

CERTIFICATE OF 1st APPOINTMENT

(Under the Section 4 Act 2 of 1994 Dt. 15-01-1994)

Certified that the Sri/Smt/Kum. _____

_____ Who Appointed as _____ at

_____ Mandal, _____ District

through DISTRICT SELECTION COMMITTEE _____

/ Compassionate Appointment Grounds Vide

Rc.No. _____ Dt. _____ of D.E.O. _____

And He / She Was joined in School Duty on _____ F.N / A.N

under **Exemption Clause Rule of 4 Act 2 of 1994.**

SIGNATURE.

CIRCULAR MEMO

Re.No. IAC/2004/C.C. dt.14-12-04.

The first appointment bills which are submitted by the Drawing Officers to the Sub Treasury Officer are sending directly to the District Treasury, Internal Audit Cell without doing any scrutinies. Because of this, if any mistakes are found, the time is becoming waste as the bill is again send to Sub Treasury and then to concern Drawing Officer and after receiving again it is sending back to District Treasury. So, the bill has to be scrutinised prolimanary at the Sub Treasury only before sending it to District Treasury Internal Audit Cell. And so the following observations has to be followed by every one:-

1. With the first appointment bill the selection authority and the appointing authority proceedings has to be enclosed.

2. The certificate of first appointment bill under the section 4 Act 2 of 1994 has to be submitted (G.O.No.68 F&P Dept., dt.24-4-92 and Memo.No.P2/28950/G dt.18-10-1996 of DTA, AP, Hyderabad)

3. The persons who were appointed after 1-9-2004 have to follow the Government orders 653 dt.22-7-04 and 655 dt.22-7-04 i.e. the contribution pension scheme.

4. Along with the date of Birth, Study Certificate and Community Certificate and Medical Certificate The verification certificate of all attested photostat copies has to enclosed.

5. The bill has to be narrated completely. And also the joining report date has to be mentioned.

6. The person who is under appointment of compensation ground has to submit the death certificate of concern person and the proper person and the Family Members Certificate.

7. As per Government Orders, the employees Welfare Fund has to be recovered.

8. As per the Government Orders the Group Insurance and Prof. Ins. has to be recovered.

9. The bill in duplicate with all the photostat copies of original and proceeding has to send to District Treasury Internal Audit Cell.

10. If any Tribunal Orders are there, they have to be submit with the bill.

Receipt of the circular memo may be acknowledged by return of post.

Sd/-K.Jaganmohan Goud,
Deputy Director,
Dist. Treasury, Guntur.

Copy to all the Sub Treasury Officers in the District and District Treasury Office

Amended to the staff
To the staff

[Signature]
Sub Treasury Officer,
Dist. Treasury, Guntur.

A1

A2

[Signature]
cc

CERTIFICATE OF 1st APPOINTMENT

(Under the Section 4 Act 2 of 1994 Dt. 15-01-1994)

Certified that the Sri/Smt/Kum. JONNADULA. VENKATES-

-WARARAO Who Appointed as School Asst. (social studies) at

Z.P. High school. Brahmanapalli of

PIDUGURALLA Mandal, GUNTUR District

through DISTRICT SELECTION COMMITTEE 2018

/ ~~Compassionate~~ Compassionate Appointment Grounds Vide

Rc.No. 10981/A4/2018 Dt. 22-12-2019 of D.E.O. GUNTUR

And He / ~~She~~ Was joined in School Duty on 23-12-2019 F.N / A.N

under **Exemption Clause Rule of 4 Act 2 of 1994.**



W. Raju
HEAD MASTER 23.01.2020
Z. P. HIGH SCHOOL
BRAHMANAPALLI-522 437
Piduguralla (M) Guntur Dt.
SIGNATURE
23/01/2020

mittee on Service Matters. Keeping in view the hardship pleaded by the Government employees who retired on Medical Invalidation, the Cabinet Sub-Committee on Service Matters in its meeting held on 23-1-2003 made certain recommendations to consider appointments on contract basis to the post of Panchayat Secretary with a basic pay of Rs.2870+HRA+DA to the dependents of Government employees who retired on medical invalidation before issue of G.O.Ms.No.2002, General Administration (Ser.A) Department, dated 27-4-2002.

