Qualifying service in the entry cadre) should be eligible for fixation of pay as per the provisions contained in the Government orders read as 3rd, 4th and 5th papers above. The promotees should submit their option in the cadre of Senior Clerk in the Scale of pay of Rs.13210-22360 within 1 month from the date of this order. Employees can submit their option for fixation of pay under Rule 28 A Part I KSRs (a) or (b). The change of option is not allowed. Option once exercised shall be final.

6. In the present situation, all the District Medical Officers of Health/Heads of the offices are directed to permit the promotees in their districts and institutions and also ensure that the total sanctioned cadre strength of Senior Clerk and Clerk combined in District/Institution level is not exceeded. The cadre strength of clerk and Senior Clerk in the Districts are subject to change on final implementation of the District level ratio resulting the change of Districts/Stations of the incumbents which may find unavoidable for the betterment(benefit) of the employees and for the administrative convenience of the Department. When the district level ratio of clerks is implemented finally, the promotees temporarily retained in the same station and district will be transferred to another station/district for maintaining the ratio and such transfer will be considered as promotion transfer as per rule 32 (a) & (b) of Part II KS&SSRs.

7. If any of the promotees comes under the purview of Inter District/Inter Departmental Transfer their future seniority will be governed in the provisions contained in Government orders read as 6th, 7th and 8th papers above.

8. Before permitting the promotees to join in the State wise higher cadre (Senior Clerk) the Heads of the offices should confirm their Rank Number, Name, Date of Birth, District, Date of Declaration of Probation SC/ST, MOP/AT (L/H) certificates (Except present station). If any employee is provisionally promoted in this order due to faulty whereabouts furnished by the Districts Medical Officer of Health/Heads of the offices/ employees and who are not in service now on LWA (Long Leave), Suspension, facing disciplinary action etc. such employees’ promotions will automatically stand cancelled with effect from the date of effect of promotion.

9. The following employees are excluded from the provisional promotion order.
   a) Those employees who have opted Medical Education Service and included in the common seniority list and now working under Directorate of Medical Education.
   b) Those employees’ whereabouts are not furnished by DMO(H)/Head of the Offices/employees concerned.
   c) Those employees are not in service (LWA, suspension etc.)
   d) The employees included in the seniority list with erroneous rank position.
   e) The employees included in the seniority list but availed IDT before effecting promotion.
   f) Those employees facing disciplinary action.
   g) Those employees are not declared probation/passed MOP/AT(L/H) before the date of effect of promotion.
10. **The Annexure attached in this proceedings is prepared as per the proforma I and declaration submitted by the employees through DMO(H) concerned.** The District Medical Officer of Health should forward a copy of joining report in the proforma II to the Director of Health Services after the countersignature for confirming their promotions in the cadre of Senior Clerk. **All the District Medical Officers of Health/Heads of the Offices should maintain the separate cadre register of clerks and Senior Clerks on the basis of promotees’ joining report.**

11. **The SC/ST employees provisionally promoted as Senior Clerk in this order, will be reverted to the cadre of clerk if they are not acquired Departmental test AT(L/H) within 3 years from the date of effect of promotion, Vide Circular No.8130/Advice C3/2010/P&ARD, dated 24.02.2012 & GO(P) No.14/2012/P&ARD, dated 05.03.2012 (Temporary test exemption under rule 13 A(1)(a)and as per conditions specified in rule 13 A(2) in part II KS&SSR). Necessary entries in this regard should be made in the Service Book of the incumbent concerned and report compliance timely.

12. The Transfer requests of promotees will be considered only after they joined in the higher post and subject to availability of vacancies in the requested districts. **Those employees were promoted earlier and now working as Senior Clerk they are also permitted to submit their transfer applications in the cadre of Senior Clerk.** The transfer applications through proper channel will only be considered. The employees are directed to submit transfer request in the Proforma III appended in this order within one month from the date of this order. **The Order of transfer of Senior Clerks (State wise) will be issued by Director of Health Services subject to sanction from Government as per order read 9th paper above.**

13. All the District Medical Officers of Health are directed to furnish the open vacancies of Senior Clerks in their District through mail/FAX after permitting the promotees in their district within one month from the date of this order. Any discrepancy in this order should be brought to the notice of the undersigned immediately through District Medical Officer of (Health) for necessary correction.

14. The DMO(H) Thiruvananthapuram/ Ernakulam are directed to issue necessary posting orders to Sl.No. 30 & 31 as and when vacancies of clerks arise in their district. In the case of UD Typists, their category change will take effect from the date of joining duty as senior clerk.

15. All the District Medical Officers of Health/Heads of the Offices/ Promoted employees are permitted to use the printout of this order published in the official Web site of Director of Health Services for official purposes.

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**Manoj P.V.**

**Senior Administrative Officer**

To

The incumbents (Through the Heads of the Offices)

Copy to:

1. The Secretary to Government, H&FW (H) Department, Thiruvananthapuram.
2. All the District Medical Officer (Health) concerned.
3. All the Heads of Offices, /Superintendent/Medical Officer in charge (Through the District Medical Officer of Health concerned)
4. The Superintendent, ES2 Section/CA to DHS/Senior A.O.
6. File/Stock file