



सत्यमेव जयते



# राजस्थान सिविल सेवाएँ (अधिशेष कार्मिकों का अन्तर्लयन) नियम, 1969

(दिनांक 15.07.2022 तक संशोधित)

राजस्थान सरकार  
कार्मिक (क-2) विभाग  
(सेवा नियम अद्यतन प्रकोष्ठ)  
शासन सचिवालय, जयपुर  
**[<https://dop.rajasthan.gov.in>]**

**GOVERNMENT OF RAJASTHAN  
APPOINTMENTS (A-II) DEPARTMENT**

No. F. 1 (18) Appts. A-II/67

Jaipur, Dated 27.11.1969

**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of the State of Rajasthan hereby makes the following rules regulating the recruitment by absorption of surplus personnel to the civil services and posts in connection with the affairs of the State and their conditions of service, namely:-

**The Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969.**

**1. Short title and commencement.-** (1) These rules may be called the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969.

(2) They shall be deemed to have come into force with effect from 1<sup>st</sup> January, 1954.

**2. Scope and Applicability.-** Notwithstanding anything contained in any service rules or orders for the time being in force regulating the recruitment and conditions of service of persons appointed to the various services or posts in connection with the affairs of the State, surplus personnel shall be eligible for recruitment and appointment by absorption to such service or posts in accordance with these rules subject to the availability of vacant posts:

@ Provided that-

- (i) nothing contained in these rules shall apply to posts encadred in the All India Services, the Rajasthan Higher Judicial Service, the Rajasthan Judicial Service, the Rajasthan Secretariat Service, the Rajasthan Administrative Service, the Rajasthan Police Service, the Rajasthan Accounts Service and the Rajasthan Tehsildar Service.
- (ii) nothing contained in these rules shall apply to the persons holding posts of Statisticians in the Directorate of Economics and Industrial Survey prior to the abolition of that department and subsequently absorbed as Statistical Assistants in the Directorate of Economics and Statistics on their having been rendered surplus and thereafter being adjudged suitable for appointment to the service under rule 24 of the Rajasthan Statistical Subordinate Service Rules, 1971.

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@ Substituted for "Provided that nothing contained in these rules shall apply to posts encadred in the All India Services, the Rajasthan Higher Judicial Service, the Rajasthan Judicial Service, the Rajasthan Secretariat Service, the Rajasthan Administrative Service, the Rajasthan Police Service, the Rajasthan Accounts Service and the Rajasthan Tehsildar Service." Vide Notification No.F.1 (2) Appts. (A-II)/65, dated 29-6-1971.

**3. Definitions.** - In these rules, unless the context otherwise requires:-

- (a) "**Ad-hoc appointment**" means temporary appointment made without selection of the candidate by any of the method of recruitment provided under the relevant service rules or any orders of Government<sup>@</sup> where no service Rules exist and otherwise than on the recommendations of the Commission if the post is in its purview.
- (b) "**Appointing Authority**" means the Appointing Authority as defined by the Service rule of the State applicable to a particular post and where not so defined, as defined or constituted by the Rajasthan Civil Services (Classification, Control and Appeal) Rules, 1958;
- (c) "**Committee**" means the Absorption Committee Constituted by the Government under rule 5 of these rules;
- (d) "**Commission**" means the Rajasthan Public Service Commission;
- (e) "**Departmental Examination**" means the departmental examination held under the provisions of the Rajasthan Civil Services (Departmental Examination) rules, 1959;
- (f) "**Equated post**" means a post declared by the Committee as equated to the post held by the Surplus personnel immediately before his being declared surplus;
- (g) "**Equivalent post**" means a post carrying an identical time scale of pay and involving similar nature of duties and responsibilities;
- (h) "**Government and State**" means respectively, the Government of Rajasthan and the State of Rajasthan;
- (i) "**New post**" means a post on which surplus employee is appointed by absorption under these rules;
- (j) "**Previous post**" means a post held in permanent, officiating temporary or ad hoc capacity by a surplus employee on the date of his being declared surplus;
- (jj) "**Regularly appointed**" means persons appointed on the recommendations of the Commission if the posts are in its purview and the persons appointed in accordance with the procedure laid down for recruitment to the post or service, as the case may be, but does not include an ad-hoc or urgent temporary appointment or officiating appointment which is subject to review and revision by the Departmental Promotion Committee;

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<sup>@</sup> Added and shall always be deemed to have been added vide Notification No. F.1 (18) Appts. (A-II)/67 dated 7.1.1976.

<sup>%</sup> Substituted for '(h) "Government" and "State" mean respectively the Government and the State of Rajasthan' vide Notification No. F. 7 (10) DOP/A-II/74, dated 10-2-75.

<sup>+</sup> Inserted vide Notification No. F.1 (18) Appts. (A-II)/67, dated 7.1.1976.

(k) "**Schedule**" means schedule appended to these rules;

(l) "**Surplus Personnel**" or "Surplus Employee" means the Government servant to whom the Rajasthan Service Rules, 1951 apply and who are declared surplus by the Government or by the Appointing Authority, under directions of the Government, on their being rendered surplus to the requirements of a particular department of the Government due to the reduction of posts or abolition of offices therein as measures of economy or on administrative grounds but in whose case the Government decides not to terminate their services but to retain them in service by absorption on other posts.

@Provided that the Committee, appointed under the various Service Rules for adjudging suitability by screening either as an exception to general methods of recruitment or as initial constitution of service, may ex-gratia recommend, if any of the employees with more than three years of service on a post for which he is to be screened is not adjudged suitable and if thereafter has no right to be appointed on a lower post, for such lower post being offered to him by absorption and thereupon such an employee shall be treated as Surplus Employee under the provisions of these rules and such person may be absorbed on the lower post on the recommendations of the Committee subject to the conditions laid down by it.

(m) "**Temporary appointment**" means a temporary appointment made either against a temporary or permanent post other than an ad-hoc appointment.

(n) "**Vacant Post**" means a post under the Government not held substantively by a Government Servant.

%(o) "**Substantive Appointment**" means an appointment made under the provisions of these Rules to a substantive vacancy after due selection by any of the methods of recruitment prescribed under these Rules and includes an appointment on probation or as a probationer followed by confirmation on the completion of the probationary period.

Note:- "Due Selection by any methods of recruitment prescribed under these Rules" will include recruitment either on initial constitution of Service or in accordance with the provisions of any Rules promulgated under proviso to Article 309 of the Constitution of India except urgent temporary appointment."

**4. Interpretation.** - Unless the context otherwise requires, the Rajasthan General Clauses Act, 1955 (Rajasthan Act No. 8 of 1955) shall apply for the interpretation of these rules as it applies for the interpretation of a Rajasthan Act.

**5. Constitution of the Committee.**- The Government shall, by an order, constitute an Absorption Committee consisting of not less than 3 and not more than 5 members, as may be deemed fit, for absorbing surplus personnel:

Provided that the Government may by an order reconstitute the Committee or change all or any of its members, from time to time, as may be deemed fit.

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@ Inserted vide Notification No. F. 7 (7) DOP/A-II/73, dated 29-6-1974.

% Inserted vide Notification No. F.7(3) DOP (A-II)/73 dated 5-7-1973.

**6. Declaration of equated post.** - The Committee may if it deems fit, for purposes of rule 7, declare a post or class of posts as equated to the post held by the surplus employee immediately before his being declared surplus keeping in view the nature of duties, qualifications and pay scales attached to such post or class of posts.

<sup>@</sup>6(A) The Government may, by an order, delegate the powers of the Committee to the Member-Secretary of the Committee if it may deem fit, for purpose of rule 7 (1A) to declare a post or class of posts as equated to the post held by the surplus employee immediately before his being declared surplus keeping in view the nature of duties, qualifications and pay scale attached to such post or class of posts belonging to Subordinate Services which are not within the purview of Commission/Ministerial/Class IV Services, all over the State.

**7. Procedure of Absorption.**- (1) The Committee shall allot surplus personnel to the departments or services wherein equated, equivalent or lower vacant post or posts may be available for appointment and shall also specify the vacant post or posts against which surplus employee or employees are to be absorbed. On receipt of orders of allotment of surplus personnel from the Committee. The Appointing Authority shall issue orders for appointment such appointment to be substantive, officiating, temporary or ad-hoc on such post or posts as indicated below:-

S.No.	Nature of post held by him on the date declared surplus	Nature of appointment held by him on the date declared surplus	Nature of appointment to be given after absorption.
1	2	3	4
(a)	Permanent	substantive	(a) Substantive on permanent post if the post is clearly vacant. If the post is not clearly vacant or if lien thereon is held by another person, the Government on being moved by the appointing authority shall create a supernumerary post for providing lien thereon to the absorbed employee.
(b)	Permanent lower post which continues to exist.	Substantive but officiating on higher post from which declared surplus.	(b) Officiating on new post, while continuing to hold lien on permanent lower post in the Department from which he was declared surplus.
(c)	Permanent lower post which also ceased to exist along with higher post.	Substantive on permanent lower post but officiating on higher post.	(c) Officiating on new post, but Government on being moved by the appointing authority shall create supernumerary post equal to the lower post and upon such creation substantive appointment shall be made on such lower post.
(d)	Temporary	Temporary	(d) Temporary
(e)	Temporary	Ad-hoc	(e) Ad-hoc

<sup>@</sup> Added vide Notification No. F. 5 (10) DOP/A-II/81, Dated 2.8.86 (w.e.f.11.12.1969).