3. After careful consideration, Government have decided to accept the recommendation of the Cabinet Sub-Committee on Service Matters and order as follows;

- (i) Cases of dependents of the Government employees who retired on medical invalidation and whose cases could not be considered by 27-4-2002 be considered now for appointment on contract basis to the post of Executive Officer, Special Category-V, (Panchayat Secretary), under "Rule 9 of Andhra Pradesh State and Subordinate Service Rule Where the Panchayat Secretary (Category.V, not available, the appointment on contract basis will be considered in equivalent posts of Panchayat Secretaries (Category-V) In those Districts as Additional Panchayat Secretary in Grade-I Gram Panchayats.
- (ii) The appointments will be given only to the eligible dependents of Government employees who retired from service on Medical Invalidation before issue of G.O.Ms.No.202, General Administration (Ser.A) Department, dated 27-4-2002 wherein orders were issued dispensing with the Scheme of Compassionate appointment in Medical Invalidation cases.
- (iii) The duration of Contract appointment will be decided separately in consultation with Panchayat Raj and Rural Development Department.
- (iv) The appointing authority and other related matters shall be on the lines of A.P.Panchayat Subordinate Service (Special) Rules issued in G.O.Ms.No.384, Panchayat Raj and Rural Development (Estt.IX) Department, dated 22-12-2001.
- (v) The Panchayat Raj and Rural Development Department will issue related instructions separately including provision of budget to each Gram Panchayat.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF A.P.)

SATHI NAIR,

Chief Secretary to Government.

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services-New Recruitment Policy and Guidelines-Orders-Issued.

GENERAL ADMINISTRATION (SER.A) DEPARTMENT

G.O.Ms.No.94

Dated: 28-03-2003

Read the following:-

1. Act 2/, 1994, Dt.15-1-1994.
2. G.O.Ms.No.211,Fin,(PCIII) Dept., Dt.22-4-1994.

2003 G.O.s

6

2003 G.O.s

3. G.O.Ms.No.152, Fin. & Plg,(FW/OP.I) Dept.,Dt 14-6-1995.
4. G.O.Ms.No.275, Fin, (SMPC) Dept.,Dt. 14-12-1995.
5. U.O.Note No.2268-C/23/Fin SMPC/96, Dt.6-3-1996.
6. G.O.Ms.No.436, G.A.(Ser.D) Dept., 15-10-1996.
7. G.O.Ms.No.58, Fin (SMPC) Dept.,Dt.28-3-2001.
8. G.O.Ms.No.526, Fin (SMPC) Dept., Dt.28-9-2001.
9. W.P.No. 2904 of 2002.
10. WP MP No.3459 of 2002 in WP No.2868 of 2002.
11. G.O.Ms.No.24, Fin (SMPC) Dept, Dt.9-1-2002.

ORDER:

1. Act 2 of 1994, first read above, laid down the norms and procedures for regulation of appointments to public services and rationalization of staffing patterns and pay structures. This Act prohibited Government Departments, Corporations Universities and Local bodies etc., from making unauthorized appointments through the backdoor of NMRs, daily wages or appointments on consolidated pay. However, the Act 2 of 1994 did not put any ban on recruitment into public services. The Government of Andhra Pradesh issued orders in the reference second read above on the procedure to be followed in scrutinizing the requests for direct recruitment and forward all requests to the recruiting agencies through the Finance Department. The Finance Department scrutinizes all requests for fresh recruitment on a case-by-case basis, including the need and justification, the possibility of redeployment of surplus staff and the likely financial burden and places the proposal before the cabinet for obtaining final orders. Once the competent authority has taken a final decision, the Finance Department issues the necessary requisition to the concerned recruiting agency like Andhra Pradesh Public Service Commission or District Selection Committee, to make the recruitment to the extent approved.

2. Certain Writ Petitions were filed in the High Court of Andhra Pradesh and during the course of hearings in Writ Petitions ninth and tenth read above, the Hon'ble High Court of Andhra Pradesh observed that the Government of Andhra Pradesh should make public their recruitments policy. Accordingly, taking note of these observations, the Government of Andhra Pradesh, after careful examination, hereby declares its policy on recruitment to public services.

Core-functional category Posts only to be made Permanent:

3. Every department of the Government is created with the objective of providing certain public infrastructure and services to the citizens. For example, the Roads & Buildings DEpartment is created to construct and maintain roads and bridges. The Agriculture Department is created to provide technical advice and agricultural inputs to the farming community. They also perform certain regulatory, developmental, promotional and administrative functions to fulfill their departmental objectives. The core functions of the department are performed through gazetted and non-gazetted employees that have the professional qualifications in the field of engineering or agriculture and related subjects. They are provided administrative support through non-gazetted ministerial staff such as Superintendents, Senior Assistants, Stenographers, and Junior Assistants. Other functionaries like Attenders,

2003 G.O.s

7

2003 G.O.s

Watchmen and Drivers etc., are provided as Class IV support staff.

