



**GOVERNMENT OF KERALA**  
**Finance (PRG-A) Department**

**Circular**

No. 59/2016/Fin

Dated, Thiruvananthapuram, 8<sup>th</sup> July, 2016.

Sub:- Proposals for sanctioning of Time Bound Higher Grade –  
Incorporation of check list – instructions – issued.

It has been noticed that the proposals for sanctioning Time Bound Higher Grade often lack details required for the proper examination of the same. Hence such files have to be retransmitted to the Administrative Departments for furnishing the required details. This process is time consuming and causes delay in disposing the cases. In order to avoid the above situation it is decided to incorporate a checklist along with such files.

Therefore all the Administrative Departments are requested to ensure that the checklist is incorporated as facing sheet in all proposals when they are recommended to Finance Department.

**Proforma of Checklist**

1. Updated Service Book of the incumbent (Service details and leave details updated since entry in service)
2. A Tabular Statement showing upto date increment wise pay fixation details and details of non-qualifying service since entry countersigned by DDOs/Appointing Authority

3. In the case of Gazetted Officers upto date increment wise pay fixation details and leave details of Gazetted period obtained from AG (A&E)
4. Copies of relevant Special Rules/Executive orders in which method of appointment, qualification etc of entry post and its regular promotion posts are specified.
5. Specification whether there exists regular promotion post and whether the incumbent is qualified for getting regular promotion in the post.
6. As far as court case files relating judgment compliance of time bound higher grade are concerned it should contain also a copy of the WP/TA/OA/WA etc also in which all its exhibits are enclosed and a copy of Statement of Facts furnished to the Advocate General.
7. Detailed report of HOD specifying the admissibility of the claim of the incumbent.

Before forwarding the proposals relating to time bound higher grade to Finance Department, Administrative Department may ensure that all the details mentioned in the check list are forwarded along with the proposal. The proposals without the said details will not be entertained in Finance Department.

**E. ABDUL VAHAB**  
**Additional Secretary (Finance)**

To

All Departments in Secretariat  
Head of Departments  
The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
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Approved For Issue

  
Accounts Officer