@7(1A) The Government may, by an order, delegate the powers of the Committee to the Member-Secretary of the Committee in respect of absorption of all surplus personnel of the Subordinate Services all over the State which are not within the purview of the Commission and absorption of all surplus personnel of the Ministerial and Class IV service declare surplus in Jaipur District.

(2) The Government may, by order, delegate the powers of the \*(Committee) to the Collectors of the districts in respect of the Ministerial and class IV employees serving within their respective districts.

(3) In respect of the period from 1<sup>st</sup> January, 1954 to the date of publication of these Rules, the various circulars of the Appointments and General Administration Departments of the Government mentioned in the Schedule, and applied during the said period for the appointment by absorption of surplus employees, shall apply in relation to them as if they form part of these rules and such appointments shall be substantive, officiating, temporary or ad-hoc as indicated in the table given below sub-rule (1) hereof.

§(4) Surplus Personnel absorbed on lower post or on equated post may on making an application be re-absorbed on equivalent post or on the same post from which they were declared surplus, if they have not been confirmed on the post they were absorbed and the absorption committee is satisfied that hardship has been caused to them by their absorption on the lower or equated post due to non-availability of vacancy at the time of their absorption. Such re-absorption shall be prospective from the date of re-absorption.

8. **Age.-** Notwithstanding anything contained in the Rajasthan Service Rules, 1951 or any other service rule for the time being in force, a surplus employee, if he was within the age limits prescribed by any rule applicable to the post to which he was initially recruited or appointed on the date of such recruitment or appointment shall also be deemed to be within the age limits prescribed by rules of the time being in force in relation to the post on which he is absorbed under these rules, on the date of his recruitment or appointment by absorption on such post .

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@Inserted vide DOP Notification No. F 5(10) DOP/A-II/81 dated 2-8-86 (w.e.f. 11.12.1969).

\*Committee constituted by vide order No. 1(14)GA/III/78 dated 14-9-83, in supersession of the order dated 14.09.1983, order even no. dated 21.07.1987 issued which shall be deemed to have come in force from 11.12.1969.

§ Substituted for &“(4) Surplus Personnel who were absorbed on lower posts or on equated posts may be re-absorbed on equivalent posts or on the same posts from which they were declared surplus, provided they have not been confirmed on such posts, if the Absorption Committee is satisfied that hardship had been caused to them by their absorption on the lower posts or on equated posts due to non-availability of vacancies at the time of their first absorption.” vide DOP Notification No. F. 5 (4) DOP/A-II/94 dated 15-9-1994 (w.e.f. 25.04.1981)

& Added vide DOP Notification No. F. 5 (6) DOP/A-II /78 dated 25-4-1981.

**9. Reduction in recruitment and Promotion quota on allotment.** - Where a service rule, for the time being in force provides for filling up vacant post by direct recruitment or promotion or both, including selection and special selection, the total number of vacant posts available for such filling up shall be determined after reducing the number of vacant posts filled in by appointment under these rules as a result of allotment by the Committee.

**10. Qualifications.** - In the case of surplus Personnel appointed under these rules as a result of allotment by the committee:-

(1) for posts falling within the purview of the Appointing Authority, the qualifications, academic, technical or with regard to the length of service and experience prescribed under the relevant service rules or Government orders for the time being in force shall be deemed to have been relaxed, and

(2) for posts falling within the purview of the Commission, except permanent employees and temporary employees recruited on the recommendation of the Commission, the cases of those surplus employees who were absorbed on or after 1<sup>st</sup> January, 1954 but before the publication of these rules and who do not fulfil the academic; technical and other qualifications prescribed therefore shall be referred to the Commission for Concurrence to the relaxation of prescribed qualifications within six months from the date of publication of these rules.

**11. Procedure for adjudging suitability and substantive appointment of surplus employees in certain cases.** - (1) In the case of surplus employees absorbed during the period from 1<sup>st</sup> January, 1954 to the date of publication of these Rules under sub-rule (3) of rule 7, where the posts on which they were absorbed, fall within the purview of the Commission on the date of Publication of these Rules, the suitability of such surplus employees shall be adjudged by the Commission in the following manner:-

(a) the suitability of surplus employees appointed on any post after having been duly selected by the Commission for such posts but who had been officiating or working temporarily or on ad-hoc basis on higher posts or service continuously for more than 3 years, shall be adjudged by the Commission for the higher posts from which they were declared surplus, and

(b) the suitability of surplus employees, whose appointment was not through the agency the Commission, shall be adjudged by the Commission for a post which is equivalent to the posts on which they were initially appointed though they may be working on the date of their being declared surplus on other equated or equivalent posts or on a higher posts on an officiating, ad-hoc or temporary capacity irrespective of their length of service.

(2) In the case of surplus employees absorbed under sub-rule (1) or absorbed under sub-rule (3) of rule 7 where the posts on which they were absorbed fall outside the purview of the Commission, the suitability of such surplus employees shall be adjudged by a Screening Committee consisting of the Appointing Authority and the Member-Secretary of the Committee or his nominee not below the rank of Assistant Secretary in the following manner:-

(a) the suitability of surplus employees appointed on any posts after having been duly selected by the appointing authority for such posts but who had been officiating or working temporarily or on ad-hoc basis on higher posts continuously for more than 3 years, shall be adjudged by the Screening Committee on the higher posts from which they were declared surplus; and

(b) the suitability of surplus employees, whose appointment was not in a regular manner shall be adjudged by the Screening Committee for a post which is equivalent to the post on which they were initially appointed though they may be working on the date of their being declared surplus on other equated or equivalent posts or on a higher post in an officiating, ad-hoc or temporary capacity irrespective of their length of service:

Provided that it shall not be necessary to apply the provisions of sub-rule (1) and (2) to those surplus employees who before publication of these Rules but subsequent to their absorption were recruited on selection by the Commission on the post on which they were absorbed or have been otherwise adjudged suitable by the Commission or and committee on such posts under the provisions of relevant Service Rules.

(3) In the case of surplus employees absorbed under sub-rule (3) of rule 7 where the posts on which they were absorbed fall within the purview of the Commission on the date of publication of these rules and in the case of surplus employees absorbed either under sub-rule (1) or under sub-rule (3) of rule 7, where the post on which they were absorbed fall within the purview of the Appointing Authority, if on the date of being declared surplus they held ad-hoc appointment for 3 years or more on the post from which they are declared surplus or equivalent posts, appointment to the new posts, shall be in an ad-hoc capacity as provided for in category (e) specified in the table given in sub-rule (1) of Rule 7 and their suitability shall be adjudged by the Commission or the Appointing Authority, as the case may be, for such new posts.

(4) In the case of surplus employee absorbed either under sub-rule (1) or under sub-rule (3) of rule 7 where on the date of being declared surplus, they held ad-hoc appointments for less than 3 years on the post from which they are declared surplus or equivalent posts, appointment to the new posts shall be only in an ad-hoc capacity as provided in category (e) specified in the table given in sub-rule (1) of rule 7 and they shall have to seek regular direct recruitment alongwith open market candidates in the normal course and in accordance with the provisions of the relevant service rules.

(5) It will not be necessary to adjudge the suitability of those permanent or temporary absorbed surplus employees who were initially appointed on previous posts either on the recommendation of the commission or in a regular manner by the appointing authority and who are subsequently appointed to new posts.

(6) The surplus employees appointed by absorption to new posts whose suitability is adjudged under sub-rules (1) to (3) or is not necessary to be adjudged under sub-rule (5) shall be deemed to have been regularly appointed to such posts from the date of their appointment by absorption.

<sup>@</sup>(7) The surplus employees appointed by absorption to new posts in the department and who are not adjudged suitable after screening as provided in these Rules, shall be considered for adjudging their suitability for appointment to the next lower post in the department. Such an employee shall also be given option to accept the lower post or to seek retirement on compensation Gratuity/Pension as admissible under rule 215 of the Rajasthan Service Rules.