4. The Government takes up several developmental programmes, projects and scheme that are funded for a few years discontinued these after completion or drying up of funding. Temporary posts are created for implementing such schemes/projects. In the reference third read above, Government had instituted Implementation Committees for all departments to examine the desirability of making temporary or posts permanent or continuing them as temporary discontinuing them altogether. Unfortunately, these Implementation Committees have not been meeting regularly nor have they suggested norms for taking suitable decisions. And the result has been that a very large number of temporary posts have continued as temporary for years together.

5. Explanation (1) under Rule 4 (b) of the A.P.State and Subordinate Service Rules, issued vide G.O.sixth read above, enlarged the definition of substantive posts to include all temporary posts which have continued in existence for a period of five years or more. As a result of the increase in the number of substantive posts, the quota of posts for which direct recruitment has to be made has gone up substantially. This decision has led to the anomaly of permanent direct recruitment against temporary posts that are continuing from time to time. This decision has also had an adverse financial impact on account of creation of permanent financial liabilities such as pensions and other retirement payments.

6. Following the enactment of Act 2 of 1994, the State Government appointed a Staff Review Committee, in the reference second read above, to fix rational staffing patterns with reference to workload, and identify schemes, programs, administrative units etc., that have become obsolete or redundant but were continued merely for the sake of keeping the staff and paying them salaries. The affected Departments as well as Staff Unions have expressed their opposition to the SRC recommendations. The Government has yet to take a final view on the report.

7. Government has reviewed the situation and decided that, in future, Government shall treat only a certain number of posts under gazetted and non-gazetted posts under the Service Rules of concerned departments, and Group I and II posts under Andhra Pradesh State and Subordinate Service Rules, as core functional posts. In order to identify the core functions of each department, the Implementation Committees shall be immediately re-activated. These Implementation Committees shall take into account the Performance and Process Indicators, the Staff and Cost efficiency norms, the use of Information Technology and other modern management practices such as contracting professionals on fixed tenures of outsourcing administrative and logistical support services to service providers etc., to arrive at the number of core functional posts for each department. Government will separately lay down norms and guidelines on core and non-core functions, in consultation with Finance Department and the Centre for Good Governance, for the Implementation Committees to follow.

8. Based on the identification of core functions of each department, the Implementation Committees will recommend the number of core functional posts in gazetted, Technical and Group I & II categories that are required to

be made permanent. Further, since in most departments, a large number of permanent posts already exist in non-core functional categories, it is hereby ordered that the existing permanent posts in all categories, including non-core categories, shall also be treated on par with core functional no new posts and continued on permanent basis. However, in future no new posts in posts and continued on permanent basis. However, in future no new posts in the non-core functional categories shall be made permanent.

9. Pending implementation of the decision in the proceeding paragraphs to fix the cadre strength of permanent posts, the Government further orders that, in supersession of orders in sixth read above, henceforth, direct recruitment shall be restricted only in the case of vacancies arising against existing permanent posts in all the departments. The number of direct recruit vacancies in the permanent posts shall be computed only after first adjusting the existing direct recruits presently working against temporary posts. Consequent vacancies in the core-functional temporary posts in Gazetted, Technical, Group I and II categories may be filled up only through contract appointments on fixed-tenure basis, not exceeding three years. Further direct recruitment or contractual appointments in Group III and IV and Class IV posts be deferred till the adjustment of all already available direct recruits against future permanent vacancies.

Contractual Appointments for Core-functional Temporary Posts:

10. With effect from 1st April, 2003, all departments shall maintain separate rosters for permanent and temporary posts of all core functional categories in order to identify direct recruitment and promotion vacancies. These rosters shall also indicate the vacancies reserved for various categories such as scheduled castes, scheduled tribes etc., While promotion quota of core functional temporary posts may be filled up through temporary promotions from the feeder categories, no direct recruitment quota of temporary posts shall be filled up through any adhoc promotions. Further, the direct recruitment vacancies for core-functional temporary posts shall be computed only after adjusting the regular direct recruits already in service. Consequent recruitment vacancies of core-functional temporary posts may be filled up through contractual appointments on a fixed tenure basis.

