



## GOVERNMENT OF KERALA

### abstract

Revised *pro forma* for creation of posts- orders issued.

### Finance (Secret Section) Department

G.O.(P) No. 102/2016/Fin

Thiruvananthapuram, Dated 22/07/2016

- Read: 1. G.O.(P) No. 400/2014/Fin dated 19.09.2014  
2. G.O.(P) No. 58/2015/Fin dated 02.02.2015

### ORDER

As part of fiscal consolidation efforts, Government, vide the Govt. Order 1 read above, have issued instruction restricting the creation of new posts. It has been instructed therein that, where post creation is unavoidable, the Administrative Department while forwarding the post creation proposal should furnish a manpower statement in the prescribed format, which will then be scrutinized rigorously by two Secretary Level Committees. And vide the annexure to Government Order read second above, the Government have issued the format of manpower statement.

Government, after having reviewed the order read as second paper above and are pleased to issue the revised format of manpower statement as annexure to this order. Administrative Department shall ensure that any proposal for post creation should be sent along with duly filled up format and proposals with incomplete data will be summarily rejected. The Government Order read as second above stands modified to this extent.

By order of the Governor

**MINHAJ ALAM**  
**Secretary (Finance-Resources)**

To

- The Principal Accountant General (A & E), Kerala, Thiruvananthapuram.  
The Principal Accountant General (G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
The Vice Chairman, State Planning Board  
All Heads of Departments and Offices.  
All Departments (all Sections) of the Secretariat including Law Department.  
The Director of Treasuries, Thiruvananthapuram  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram.  
The Secretary, Kerala State Electricity Board, Thiruvananthapuram.  
The Managing Director, KSRTC, Thiruvananthapuram.  
The Registrar, High Court of Kerala, Ernakulam.  
The Registrar, University of Kerala/ Cochin/Calicut/ Mahatma Gandhi/ Kannur/ Kerala Agricultural University/ Sree Sankaracharya Sanskrit University.  
The Advocate General, Kerala, Ernakulam.

All Secretaries and all Special Secretaries, Additional Secretaries, Joint Secretaries, and Under Secretaries to Govt.

The Secretary to Governor.

The PS to Chief Minister and other Ministers, Government Chief Whip and Leader of Opposition.

The Private Secretary to Speaker/Deputy Speaker.

The Director of Public Relations, Thiruvananthapuram

The Additional Secretary to Chief Secretary.

The General Administration (SC) Department.

The Finance (Expenditure-A) Department vide U.O(f) EXP-A1/203/2014-FIN

The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)

The Stock File/Office Copy.

Forwarded/By order



Section Officer.

**Pro forma to be furnished along with post creation proposals as stipulated in  
G.O (P) No.102/16/Fin dated 27/07/2016**

1.	No. of posts proposed					
2.	Category of posts					
3.	Scale of pay					
4.	Nature of Post (permanent or temporary)					
5.	Additional duties / responsibilities along with specific justification					
6.	At present who is discharging these functions					
7.	Financial commitment involved (recurring and non-recurring) and approximate financial commitment for the next five years (recurring and non-recurring)					
8.	Details of Existing posts					
	Sl.No	Designation	Scale of pay	Number		Nature of posts permanent/ temporary
				Sanctioned strength	Existing strength	
	1.	Next above the category of the post proposed to be created				
	2.	Next below the category of the post proposed to be created				
	3.	Number of permanent and temporary post equivalent of the post proposed.				
	If the total number of post in Sl. No.1 or 2 in the above table less than 30 or the proposed category of posts are falling within the classification of Group A (pay scale ranging from ₹55,350-1,20,000 (Revised)) or Group B (pay scale ranging from ₹35,700-89,000 (Revised)) details on deployment of each post should be furnished invariable in separate list.					
9.	Number of vacancy not filled by regular/permanent posts if so whether reported to PSC.					

10	Whether any committee headed by Secretaries found surplus posts in the Department (permanent / temporary)	
11	Whether any work study has been conducted by Government so far, if so furnish details.	
12	Whether proposal for post creation/continuance sanction of temporary posts submitted to FD earlier, if so furnish details such as file No. remarks of FD.	
13	Number of permanent posts (category wise)	
14	No. of permanent posts (category wise) redeployed during the last five years.	
15	No. of permanent posts (category wise abolished during the last five years)	
16	Whether the Department is fully computerized.	
17	Whether the working environment of the posts sought can be automated (in full or part)	
18	Accomplished or time line for this	
19	Whether the department turned to e-mode fully. If not furnish the details	

Head of the Department