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<sup>@</sup> Inserted vide Notification No. F. 1(18) Appts. (A-II)/67, dated 23-6-1972.



**12. Departmental Examination and training.-** An ad-hoc temporary surplus employee covered by sub-rule (3) or sub-rule (5) of rule 11 on appointment to a new post shall have to undergo training and to pass the departmental examination, if required to be undergone or passed under the rule applicable to such posts, within the period prescribed therein in the same manner as provided for a direct recruit. This period shall commence from the date of taking charge of the new post or the date of publication of these rules, whichever is later:

Provided that if any such training or departmental examination was held in the department after his appointment by absorption but before the publication of these rules and he was not allowed to undergo such training or to appear in such examination on account of ineligibility on the ground of being a surplus employee, he shall not be required to undergo such training or to pass such examination.

**13. Recruitment Examination.-** (1) Temporary employees covered by sub-rule (4) of rule 11 and who are absorbed as Upper Division Clerks, shall be given two chances for passing the recruitment examination prescribed, if any, on terms and conditions as laid down by the Government :

Provided that the employees whose previous posts were not that of Upper Division Clerk, shall not be required to take the chance until completion of one year from the date of taking charge on the new posts of Upper Division Clerks.

(2) In case of their failure to pass the examination under sub-rule (1) in two chances, their service shall be liable to be terminated forthwith by giving one month's notice.

**14. Regulation of pay, increment, leave etc.-**The pay, increment, allowance and leave etc. of surplus employees during the period they remain surplus and on absorption shall be regulated by the provisions of the Rajasthan Service Rules and other relevant rules and orders issued from time to time.

**15. Seniority.-**(1) The seniority of a surplus employee appointed substantively to a permanent post in the service or cadre in which he is absorbed shall be determined by the appointing authority concerned by placing him below the junior-most permanent employee of the new service or department who has a longer period of continuous substantive service on the post compared to the continuous substantive service of the surplus employee on equivalent or higher post. The seniority of a surplus employee who is absorbed on a higher post on officiating basis shall be determined only in respect of his permanent post:

<sup>@</sup>Provided that the seniority of the surplus employee whose length of continuous service in substantive or officiating capacity or in both such capacities is lesser than the length of continuous service in substantive or officiating capacity or in both such capacities of the junior most permanent employee of the service or cadre of the New department in which such surplus employee has been absorbed, shall be determined by placing the surplus employee immediately below the said junior most permanent employee in the service or cadre of the department in which the surplus employee has been absorbed.

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<sup>@</sup> Inserted vide Notification No. F1 (18) Appts (A-II) 67 dated 26-6-1975.

<sup>x</sup>Provided further that inter-se seniority of the surplus employees absorbed in a department/service/cadre or unit under an Appointing Authority and the employees of the service/cadre of the new department, for promotion to higher post in the service or cadre in which he has been absorbed shall be determined according to the date of continued officiation in a class or category of post concerned or an equivalent or higher post provided such officiation was not of the fortuitous nature or ad-hoc or an urgent temporary appointment, notwithstanding their year substantive appointment or date of confirmation or the length of continuous substantive service in the different cadre post or service.

<sup>%</sup> Explanation (Deleted)

(2) The seniority of a surplus employee appointed to a new post in a temporary or ad hoc capacity shall, pending his appointment on a substantive basis, be determined in the following manners:

(a) In the case of a surplus employee appointed temporarily to a new post his seniority among the temporary employees holding same posts in the service or cadre in which he is absorbed shall be determined by placing him immediately below the temporary employee of the new service or cadre who has rendered a longer period of continuous temporary service compared to the continuous temporary service of the surplus employee on same equivalent or higher post.

(b) In the case of surplus employee appointed on ad hoc basis in a new post his seniority among the ad-hoc employee holding same post in the service or cadre in which he is absorbed shall be determined by placing him immediately below the ad hoc employee of the new service or cadre, who has rendered a longer period of continuous service on an ad hoc basis compared to the continuous ad hoc service of the surplus employee on same equivalent or higher post:

Provided that all substantive employees in a cadre or service including substantive surplus employees absorbed therein, shall rank senior to temporary employees appointed or absorbed under these rules in such cadre or service and all such temporary employees shall rank senior to all ad-hoc employees appointed or absorbed under these rules or otherwise.

<sup>\*</sup>Provided further that the seniority of the employee on a post in a cadre or service, including surplus employees absorbed therein and who were substantive on such posts on or before 11<sup>th</sup> December, 1969, shall be determined according to the provisions of the relevant Service Rules.

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<sup>x</sup> Added vide Notification No. F. 5 (10) DOP/A-II/81, dated 3.6.85.

<sup>%</sup> Deleted 'Explanation:-"Regularly appointed" means appointed in accordance with the Procedure laid down for recruitment to the post or Service as the case may be.' vide Notification no.F.1(18) Apptts(A-II) 67 dated 7.1.1976 Effective from 10.7.1975.

<sup>\*</sup>Inserted vide Notification No. F. 1 (20)Apptts (A-II)/72 dated 11.5.1974.

(3) The seniority interse of employees declared surplus from a service or cadre shall on their appointment to new posts in another service or cadre shall be the same as it existed in the former service or cadre.

**16. Probation, confirmation and other conditions of service.-** (1) Save as otherwise provided by these rules and subject to the provisions contained in sub-rules (2), (3) and (4), a surplus employee on appointment by absorption to a new post shall be governed by the Rajasthan Service Rules, 1951 and other relevant service rules made by the Governor under the proviso to Article 309 of the Constitution of India and for the time being in force in all matters relating to probation, confirmation and other conditions of service.

(2) It will not be necessary to place on probation or to confirm a permanent surplus employee on his appointment by absorption to a new post.

(3) Surplus employee covered by Sub-rules (1), (2) and (3) of rule 11 and temporary surplus employees covered by sub-rule (5) of the said rule shall be confirmed on their new posts from the date of availability of vacant posts in order of their seniority as determined under rule 15 on their suitability being adjudged, if so required by the said sub-rules without being placed on probation.

(4) Where under any service rules, any specific period of experience is required for promotion from the new post to a higher post, but the post, on which the surplus employee was working prior to his absorption is different from such new post, credit to the extent of one half of the period during which the surplus employee worked in an equivalent or higher post prior to his being absorbed shall be given while reckoning such experience.

**17. Removal of doubts.-** If any doubt arises relating to application, interpretation and scope of these rules it shall be referred to the Government in the Appointments Department whose decision thereon shall be final.

**18. Option for termination of benefits.-** No surplus employee shall have the right to claim appointment by absorption to a particular post or in a particular department, service or cadre and the decision of the Committee in this behalf shall be final. A surplus employee, who is not willing to be appointed to the post to which he has been absorbed, may, within 30 days of the receipt of the absorption order, ask for termination of his services by the Government in accordance with the provisions of the Rajasthan Service Rules, 1951. If no such request is made and he also does not join the new post on which he has been absorbed, he shall be liable to be treated as absent from duty and further shall not be entitled to receive any pay and allowance from the date he is treated as absent from duty.

\* **19. Power to relax rules:-**In exceptional cases where the Administrative Department of the Government is satisfied that operation of the rules relating to age or regarding requirement of experience for recruitment causes undue hardship in any particular case or where the Government is of the opinion that it is necessary or expedient to relax any of the provisions of these rules with respect to age or experience of any person, it may with the concurrence of the Department of Personnel and Administrative Reforms and in consultation with the Commission by orders dispense with or relax the relevant provisions of these rules to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner, provided that such relaxation shall not be less favorable than the provisions already contained in these rules. Such cases of relaxation shall be referred to the Rajasthan Public Service Commission by the % [Administrative Department concerned]

**By order of the Governor,**

**-Sd/-**

**(P.K.B. Kurup)**

**Special Secretary to the Government.**

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\* Added vide Notification No. F.11 (2) DOP/A-II/75, dated 27-12-1978.