11. The tenure of each contractual appointment shall not be more than the period for which the posts has been created or three years, whichever is less. If the original contractual appointment is for a period less than three years, this may be extended from time to time but shall necessary be terminated for any fresh contractual appointments. The procedure for, and terms and conditions, of contract appointment are prescribed in the Annexure-I to this order.

Emoluments for contract appointments to be related to Market rates:

12. It is common knowledge that in Andhra Pradesh, as also in the country, senior Government/public sector officers are paid far less than their counterparts in private/corporate sectors. But the position is quite the opposite at the time of initial recruitment in Group I Gazetted categories for candidates with similarly professional and technical qualifications. Similarly, in non-gazetted technical, Group II, III & IV and Class IV jobs, the Government/public sector employees are paid more than their counterparts in the private/corporate sectors. The Government employees also enjoy the benefit of security of

tenure. Further, while the administrative and logistical support staff is relatively small in private/corporate sectors, their numbers are very large in Government/Public Sector there by putting a huge financial burden on the Public exchequer. While the pay scales fixed by the government may have to be continued for the permanent posts, there is a need to review the policy of fixing emoluments for contractual appointments against core-functional temporary posts to bring them in line with market rates.

13. In order to attract the best candidates with appropriate professional and technical qualifications for senior core functionaries of temporary nature, the Government hereby orders that emoluments should be fixed on par with market rates on a consolidated pay basis. Each department will constitute a committee under the Chairmanship of the Administrative Secretary with representative of General Administration and Finance departments for fixing emoluments for different categories of temporary gazetted posts to be filled up by contractual appointees. The guidelines for fixing emoluments are given in the Annex 1 to this order. For all groups of non-gazetted posts, the General Administration Department, in consultation with Finance Department, shall fix emoluments from time to time in relation to market rates, to be offered for temporary contractual appointments.

Outsourcing of Support Services:

14. There are two types of outsourcing of support services. The first one is outsourcing of functionaries, and the second one is outsourcing of functions. In the first case, a department may enter into a contract with an agency to provide the services of a certain number of technical support functionaries, e.g., Computer professional or Surveyors or Draughtsmen for a specific period. The agency selects and employ the functionaries as per the requirements of the job and places their services at the disposal of the Department for a fixed amount. However, the functionaries continue to be the employees of the service agency during and after their assignment with the Department. In the second case, the Department may outsource the function, e.g., catering, housekeeping, security etc. to a service provider agency for a fixed period of time for a mutually negotiated amount. Accordingly, the service provider agency will engage a certain number of personnel and deploy equipment to meet the specific standards prescribed for that function in the contract. In this case also, the functionaries continue to be the employees of the service provider agency during, and even after, their assignment with the Department.

15. Government has permitted several departments to outsource, functions or functionaries for support services in the last few years. Experience has shown that the Departments have received good quality services at very reasonable rates compared to performance of similar functions through government's own staff. Competition among services providers ensures good quality and the Departments have the flexibility to source personnel according to their emerging needs. Since the remuneration is market-based, it turns out to be very cost effective, particularly because there is no permanent liability of retirement benefits. On the other hand, the government will make effects to gainfully use their services through redeployment. However, future direct recruitment in these non-core functional categories of posts shall be

restricted permanent posts only, and the requirement of temporary personnel for non-core functions shall be outsourced.

16. Government has reviewed the position and hereby orders that regular direct recruitment in Group, III, IV and Class IV categories against existing temporary vacancies shall be discontinued forthwith. The Implementation Committees shall make recommendations on the need and justification for continuation or otherwise of the temporary vacancies as well as filled up posts in the non-core functional categories, on the basis of criteria already mentioned in respect of permanent posts. However, in future, no further direct recruitment shall take place for such non-core functions or posts. The Implementation Committees will recommend the mode of outsourcing for various categories of such posts, which may be filled up as per norms and procedures prescribed in the Annexure-2 to this order.

Procedure for Creation and Filling up of Posts:

17. Government order seventh read above laid down the procedure for continuation of temporary posts, and their conversion into permanent posts. Government order eighth read above lays down the procedures for the creation and upgradation of posts. However, in fact, these procedures are not effectively being followed, particularly in respect of scrutiny of proposals for continuation of temporary posts or their conversion into permanent posts. As ordered in the previous paragraphs, the Implementation Committees shall be re-activated to ensure that work norms and management innovations are employed to get best value for money in the magnitude and mode of deployment of manpower in government.

