

GOVERNMENT OF RAJASTHAN
DEPARTMENT OF PERSONNEL
(A-CR Cell)

COPT

No.F.14(41)Karmik/ACR/73 Jaipur the September 12, 1973

Subject :- Compulsory retirement of Class IV Servants
under Rule 244(2) of R.S.R-Revised procedure-
Regarding.

S:R
Department of Personnel as advised to the Appointing Authority (No. 14(41)Karmik/ACR/73) dated 10th April, 1973 vide which procedure for compulsory retirement of class IV servants under Rule 244(2) of the R.S.R. was laid down.

The contents of the above Circular have been reviewed and, a revised procedure is now laid down for being followed by the various Departments :-

- (i) On the 1st of March of each year, each Appointing authority or Sub-ordinate authority empowered to make appointments to posts in Class IV services shall draw a list in advance of persons who shall complete 25 years qualifying service by the next 31st March.
- (ii) On preparation of the list, the Appointing authority shall get the qualifying service verified and draw a fresh list of such Class IV Servants, who shall complete 25 years qualifying service on 31st March of the following year, under the headings indicated below :-
1. S.No.
 2. Name and Father's name
 3. Post held
 4. Date of Birth
 5. Date of entry into Government service.
 6. Date of commencement of qualifying service.
 7. Date of completion of 25 years qualifying Service
 8. Date of superannuation.
- (iii) The Appointing Authority will collect their Personal Files, Service Books, Enquiry Cases if any and make recommendations to the Head of Departments in respect of such Class IV -Servants who are no more considered fit to be retained in service and are proposed to be retired compulsorily. Unless the record is particularly adverse, a Class IV Servant should not be recommended for Compulsory retirement, if he is due to be superannuated by the end of next Calendar Year.
- (iv) The decision of the Head of the Department on the recommendation of the Appointing Authority will be final.

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- ~~(v)~~ Where the Head of the Department happens to be the Appointing Authority, recommendations together with the record will be submitted to the Secretary to Govt. in the Administrative Department who will convey the final decision.
- (vi) As soon as the decision of the Head of the Department/ Secretary to the Govt. is received, orders for compulsory retirement will be issued by the Appointing Authority, as per specimen copy enclosed.
- (vii) The Appointing Authority should ensure that no body should be retired before the completion of 25 years qualifying service and that orders of retirement should be so planned that no such person may work in the office after the orders of compulsory retirement are served on him.
- (viii) The Heads of Departments/Appointing Authorities shall maintain a register containing the following headings in respect of those who are retired compulsorily :-
1. S.No.
 2. Name and Father's name
 3. Post held
 4. Office to which he belongs.
 5. Date of birth
 6. Date of commencement of qualifying service
 7. Date of completion of 25 years qualifying service.
 8. Date of superannuation.
 9. Recommendation of the Appointing Authority.
 - 10 Decision of the Head of Department/ Secretary to Government
 - 11 No. and date of order of compulsory retirement issued by the Appointing Authority.
 - 12 The effective date of retirement
 - 13 Remarks.
- (ix) As this procedure has the effect of curtailing the working life of officials fairly advanced in life, it should be used with great care and caution.

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Sd/-
Special Secretary (Personnel)

JAIN/15/10/75