%Substituted for "Department of Personnel and Administrative Reforms. (Department of Personnel-A-Group II.)" vide Notification No. F.11(2) DOP/A-II/75, dated 18-8-1982

**SCHEDULE**  
**[(see Rule 7 (3))]**

1. Circular order no. F 5 (2) Apptts. (C)/56 dated 4th February, 1956, issued by the Appointments (C) Department, Government of Rajasthan as at page-13.
2. Circular order no. F. 1(6) GA/C/60 dated 23<sup>rd</sup> March, 1960 issued by the General Administrative (A) Department, Government of Rajasthan as at pages 14 to 16.
3. Circular No. F 1(13)/9GA/C/61, dated 27th March, 1961 issued by the General Administrative (C) Department, Government of Rajasthan as at pages 17 to 19.
4. Circular order No. F. 1(31)/1/GA/C/62 dated 12th June, 1962 issued by the General Administration (C) Department, Government of Rajasthan as at pages 20 to 21.
5. Circular order No. F 1(33)GA/C/66 dated 23rd July, 1966, issued by the General Administration (C) Department, Government of Rajasthan as at pages 22 to 25.
6. Order No. F 1(14) GA /III/78 dated 20.05.1978, issued by the General Administration (GR. III) Department, Government of Rajasthan as at pages 26 to 27.
7. Order No. F 1(14) GA /III/78 dated 14.09.1983, issued by the General Administration (GR. III) Department, Government of Rajasthan as at page 28.
8. Order No. F 1(14) GA /3/78 dated 1.02.1984, issued by the General Administration (GR. III) Department, Government of Rajasthan as at pages 29 to 31.
9. Order No. F 1(14)GA/III/78 part ii dated 21.07.1987, issued by the General Administration (GR. III) Department, Government of Rajasthan as at page- 32.
10. Notification No. F 5(4)DOP/A-II/94 dated 15.09.1994 , issued by Department of Personnel, Government of Rajasthan as at page-33.

**CIRCULAR**

1. No. F. 5(2) Appts. (C)/56

Jaipur, 4<sup>th</sup> Feb 1956.

It has been reported that inspite of all the efforts that have been made, it has not been possible so far to absorb all the surplus hands of the Customs and the Civil Supplies Department. The question of absorbing those employees of these departments, who have been retained on a temporary basis to complete the work relating to the winding up to the departments, has also not been tackled. Besides, some employees working in the offices under the Custodian of Evacuee Property may be declared surplus in the near future and some of them may have their claims for absorption in other departments and offices. While all these items of work have to be completed. Government do not consider it desirable to continue indefinitely the restrictions which have been placed on the integration work on account of the anxiety to absorb the surpluses. Instructions have, therefore, been issued vide this department Circular of even number and date for the early completion of the integration work. Some safeguards have, however, been provided to protect the interests of those who have been or may be declared surplus. One of the safeguards is the reservation of percent of the non-gazetted posts for such employees. This reservation will, however, be effective only upto the 1st of April, 1956 and it is, therefore, necessary that the cases of all those who have been or may be declared surplus within a space of two years, should be considered, and they should be allotted to the other departments and offices with due regard to their qualifications and claims for absorption. To finalise this work, Government have been pleased to appoint a Committee composed as follows:-

1. Shri K.N. Bhargava I.A. & A.S.  
Additional Secretary, Finance (Convenor)
2. Shri Ram Singh, I.A.S., Dy. Secretary  
to Govt., Finance Deptt. (Member)
3. Shri G.K. Bhanot, I.A.S., Dy. Secretary to Govt.  
Commerce & Industries Department. (Member)

The Committee should obtain the data regarding those posts which have not been filled on a permanent basis a course of integration, and allot all those employees of the Civil Supplies and Customs departments who have been or who may be declared surplus, of the temporary departments and offices now in existence, only the offices under the Custodian of Evacuee Property are likely to be abolished within two years and so the claims of the employees of these offices should also be considered for absorption. The allocations made by the Committee will be binding on the Heads of the departments and offices.

The Committee should complete its work by the 15th March, 1956.

**ORDER**

2. No. F. 1(6) GA/A/60

Dated 23rd March, 1960.

According to Government order No. F.1. (6) GA/60 dated the 1<sup>st</sup> March, 1960, 5% cut has been enforced on the total Ministerial Staff under the Heads of Departments from the 15th of March, 1960. From the replies received from various departments it transpires that some of the Departments have taken this matter very lightly and the instructions have not yet been implemented by them in the hope that cut will be exempted by the Government. It is, therefore, again reiterated for the information of all concerned that the five percent cut ordered to be made is compulsory for the all departments of the State and if any representation etc. is proposed to be made for the detention of any such staff the department concerned should approach the committee constituted for the purpose through their Administrative Departments only after they have first carried out the orders of the Government. It has also been observed that some of the departments have not correctly followed the instructions conveyed in the Government. Orders from the list of the surplus staff sent by a few departments. It is evident that they have not strictly kept the principle of the seniority in view while sorting out the names of the surplus hands and in a large number of cases the surplus hands so declared are not the junior most persons in a particular cadre of the Ministerial Staff of the department as a whole but the declaration of surplus staff so done is only office-wise. Similarly the cut is ordered to be restricted only to the lowest cadre but it has to cover the cadre of the Ministerial staff. In order therefore to make the position clear the following further instructions are issued in clarification of this department order referred to above.

(1) The cut is not restricted to Lower Division Clerks only and Upper Division Clerks and other cadres of the Ministerial Staff are also to be covered by it. The distribution of the cut is to be done in all cadres of the Ministerial Staff in proportion to their respective strength subject of course to the fact that one post in a particular cadre will be cut only if there are twenty or more posts in that cadre in a department as a whole throughout the State.

- (i) For this purpose the whole of the Secretariat will be regarded as a one unit.
- (ii) Ministerial Staff the Collectorate/Courts subordinate to the Collectors and Tehsils shall be taken as one unit.
- (iii) The entire statewide organisation of a particular department shall be taken as one unit.

(2) Only those who are junior most in their particular cadre of Ministerial Staff should be declared surplus. Further that if one or more posts of U.D.Cs are so required to be declared surplus incumbents as are still officiating shall be reverted to their next lower cadre. Only in case all the incumbents in a particular cadre are permanent, junior most amongst them will be declared surplus and placed at the disposal of the General Administration Department or Commission for absorption as such.

(3) All surplus staff will be paid their full emoluments on the basis of certificate issued by the department concerned about the last pay etc., drawn by them on the 15<sup>th</sup> March, 1960 and these emoluments will be continued to be paid to them till the date of their absorption against the further vacancies in any department of the State.

(4) All the persons declared surplus at Jaipur proper be directed to report themselves for duty to Deputy Secretary, General Administration Department (A) and those at the places to the Divisional Commissioners concerned.

(5) Cadrewise list of employees declared surplus by the various departments will be maintained in the General Administration Department as well as in the office of each Divisional Commissioner in the following proforma and the necessary particulars required for maintaining the lists will be furnished by the departments concerned.

**CADRE:-**

1. S.No.
2. Name.
3. Designation.
4. Total Service rendered.
5. Department to which allotted for absorption.
6. Emoluments.
7. Departments to which allotted for absorption.
8. Date of allotment.
9. Remarks.

(6) Cadrewise lists of vacancies may also be maintained in the following proforma.

**CADRE**

1. S.No.
2. Name of the Departments.
3. Designation for the post.
4. Permanent or Temporary, if temporary, its duration.
5. Special Pay or allowances, if any, attached to the post.
6. Place where the post exists.
7. Name of person posted with his Serial No. and Page No. in the surplus list.
8. Date of posting.
9. Remarks.



- (7) As soon as a vacancy is intimated by a department the General Administration Department or the Commission should fill it up immediately.
- (8) The past services of a person declared surplus on subsequent absorption shall count towards his interse-seniority in that particular department.
- (9) Those Heads of Department who have not kept the above instructions in view while declaring the surplus hands should now immediately send a revised list of the surplus employees in the light of the above in the supersession of the previous lists. Those incumbents who have been declared surplus formerly but do not appear in the revised lists will be sent back to the department concerned for re-absorption. The implication of this would be that those employees will be paid out of the ad-hoc grants placed at the disposal of the G.A.D. and Commissioner for the period they remain with them and will be paid by the Department concerned from the date of their re-absorption in those departments.
- (10) The Heads of Departments should communicate all the existing vacancies immediately as also those which occur later in their departments to the Deputy Secretary (G.A.D.) or Commissioner, as the case may be.

-17-  
**CIRCULAR**

3. No. F.1 (13)/9/GA/C/61

Dated 27.3.1961

With a view to effect economy in expenditure on the administration, Government has decided as follows:

1. A number of posts will stand abolished specifically with effect from 1<sup>st</sup> June 1961. The posts which are to be abolished shall be indicated by the Finance Department to the concerned Administrative Departments who shall there-upon issue formal orders for the abolition of such posts. The Finance Department will also send a copy of their recommendations for the abolition of the posts to the General Administration Department (C).