18. Government orders fourth and sixth read above lay down the procedure to be followed for forwarding the requisitions to the recruiting agencies to initiate the recruitment process. A question has arisen whether the role of Finance Department is limited to examining the request of the Administrative Department from the perspective of redeployment of surplus staff only or does it encompass larger issues of the need and justification for proposed recruitment, and its financial impact on the budget. Government has carefully examined this issue and hereby clarifies that a mere availability of vacancies cannot be treated as adequate justification for a department to go ahead and initiate direct recruitment. Each Department has to justify the need for filling up of vacancies and get a formal approval from the competent authority. In the absence of effective functioning of the Implementation Committees, Finance Department has undertaken the scrutiny of recruitment proposals on a case-by-case basis, particularly in view of the financial implications of such recruitment proposals, often unbudgeted, which is in accordance with the mandate as per the Rules of Business. The Government proposes to continue this practice.

19. Accordingly, in partial modification of Government orders eight and ninth read above, Government hereby orders that every department shall place their proposals for the continuation of temporary posts, and/or conversion of temporary posts into permanent posts, before the Implementation Committee every year. The Implementation Committees shall make their recommendations to the government in accordance with the guidelines prescribed in this order. Thereafter, each department shall calculate their likely direct

recruitment vacancies in permanent or temporary categories for the next one year and obtain approval of government, in consultation with Finance Department, as per Rules of Business, for filling them up as per the prescribed mode of recruitment i.e., regular recruitment or contract appointment or outsourcing, as the case may be. Thereafter, the Finance Department will forward the requisition to the concerned recruitment agencies for regular recruitment or contract appointment as the case may be or authorize the concerned department to outsource the support services in accordance with guidelines in Annexure 2 to this order.

20. This Order shall come into force with immediate effect and shall apply to all government departments, public under taking, autonomous institutions, local bodies, and all such institutions as receive grants-in-aid for salaries from the State Government. Necessary amendments shall be made in the Andhra Pradesh State and Subordinate Services Rules 1996 and other relevant rules.

21. All Special Chief Secretaries/Principal Secretaries/Secretaries, Heads of Departments and Collectors shall bring this order to the notice of all concerned institutions for information and strict compliance.

SATHI NAIR,

CHIEF SECRETARY TO GOVERNMENT

Annex-1

Refer to G.O.Ms.No.94, General Administration (Ser.A)
Department, Dated 28-3-2003

Guidelines for Contractual Appointments:

1. In terms of the Recruitment Policy enunciated by the State Government, the following further guidelines are hereby prescribed for Contractual Appointments.

2. **Sparate Rosters :** Contractual appointments shall be made only in the case of direct recruitment quota under various categories of Temporary Posts only. The Heads of Departments and other administrative units/institutions under them shall maintain separate rosters for permanent and temporary posts with effect from April 1, 2003. The Present common roster shall be split and the regularly recruited persons shall be first adjusted against the direct recruitment quota of permanent posts' roster. The remaining direct recruits shall be shown against the direct recruitment quota under temporary posts' roster. As and when fresh direct recruitment vacancies arise in the permanent posts' roster shall be filled up through contractual appointments in accordance with these guidelines. No regular direct recruitment or contractual appointments shall be made against any promotion quota posts and vice versa.

3. **Reservations:** Reservation for Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Physically Handicapped etc. shall apply for the vacancies to be filled up through contractual appointments on par with regular recruitment.

4. **Recruitment Agency:** The recruitment agencies responsible for regular recruitment shall also be responsible for contractual appointments duly following prescribed procedures, which may be suitably modified by them to meet the urgency of short-term contractual appointments. However, the recruiting agency shall follow the usual procedure of open advertisement and

merit-based selection.

5. **Conditions of Appointment:** The appointment of a person on contractual basis shall be made under Rule 90f Andhra Pradesh State and subordinate Services Rules, 1996. A person appointed under sub-rule (a) of Rule 90 of APS & SS Rules, 1996 shall not be regarded as a member of the service in which the post to which he/she is appointed, is included, and shall not be entitled by reason only of such appointment, to any preferential right to any other appointment in that or any other service. The Department or the person appointed may revoke the contractual appointments, or discontinue the contract by giving one month's notice in writing on either side. Further, it should be made explicit in the contract that, without further action, discussion, notice or reference, this contract would automatically cease to operate on lapse of the contract period, and both parties will be discharged of their respective obligations and liabilities without any formal or informal communication.