2. The strength of peons (i.e. Class IV staff other than technical staff designated under Class IV) shall stand reduced by 20% of the total sanctioned strength as on 1<sup>st</sup> March, 1961, with effect from 1st June, 1961. The Finance Department will issue orders to the Treasury Officers that the salary bills of the Establishments of the various departments on and after 1<sup>st</sup> July, 1961, are passed only after a certificate has been given by the drawing officers that 20% reduction in the sanctioned strength as on 1-3-61 had been made with effect from 1-6-61 and that the pay bills had been prepared accordingly. The Heads of Departments, while enforcing this reduction shall decide and indicate to their administrative departments and General Administration Department (C) as to which categories of peons have been brought under reduction. Heads of Departments should preferably decide on reduction of peons attached with certain categories of subordinate staff.

3. Lists of posts to be retrenched, other than those of Class IV, shall be sent to the concerned Heads of Departments very shortly. Heads of Departments will, thereafter have the following 4 statements prepared and have the same sent to the General Administration Department (C) by 7 April, 1961. All these statements shall be in the following proforma:-

- (i) Designation of the post retrenched, if any.
- (ii) Number of such posts.
- (iii) Pay scale of the posts retrenched.
- (iv) Designation of posts of existing vacancies in the equivalent cadres, excluding new post created on 1-4-61 or thereafter.
- (v) Number of such posts in which vacancies exist.
- (vi) Pay scale of posts in which vacancies exist.
- (vii) Designation of new posts to be created after 1-4-61 in corresponding cadres.
- (viii) Number of such posts.
- (ix) Pay scale of such posts.

4. Statement "A" shall be in respect of Gazetted posts in the proforma mentioned above.

5. Statement "B" shall in respect of subordinate posts in the proforma mentioned above.

6. Statement "C" shall be in respect of ministerial staff in the proforma mentioned above.

7. Statement "D" shall be in respect of Class IV staff in the proforma mentioned above.

Copies of the Statements 'C' and 'D' shall also be sent to the Collector of the district concerned except in case of Jaipur City. These statements shall be sent by all Heads of Departments irrespective of the fact whether any retrenchment has been made in respect of any post in any particular department or not. In the latter case, the Heads of Departments have to furnish all the particulars of the vacancies in existing posts and particulars of any posts that are to be created in cadres corresponding to the cadres of posts being abolished.

8. Concerned Heads of Departments will furnish particulars of the staff working on the posts to be retrenched in the following proforma:-

- (i) S.No.
- (ii) Designation of the post retrenched or to be retrenched.
- (iii) Pay scale of the post.
- (iv) Name of the employee with father's name.
- (v) Age of the employee on 1-4-61.
- (vi) Educational qualification.
- (vii) Date of appointment in the retrenched post.
- (viii) Nature of appointment - Substantive or Temporary.
- (ix) Whether concurrence of P.S.C. is necessary.
- (x) Whether P.S.C. has conquered or not.
- (xi) Whether substantive appointment held on any other post.
- (xii) Designation of such post with pay scale.
- (xiii) Particulars of appointment prior to the appointment on the retrenched post, if any.

Separate statements shall be sent in respect of Gazetted officer, Subordinate officer, Ministerial staff and Class IV staff. Copies of Statements in respect of Ministerial Staff and class IV staff shall be sent to the Collectors concerned also, except in case of Jaipur City.

9. Government has decided that employees selected by P.S.C. and others who have put in more than six months service on 1-4-61 shall be guaranteed absorption. They shall be entitled to receive their pay while they are surplus until their absorption, but in such cases pay while they remain surplus shall not be given for more than 3 months. Other temporary employees with less than six months service will also be considered for absorption if vacancies still exist. This temporary staff, however, will not be entitled to any pay during the period it remains surplus and shall get only notice pay.

10. All collectors will be responsible for the absorption of the ministerial and class IV employees in their respective district excepting for Jaipur City. Ministerial and class IV employees of Jaipur City and all other categories of employees shall be absorbed by the General Administration Department.

11. In the General Administration Department (C)absorption shall be undertaken by a committee consisting of the following:-

- |                              |                   |
|------------------------------|-------------------|
| (1) Finance Minister         | -Chairman         |
| (2) Special Secretary Apptt. | -Member           |
| (3) Election Secretary       | -Member Secretary |

12. This Committee and the Collectors in their respective district shall have final powers to absorb surplus employees on an equated or any other post in any department. The concerned Appointing Authorities shall immediately issue appointment orders on receipt of such allotment under intimation to the General Administration (C) Department and where Collector has allotted a person, to the Collector concerned also.

13. No fresh recruitment in any department shall be made until the retrenched persons are absorbed, except of those persons who are recruited through the P. S. C as a result of competitive examination. The Government in the Finance Department has already issued instructions to the Treasury Officers not pass the bills of person appointed after 15<sup>th</sup> February, 1961. The Drawing officers, will, therefore, append a certificate on salary bills of their respective departments that no new person has been employed during the preceding month. Such certificate will not be necessary in respect of posts for which the essential qualifications are technical skill, or technical experience. Similarly, unless a non-availability certificate has been obtained from the General Administration Department, no fresh promotions shall be made In non-technical cadres.

14. Collectors will send monthly progress reports regarding absorption of surplus staff to the General Administration (C) Department starting from 1-5-61 till the absorption has been completed in that district.

15. Since the work has to be completed as early as possible, all authorities at the various levels are requested to pay their personal attention to the decision and directions indicated above and to take prompt action for issue of necessary orders and supply of necessary information.

**ORDER**

4. No. F.1 (31) 1/GA/C/62

Jaipur, Dated 12th June, 1962.

1. As a result of economy measure Government employees of various categories will be rendered surplus or have already been rendered surplus during the current financial year. Government have decided to absorb employees selected by the Rajasthan Public Service Commission and employees who have put in service of more than six months on 1-4-62, employees who have put in service of less than six months on 1-4-1962, will also be considered for absorption, if any vacancies still exist; but these persons will not be entitled to any pay during the period they remain surplus and they will get only notice pay.

2. With a view to absorb the surplus personnel the following shall be the Absorbing Authorities:-

(a) Absorption Committee consisting of the following shall be in overall charge of absorption all over the State. This Committee shall also absorb surplus persons in the State Services or Subordinate Services all over the State and the Ministerial and Class IV employees rendered surplus in Jaipur city itself.

1. Finance Minister	Chairman
2. Special Secretary, Appts. Deptt.	Member
3. Secretary, Election Department	Member Secretary

(b) All collectors will be responsible for the absorption of the Ministerial and Class IV employees in their respective districts except for Jaipur city.

3. The absorption Committee and Collectors shall have full and final powers to absorb a surplus employee on an equated or any other in any department irrespective of the qualifications prescribed for recruitment to such posts. The concerned appointing authorities shall immediately issue appointment orders in receipt of such absorption orders under intimation to the Absorbing Authority. The Appointing Authority and the Appointment Department shall also take necessary action to enable the absorbed persons to secure their proper place in the Department.

4. After issue of appointment orders, if any, persons senior to the absorbed persons are available in the next lower cadre then the temporary persons can be reverted. Permanent persons, however, shall not be reverted and seniority alone will be refixed in accordance with the rules.

5. Posts to which fresh recruitment has been banned will not be filled up by transfer of employees from within the department if by promotion of persons accept where the promotion has been done in consultation with the Rajasthan Public Service Commission.

6. One copy of the order abolishing the various posts in any department will be sent immediately to the Secretary, Absorption Committee, by the Administrative Department.

7. On the basis of the order abolishing posts, the names of the persons rendered surplus will be immediately intimated to the Absorption Committee or the Collectors concerned as the case may be. Clear one month time shall be allowed to the Absorbing Authority before rendering a person surplus. Intimation to the Absorbing Authorities will be sent in respect of the staff being rendered surplus in the following proforma:-

1. Serial Number.
2. Designation of the post retrenched.
3. Pay scale of the post retrenched.
4. Name of the employee with father's name occupying the post.
5. Age of the employee on 1-4-1962.
6. Educational qualifications.
7. Date of appointment in the retrenched post.
8. Nature of appointment whether substantive or temporary.
9. Whether concurrence of the Public Service Commission is necessary to fill the post.
10. Whether P.S.C. has concurred to the appointment of a person or not.
11. Whether substantive appointments held on any other post.
12. Designation of such posts with pay scale.
13. Particulars of appointments prior to the appointment to the retrenched post, if any.

8. Separate statements shall be sent in respect of Gazetted Officers, Subordinate Service Officers, Ministerial Staff and Class IV Staff.

9. Employees selected by the Public Service Commission or with more than six months service as on 1-4-1962, shall get their salary for the period they remain surplus as follows:-

- (a) Under order of Deputy Secretary, General Administration Department 'B' by all employees to be absorbed by the Absorption Committee,
- (b) Collectors concerned in respect of the staff, they are competent to absorb, Accounts will be rendered every month to Deputy Secretary G.A.D. 'B'.
- (c) Expenditure will be chargeable to Budget head 19 G. A. D E. *District*.
- (d) District Establishment -Pay and Allowances of the surplus staff.

10. Collectors will send monthly progress reports regarding absorption of surplus staff to the Absorption Committee starting from 1-7-1962 till the absorption has been completed in the District.

11. Since the absorption has to be completed as early as possible, all authorities at the various levels are requested to pay personal attention to the decisions and directions contained above and to take prompt action for issue of necessary orders and supply of necessary information.

12. Order of this Department No. F. 1 (13)/9/GA/C /61, dated 27-3-1961 is hereby cancelled. All pending matters however, or all problems arising in pursuance of this order shall be dealt with by the Absorbing Authorities mentioned above.

13. This order issues with the concurrence of the Finance Department conveyed vide their I.D. No. 1983/PA/F. S/62, dated 1-6-1962.

**ORDER**

5. No.F.1 (33) GA/C/66

Dated, Jaipur 23rd July, 1966.

Subject.- Absorption of surplus employees and Termination of service of temporary persons not entitled to absorption.

1. As a result of economy measures Government employees of various categories will be rendered surplus during the current financial year. Government has decided to absorb employees selected by the R.P.S.C. and employees who have put in service of more than one year on 1-10-65. Services of employees who have put in less than one year's service on 1-10-65 will be terminated after notice required under the Rules.

2. During the period of notice of termination of service or after actual termination of service, a person with less than one year's service on 1-10-65 will not have any right to be absorbed on a vacant post which may exist or on a vacancy which may arise after termination of service. He may, however, be considered for, and offered appointment on an existing vacancy or a future vacancy, in accordance with rules regulating the filling up the vacancy, even if such post carries pay in scale different from or lower than the pay scale attached to the post for which he was rendered surplus. If such offer of appointment is accepted he will be appointed to such a post but no protection will be given to pay and scale admissible to him on the post from which he was rendered surplus.

3. Absorption Committees:- With a view to absorb the surplus personnel the following shall be the Absorbing Authorities.

(a) Absorption Committee consisting of the following shall be in overall charge of absorption all over the State. This Committee shall order the absorption of surplus persons in the State Services or Subordinate Services all over the State and Ministerial and Class IV Employees rendered Surplus in Jaipur City itself.

- |  |                   |
|--|-------------------|
| 1. Finance Minister                      | Chairman          |
| 2. Financial Commissioner                | Member            |
| 3. Special Secretary (Appts.)            | Member            |
| @ [4. Special Secretary G.A.D. (Cabinet) | Member Secretary] |

(b) All Collectors will be responsible for the absorption of the Ministerial and Class IV employees in their respective districts except Jaipur City.

4. The Absorption Committee shall have full and final powers to order absorption of a surplus employee on an equated or any other post in any department. Absorption can be made in vacancies arising either against direct recruitment quota or promotion quota, and even against selection grade posts, but ordinarily selection grade posts will be utilized for absorption only if the surplus employee had been declared surplus from an equivalent post with similar nature of duties or from a higher post than in which he is absorbed. The concerned appointing authority shall immediately issue appointment orders on receipt of such absorption orders under intimation to Absorption Authority. On receipt of absorption orders the Appointing Authority should not raise any objections to or delay in

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@ Substituted for "4. Deputy Secretary (Cabinet) Member Secretary" vide GAD order No. F.1 (14) GA/3/78, dated 9-6-1979,

placing the absorbed employees on duty on the score of qualifications, if in any case the Absorption Committee considers it necessary to relax the qualifications the Appointing Authority and the Appointments (A) Department shall take necessary action simultaneously to secure amendment in the service rules, if any, to enable the securing of proper place in the department by the surplus employees. The appointing authority should not also raise any objections on the score of additional qualification not prescribed under rules as minimum qualification (e.g. typing experience required for L.D.C) but should adjust the employee in the department and if necessary, require the absorbed employee to complete a particular training or acquire a particular proficiency within a limited time.

5. Reversions.- If on absorption of a surplus person who was officiating or temporary on his old post, it is found that there are permanent persons available in the same department/office in the next lower grade who are officiating longer than the absorbed person, then the absorbed person should be reverted to the next lower post. Government intends to give credit of past service to the surplus employees on absorption in the new department but till detailed instructions and rules in this respect are issued, no surplus employee should be reverted or his services terminated on grounds of shorter length of service in the new department except as stated above. Their seniority should tentatively be examined by placing them just below the junior most employee of the department who has an equal length of service in the same grade.

6. Ban on new appointments.- All vacant posts technical or non-technical to which fresh recruitment has been banned will not be filled by transfer of an employee from another department or by promotion of an employee within the department, except where the appointment by transfer/promotion has been effected on the advice of the Rajasthan Public Service Commission in response to requisition sent prior to 1-10-65. The absorbed surplus employees on the Ministerial and Class IV cadres will not ordinarily be transferred to a district other than the one in which he had been absorbed or his home district.

7. Information regarding posts abolished and personnel rendered surplus.- Whenever an order abolishing the posts in any department is issued, a copy will be sent immediately to the Member-Secretary, Absorption Committee by the Administrative Department. Separate statements should be sent in respect of gazetted officers, subordinate service officers, ministerial staff and class IV Staff.

8. On the basis of the order abolishing the posts, the names of the persons rendered surplus will be immediately intimated to the Absorption Committee/Collectors as the case may be. Employees should be declared surplus strictly in reverse order of seniority, i.e. the junior most must be declared surplus first. Clear one month's notice shall be allowed to the Absorption committee before rendering a person surplus. Intimation to the absorbing authority will be sent in the proforma (Annexure A) together with the certificate in the attached proforma so that there may not be any irregularity while declaring the persons surplus by the Head of Department. Occasionally particulars of the surplus employees are not received in time and as such it is stressed that the particulars may be sent well in advance before the persons are actually declared surplus and relieved of their duties. In case their service records are not available with the Heads of Departments those should be provisionally prepared on the basis of particulars to be supplied by the employee himself.



9. Absorption within the Department.- All the Heads of Departments are requested to explore the possibility of departmental absorption first. In doing so the Heads of Departments should try to adjust surplus employees in similar posts in the department for which they are qualified and in order to achieve this object they should revert or discharge employees in other similar posts in the department, who may be junior in service. Such department absorption should, however, be got confirmed by the absorbing authority to ensure that junior or unqualified employees are not unduly retained in the department.

10. Retention of Schedule Castes and Tribes Employees.- The Heads of Department while declaring the person surplus should ensure that employees belonging to S.C./S.T. are not declared surplus if they had been appointed on the recommendations of the special recruitment board set up for the selection of the candidates from such classes against the Posts reserved for their quota in the various departments.

11. Payment of salaries to surplus personnel.- Employees selected by the R.P.S.C. or with more than one year service as on 1-10-65 shall get salary for the period they remain surplus as follows:-

- (a) Under order of Member-Secretary, Absorption Committee by all employees to be absorbed by the Absorption Committee.
- (b) Collectors concerned in respect of the staff, they are competent to absorb. Accounts will be rendered by them every month to Dy. Secretary (G.A.D.-B).
- (c) Expenditure will be chargeable to Budget Head 19-G.A.D.-E-Distt. (A) Distt. Establishment-Pay and allowances of surplus staff.

12. Progress Report.- Collectors will send monthly progress reports regarding absorption of surplus staff to the Absorption Committee starting from 1-4-66 till the absorption has been completed in the districts.

13. Since the absorption has to be completed as early as possible all authorities at the various levels are requested to pay personal attention to the decisions and directions contained above and to take prompt action for issue of necessary orders and supply of necessary information.

14. This order issues with the concurrence of F.D. (Rules) and Appointments (A) Department conveyed vide their Reference No. 12513/PA/SSA/65 dated 27-12-1965 and No. 4661/PA/FC/66, dated 25-4-1966.

**PROFORMA FOR FURNISHING PARTICULARS OF SURPLUS EMPLOYEES**

1. Serial Number.
2. Designation of the post retrenched.
3. Pay scale of the post retrenched.
4. Name of the employee with father's name occupying the post.
5. Age of the employee on 1-10-65.
6. Educational qualifications.
7. Date of appointment in the retrenched post.
8. Nature of appointments, whether substantive or temporary.
9. Whether concurrence of the Public Service Commission is necessary to fill the post.
10. Whether P.S.C. has concurred to the appointment of persons or not.
11. Whether appointments have been made in accordance with service rules.
12. Whether substantive appointments held on any other post.
13. Designation of such post with pay scale.
14. Particulars of appointments prior to the appointment to the retrenched post, if any.