6. **Tenure:** Contractual appointments shall be made for a tenure not exceeding two years or the balance period for which the relevant post has been created, whichever is less. In the event of the continuation of the temporary post. The contractual appointment may be extended by the Appointing Authority, from time to time, subject to the condition that the work of the individual has been found to be satisfactory, subject further to the condition that the total tenure of any contractual appointments, including extension, if any shall not exceed three years. At the end of the contract period not exceeding three years, the contractual appointment shall terminate automatically. Under no circumstance shall the individual be given any further extension/re-appointment etc., beyond a period of three years. If the concerned Department desires to continue the temporary post for more time, and wished to get it filled up, it shall follow the procedure prescribed in this Government order as in the case of any fresh creation and filling up of a post. However, the contractual appointees may be considered on par with other candidates for any fresh contractual appointment against the same temporary post or any other contractual appointment/regular recruitment, if eligible otherwise.

7. **Eligibility Criteria:** Educational and other professional qualifications for a contractual appointment shall not be less than those prescribed for the regular recruitment. However, keeping in view the specialized nature of temporary assignments, and the ample availability of professionally qualified manpower in the market, the concerned Department/institution may lay down higher educational/professional qualifications for the contractual appointments. Similarly, the Departments/Institutions may prescribe minimum relevant experience norms to attract better and more experienced candidates who can start contributing to the assignment immediately, without the need for any initial training/orientation.

8. **Emoluments :** The emoluments for contractual appointments shall be based on current market rates for similar level of candidates with educational and professional qualifications in private sector. Every department shall constitute a Committee under the Chairmanship of the concerned Secretary to Government, with the concerned Head of the Department, a representative of Finance department, and two or three experts from public and private sectors, to assess the market rates and the corresponding emoluments to be

finance department shall issue necessary permission to the head of the department for outsourcing services to the extent approved.

6. Agreement for outsourcing of services : The Head of the department or the head of the administrative units, as the case may be shall be competent to enter into a written agreement with a registered service provider agency, which holds a valid licence under the contract labour act issued by the competent authority, to provide the contract labour and has sufficient experience to render the relevant services. The authority competent to enter into outsourcing contract shall follow the open and transparent tender procedure prescribed for selecting the service provider agency the department shall also keep atleast two more service providers in reserve on the same terms and conditions, to step in at short notice if the selected service provider defaults in providing satisfactory service and the contract has to be terminated no outsourcing contract shall be for a period of more than one year. Subject to the need and justification, satisfaction of the competent authority, such contracts may be extended on mutually agreed terms for one year at a time, subject to the condition that the total period of the contract shall not exceed three years. At the end of three years or if there is no mutual agreement on the terms of extension the, department shall necessarily go through the whole process of calling fresh tenders, giving equal opportunity to other service provide agencies.

7. Terms and Conditions of outsourcing contract : The contract shall specify the nature and quality standards of the service required from the agency, and the number of persons in various categories with their respective qualifications and experience, the equipment and other consumable to be supplied by the agency, the time period of the contract the rates of payments prescribed for various types of functions and functionaries and the penalties prescribed for various types of likely defaults in satisfactory rendering of the service. The concerned department/ heads of administrative units shall ensure that the prescribed equipment, consumables and number of persons with proper qualifications and training are deployed by the service provider at all times in accordance with the outsourcing contract. The department shall also reserve the right to demand change of equipments/ personnel if their services are not found to be satisfactory, in addition to levying penalties as per the terms and conditions of the contract. If the service continues to be unsatisfactory, the Department/ competent authority shall exercise its right to not only recover damages but also to terminate the contract and replace the service provider with an agency kept in the reserve.

8. Accounting of Expenditure : The expenditure on outsourcing of functions shall be debited to sub-detailed heads '375 - Remuneration towards contracting out services' and Special Services and for outsourcing of functionaries shall be debited to sub-detailed head '375 - Remuneration towards contracting out services'. Usual treasury control provisions are made in their budgets to meet the costs. Sure that adequate provisions are made in their budgets if they are not. Further the concerned treasury officers shall not pass any bills if they are not verified to be under proper and currently valid government sanction. Since the personnel working under outsourcing arrangements are not directly engaged by government, there shall be no need to prepare number statements as in the case of regular government employees.

CERTIFICATE OF APPOINTMENT.

Certified that the Sri/Smt./ Kum.

Who appointed as at School

..... Village.....Mandal of Guntur District through

**DISTRICT SELECTION COMMITTEE 2005 & He/She was joined in School duty on
forenoon/afternoon under the exemption clause rule of 4 Act 2 of 1994.**

SIGNATURE.