**Signature of Heads of Department.**

**Form for declaring an employee surplus to the recruitment of a department**

Consequent on the abolition of posts ..... vide Government of Rajasthan.....Department Letter No.....dated.....Shri/the following.....employee/employees/is/ are/ declared surplus from this Department with effect from..... It is certified that the employees declared surplus is/are junior-most in cadre and does not/ do not belong to S.C./S.T. It is further certified that all efforts have been made to absorb him/them Departmentally but no suitable posts were available for his/ their absorption.

If he/ they is/are willing to be absorbed on such posts and on such conditions as may be decided by the Absorption Committee he/they may report to the G.A.D. (C) failing it will be presumed that he/they is/are/not interested to be absorbed and this may be taken as notice for termination of service.

No joining time except actual journey period will be available for journey in connection with his absorption.

**Signature of Appointing Authority**

ORDER

6. No. F. 1 (14) GA /III/78

Jaipur, Dated 20th May, 1978.

**Sub:- Absorption of Surplus employees and termination of services of Ad-hoc/Temporary persons not entitled to absorption-Fixing crucial date.**

1. In pursuance of Rule 3 (1) of the Rajasthan Civil Services (Absorption of surplus Personnel) Rules, 1969 the question of revision of the crucial date was under consideration, Government have now decided in continuation of the earlier instructions on the subject that Temporary employees appointed on or before January,1, of the calendar year, immediately preceding the year in which decision is taken to retrench the Government employees, will be eligible for being declared surplus.

2. Temporary Employees appointed after such crucial date are not to be kept in employment except for those:-

1. recruited through R.P.S.C. if posts are within the purview of R.P.S.C.

2. recruited through competitive examination held by the R.P.S.C. e.g. LDCs of 1976 P.S.C test etc.

3. employees belonging to S.C./Schedule Tribes.

4. employees who are ex-servicemen.

@ [5. Physically handicapped employees.

6. Employees appointed under the provisions of the Rajasthan Recruitment of Dependents of Government servants Dying while in Service Rules, 1975.]

\$ 7. Employees of Other Backward Classes

3. The employees of the following categories are not to be continued in employment or retained on higher posts respectively even if they have been in continuous service from Jan.1 of the calendar year immediately preceding the year in which decision was taken to declare the surplus employee or earlier:

1. Unqualified persons appointed/Promoted on ad-hoc basis i.e. whose appointments/promotion were not regular in accordance with the provisions of relevant rules e.g. LDCs who either failed in R.P.S.C. examination or did not qualify this examination.

2. qualified persons promoted on ad-hoc basis on abolition of posts, who can be reverted to lower posts.

4. Whenever an order abolishing the posts in any deptt. is issued or a decision to discontinue that posts is taken on or on cessation of posts a copy may be sent immediately to Member Secretary Absorption Committee by the Admn. Deptt./ Head of Department.

5. On the basis of the order abolishing the posts, all the Heads of Departments will explore the possibility of departmental absorption first. In doing so, the Heads of Departments should try to adjust surplus employees in similar posts in the Department for which they are qualified and in order to achieve this object they should revert or discharge employees in other similar posts in the Deptt., who may be junior in service. Such departmental absorption should however be got confirmed by the absorbing authority to ensure that junior or unqualified employees are not unduly retained in the Department.

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@ Added vide GAD Order No. F. 1(14) GA/III 78, dated 31-7-1982.

\$ Added vide GAD Order No. F. 1(14) GA/III 78 Part-II, dated 21-1-1997

6. On the basis of the order abolishing the posts, the names of persons rendered surplus will be immediately intimated to the Absorption Committee as the case may be employees should be declared surplus strictly in reverse order of the seniority i.e. the junior most must be declared surplus first. Before persons are declared surplus, the Heads of Departments have to record a certificate that persons being declared surplus is Junior most in the cadre of the Deptt. as a whole and not unit wise etc. and the certificate of Head of Department only will be considered as authentic.

7. Clear one months notice shall be allowed to the Absorption Committee before persons are actually declared surplus.

8. The Heads of Department will issue an order declaring an individual/individuals as surplus in the proforma (Annexure 'A') particulars of service of surplus employees (in triplicate) may be sent well in advance to the G.A.D./ Collectors as the case may be along with inter-se-seniority of the surplus personnel and cadre wise seniority of the entire Deptt. from which individuals are declared surplus may be sent well in advance for further necessary action. In case such certificates and service particulars are not received well in advance the surplus employees will not be accepted and for which the Heads of concerned will be responsible.

**ORDER**

7. No. F. 1 (14) GA /III/78

Jaipur, Dated 14-9-1983.

**Sub:- Absorption of surplus personnel-delegation of powers.**

1. Under sub-rule (2) of rule 7 of the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969, the Committee consisting of the following members shall be final authority for absorption of surplus personnel of the State Services :-

- |   |                  |
|---|------------------|
| (i) 1. Finance Minister   | Chairman         |
| 2. Financial Commissioner and<br>Secretary to Govt., Finance Department | Member           |
| 3. Special Secretary to Govt.,<br>D.O.P. & A.R.(A I)                    | Member           |
| 4. Special Secretary, G.A.D.  | Member Secretary |

(ii) The Special Secretary G.A.D. and Member Secretary of the Committee shall be final authority for absorption of all surplus personnel of the Subordinate Services all over the State and Ministerial and Class IV employees rendered surplus in Jaipur City itself.

(iii) All collectors are delegated power of the committee for the absorption of the surplus Ministerial and Class IV employees in their respective district except Jaipur City.

2. The Committee for absorption of surplus personnel of State Services and Special Secretary G.A.D. and Member Secretary of the Committee for absorption of Surplus personnel of the Subordinate Services all over the State and Ministerial and Class IV employees may if it deems fit, for purposes of rule 7 declare a post or class of posts as equated to the post held by the surplus employee immediately before his being declared surplus keeping in view the nature of duties, qualifications and pay scales attached to such post or class of posts.

3. These powers may be deemed to have been delegated as above under sub-rule (2) of rule 7 and rule 6 from the date of publication of the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules 1969.

**BY ORDER OF THE COMMITTEE**

(Sudhir Verma)  
Special Secretary to Govt.

:: आदेश ::

8. क्रमांक : प. 1 (14) सा.प्र./3/78

जयपुर, दिनांक 01.02.1984

**विषय :-अधिशेष कर्मचारीगण बाबत**

प्रायः यह देखा गया है कि अधिशेष किये जाने वाले कर्मचारी/कर्मचारीगण के सम्बन्ध में इस विभाग के समसंख्यक आदेश दिनांक 20.5.78 तथा 31.7.82 में वर्णित निर्देशों की पालना पूर्ण रूप से नहीं की जाती है।

अतः भविष्य में अधिशेष कर्मचारीगण हेतु कृपया निम्न निर्देशों की पालना आवश्यक रूप से की जावे-

- (I) समस्त जिलाधीशों से निवेदन है कि उनके द्वारा किसी भी कर्मचारी को जब तक अधिशेष रूप से स्वीकार नहीं किया जावे, जब तक इस विभाग के आदेश प. 1 (14) सा.प्र./3/78 दिनांक 20.5.78 तथा 31.7.82 (प्रतियां संलग्न) के तहत निर्देशित समस्त औपचारिकताएं तथा कर्मचारी को अधिशेष करने से पूर्व एक माह का नोटिस, सेवा विवरण (निर्धारित प्रपत्र में-प्रपत्र का प्रारूप संलग्न) वरिष्ठता सूची, आदि पूर्ण नहीं कर ली जाती है। नोटिस अवधि में सेवा विवरण की जांच कर यह भी सुनिश्चित कर लें कि कर्मचारी जिस पद से अधिशेष किया जा रहा है, वह उस पद से नियमानुसार अधिशेष होने योग्य है या नहीं। इस प्रक्रिया में अगर किसी प्रकार की त्रुटि रह जाती है तो सम्बन्धित जिलाधीश इस हेतु उत्तरदायी होंगे। नियमानुसार मन्त्रालयिक/च.श्रे.कर्मचारी का समावेशन संबंधित जिलाधीश, जयपुर को छोड़कर करने हेतु प्राधिकृत है, अतः इन पदों से अधिशेष किए जाने वाले कर्मचारी के सेवा विवरण की जांच अपने स्तर पर करें। अधीनस्थ सेवा से अधिशेष कर्मचारी के सेवा विवरण की जांच अपने स्तर पर करें। अधीनस्थ सेवा से अधिशेष कर्मचारी के सेवा विवरण इस विभाग में भिजवावें। निर्धारित अवधि पश्चात् कर्मचारी (अधीनस्थ सेवा में भी अपनी उपस्थिति सम्बन्धित जिला मुख्यालय पर देंगे, जिसकी सूचना अविलम्ब सम्बन्धित जिलाधीश द्वारा इस विभाग को दी जावेगी।
- (II) समस्त विभागाध्यक्ष (जिलाधीश सहित) से निवेदन है कि उनके द्वारा नियमानुसार अधिशेष होने वाले कर्मचारी को उनके (कर्मचारी/कर्मचारीगण के) किसी भी अवकाशकाल में अधिशेष नहीं किया जावे। अधिशेष करते समय कर्मचारी के सेवा विवरण के साथ यह प्रमाण-पत्र पुष्टि हेतु संलग्न करें कि कर्मचारियों को उनके अवकाशकाल में अधिशेष नहीं किया गया है।  
अधीनस्थ सेवा के कर्मचारियों को भी अधिशेष किए जाने पर विभागाध्यक्ष, सम्बन्धित जिला मुख्यालय पर निर्धारित अवधि पश्चात्, अधिशेष अवधि में उपस्थिति देने हेतु निर्देशित कर आदेश की प्रति इस विभाग को पृष्ठांकित करेंगे।
- (III) सेवा-विवरण आदि का ब्योरा सम्बन्धित विभागाध्यक्ष के माध्यम से ही प्रेषित किये जाने पर मान्य होंगे।

:: आदेश ::

**कर्मचारी को अधिशेष (सरप्लस) घोषित करने हेतु फार्म**

1. राज्य सरकार के पद समाप्त करने आदेश क्रमांक ..... दिनांक ..... के फलस्वरूप पद समाप्त घोषित करने अथवा.....प्रशासनिक कारणों से श्री ..... कर्मचारी/कर्मचारियों को दिनांक .....से अधिशेष घोषित किये गये कर्मचारी मितव्ययता सम्बन्धी वित्त विभाग के आदेश संख्या .....दिनांक .....एवं राज्य सरकार द्वारा निर्धारित दिनांक से पूर्व इनकी नियुक्ति हुई है एवं केडर में कनिष्ठतम है। यह भी प्रमाणित किया जाता है कि राजस्थान सेवा नियम 244 (2) के अन्तर्गत रिक्त एवं प्लान/नान प्लान के अन्तर्गत रिक्त पदों सम्बन्धी प्रावधान को भी ध्यान में रखा गया।

2. प्रमाणित किया जाता है कि इसको/इनको इस विभाग में ही समावेश करने के सभी प्रयत्न किये जा चुके हैं, परन्तु कोई उपयुक्त पद इनके समावेशन के लिए उपलब्ध नहीं है। यदि वह/वे समाविष्ट होना चाहे/चाहे तो तुरन्त सचिव, समावेशन समिति, सामान्य प्रशासन (ग्रुप-3) विभाग या उसके द्वारा नियुक्त अन्य अधिकारी को अपनी उपस्थिति दें। ऐसा ना होने पर यह मान लिया जावेगा कि वह/वे समाविष्ट होने के इच्छुक नहीं हैं और यह आदेश उनके लिये ऐसा सेवा नियमों के अनुसार सेवा मुक्ति का नोटिस समझा जावेगा एवं नोटिस अवधि की समाप्ति पर सेवा समाप्त समझी जावेगी। वह/वे समाप्ति के ऐसे लाभ, यदि कोई हो, जो नियमों के अधीन जिसके लिये स्वीकार्य हो, मांग सकता है।

3. समावेशन के लिये वास्तविक यात्रा के समय के अतिरिक्त कोई भी कार्यग्रहण अवधि नहीं दी जावेगी।

नियुक्ति अधिकारी के हस्ताक्षर,

प्रतिलिपी सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है—

- (1) सदस्य सचिव, अन्तर्लयन समिति एवं उप शासन सचिव, सामान्य प्रशासन विभाग, राजस्थान, जयपुर।
- (2) जिलाधीश।
- (3) पदधारी।
- (4) रक्षा पत्रावली (गार्ड फाईल)।  
अधिशेष कर्मचारियों का विवरण

1. कर्मचारी का नाम तथा पिता का नाम :
2. समाप्त किया गया पद :
3. समाप्त किये गये पद का वेतन तथा वेतनमान :
4. कर्मचारी का जन्मतिथि :
5. अधिशेष अवधि में कर्मचारी के घर का पता जिस पर कि अन्तर्लयन आदेश एवं अन्य आदेश जा सके।

6. कर्मचारी का निजी जिला :
7. कर्मचारी की योग्यता:-
  - (क) शिक्षा :
  - (ख) योग्यता तकनीकी सहित यदि कोई हो :
  - (ग) अनुभव तथा प्रशिक्षण :
  - (घ) क्या कर्मचारी अन्य काम कर सकता है, यदि हां तो उसके पास किसी प्रकार का प्रमाण इस सम्बन्ध में है।
8. राज्य सेवा में प्रथम नियुक्ति का दिनांक तथा पद :
9. समाप्त पद पर नियुक्ति अस्थायी/स्थायी/एडहाक दिनांक सहित।
10. समाप्त पद पर नियुक्ति तिथि :
11. समाप्त पद पर नियुक्ति के प्रकार :-
  - (क) सीधी भर्ती :
    - (1) यदि पद राजस्थान लोक सेवा आयोग के अन्तर्गत है तो राजस्थान लोक सेवा आयोग की सिफारिश पर,
    - (2) यदि पद राजस्थान लोक सेवा आयोग के अन्तर्गत नहीं है तो नियुक्ति क्या सम्बन्धित सेवा नियमों के अनुसार दी गई।
  - (ख) पदोन्नति अथवा चयन:

पदोन्नति या चयन विभागीय पदोन्नति समिति की सिफारिश पर किया गया।
  - (ग) एडहोक है तो नयोजन कार्यालय द्वारा या कम अवधि के विज्ञापन द्वारा।

कर्मचारी के हस्ताक्षर

विभागाध्यक्ष के हस्ताक्षर

नोट:-कालम नम्बर 11 की सभी परिस्थितियां पूर्ण रूप से भरी जावें।



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**ORDER**

9. No. F.1 (14) GA/III/78 Pt-II

Dated 21<sup>st</sup> July, 1987.

1. In supersession of this department's order of even number dated the 14th September 1983, Absorption Committee under rule 5 of the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules 1969 is hereby Constituted for absorption of Surplus Personnel of State Services are under:-

1. Finance Minister	Chairman
2. Financial Commissioner and Department to the Govt. Finance Department	Member
3. Special Secretary to DOP and A.R. (A-1)	Member
4. Dy. Secretary to Government G.A.D. upto 6.6.1979 and Special Secretary to Govt. G.A.D. from 7.6.1979	Member Secretary

2. Under sub-rule 6(A) and 7 (1A), the Member Secretary is hereby delegated powers of the Committee to declare a post or class of posts as equated to the post held by the surplus employee immediately before his being declared surplus keeping in view the nature of duties, qualifications and pay scale attached to such post or class of posts, belonging to subordinate service which are not within the purview of the Commission/Ministerial/Class IV Services, all over the State, and in respect of absorption of all surplus personnel of the subordinate services all over the State which are not within the purview of the Commission and absorption of all surplus personnel of the Ministerial and Class IV service declare surplus in Jaipur District.

3. Under sub-rule (2) of rule 7 all Collectors are hereby delegated powers of the Committee for the absorption of the surplus Ministerial and Class IV employees in their respective district except Jaipur district.

This order shall be deemed to have come into force from the date of publication of the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969 in the Rajasthan Rajpatra i.e. 11.12.1969.

GOVERNMENT OF RAJASTHAN  
DEPARTMENT OF PERSONNEL  
(A-Gr. II)

10. No. F. 5(4)DOP/A-II/94

Jaipur, dated 15-09-94

**NOTIFICATION**

In exercise of the power conferred by the proviso to Article 309 of the Constitution of India, the Governor of Rajasthan hereby makes the following rules further to amend the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969, namely:-

1. Short Title and Commencement:-

1. These rules may be called the Rajasthan Civil Services (Absorption of Surplus Personnel) (Amendment) Rules, 1994.
2. They Shall come into force w.e.f. 25.4.1981

2. The existing sub-rule (4) of rule 7 of the Rajasthan Civil Services (Absorption of Surplus Personnel) Rules, 1969 shall be substituted by the following namely:-

“(4) Surplus Personnel absorbed on lower post or on equated post may on making an application be re-absorbed on equivalent post or on the same post from which they were declared surplus, if they have not been confirmed on the post they were absorbed and the Absorption Committee is satisfied that hardship has been caused to them by their absorption on the lower or equated post due to non –availability of vacancy at the time of their absorption. Such re-absorption shall be prospective from the date of re-absorption.”

By Order and in the name of the Governor,

(A. K. Pande)  
Secretary to the Government.