

No. 681/FD/US(FIN)-I/2022  
Government of Puducherry  
Finance Department

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Puducherry, dt.26/04/2022

**OFFICE MEMORANDUM**

**Sub:** Consolidated Proposals from the Administrative Departments for seeking Sanction for Continuance of Temporary Posts and Engagement of FTCL/PTCL

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Administrative Departments have hitherto been submitting multiple files for obtaining concurrence/sanction for the continuance of temporary posts and engagement of full-time / part-time casual labourers (FTCL/PTCL). In order to have a holistic view of such proposals and streamline the process of obtaining sanction for continuance of posts/engagement, the following instructions are hereby issued:

2. Every Administrative Department shall send **only a single consolidated file each time** as follows (total 3 files by a Department in a financial year):

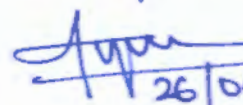
- (1) ***Sanction for Continuance of Temporary Posts*** – the file to be submitted to the Finance Department between 15<sup>th</sup> November and 1<sup>st</sup> February for the continuance of sanctions expiring on 28<sup>th</sup> February.
- (2) ***Sanction for Continuance of Engagement of FTCL/PTCL*** - the file to be submitted to the Finance Department between 15<sup>th</sup> November and 1<sup>st</sup> February for the continuance of sanctions expiring on 28<sup>th</sup> February.
- (3) ***Sanction for Continuance of Engagement of FTCL/PTCL*** - the file to be submitted to the Finance Department between 15<sup>th</sup> May and 1<sup>st</sup> August for the continuance of sanctions expiring on 31<sup>st</sup> August.

3. Further, the consolidated proposal sent each time by the Department shall be as follows:

**I. Sanction for Continuance of Temporary Posts**

(1) ***The Note File*** shall include the following:

- (a) The number and category of posts for which sanction for continuance is sought.

  
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- (b) Certification that sanctions for all the temporary posts in the Department have been consolidated into the single proposal, and no further sanction will be sought for any additional post(s) via separate proposal(s).
- (c) Certification that all the details sought by the Finance Department as per the Annexure – I have been enclosed in the Correspondence File.
- (d) Accurate references for the Annexure – I in the Correspondence File.
- (e) Certification that adequate funds have been made available in the budget of the Department and/or sufficient funds will be made available in the budget of the Department in the succeeding financial year.
- (f) Approval of the Administrative Secretary and the Minister in charge.

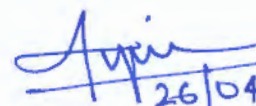
(2) **The Correspondence File** shall enclose the following:

- (a) Annexure – I duly filled in, and signed by the Accounts Officer and the Director/Head of the Department.
- (b) Copies of all the relevant G.Os and the other documents sought as per the Annexure - I, serially numbered in the Correspondence File and duly referenced in the Annexure – I.

## **II. Sanction for Continuance of Engagement of FTCL/PTCL**

(1) **The Note File** shall include the following:

- (a) The number and category of staff for which sanction for continuance of engagement is sought.
- (b) Certification that sanctions for the continuous engagement of all the FTCL/PTCL/Similar Categories of Staff engaged under the Department have been consolidated into the single proposal, and no further sanction will be sought for any additional engagement via separate proposal(s).
- (c) Certification that all the details sought by the Finance Department as per the Annexure – II have been enclosed in the Correspondence File.
- (d) Accurate references for the Annexure – II in the Correspondence File.
- (e) Certification that the engagement of the FTCL/PTCL are in strict accordance with the "The Government of Puducherry Casual Labourers (Engagement and Regularisation Scheme, 2009", notified by the DP&AR on 27.02.2009.
- (f) Certification that adequate funds have been made available in the budget of the Department and/or sufficient funds will be made available in the budget of the Department in the succeeding financial year.

  
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(g) Approval of the Administrative Secretary and the Minister in charge.

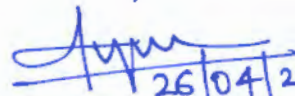
(2) **The Correspondence File** shall enclose the following:

- (a) Annexure – II duly filled in, and signed by the Accounts Officer and the Director/Head of the Department.
- (b) Copies of all the relevant G.Os/file approvals and the other documents sought as per the Annexure - II, serially numbered in the Correspondence File and duly referenced in the Annexure – II.

4. In respect of the sanction for the continuance of the temporary posts, for which the Lt. Governor is the competent authority, the Finance Department shall accord concurrence for the consolidated proposal submitted by the Administrative Departments and obtain the approval of the competent authority for the continuance sanction.

5. The Administrative Department shall ensure compliance with the above instructions scrupulously.

//By Order//

  
26/04/2022  
(Arjun Ramakrishnan)  
Under Secretary (Finance)

Enclosed: Annexures I and II

All Secretariat Departments  
All Heads of Directorates/Offices  
SAO/JAOs in Departments/Offices

Copy to:

The P.S. to the Chief Secretary

**Annexure – I**  
**Sanction for Continuance of Temporary Posts**  
**(O. M. No. 681/FD/US(FIN)-I/2022, dated 26/04/2022)**

Name of the Department:

Period for which sanction for continuance of posts sought:

S. No.	Name of the Post with Group (A/B/C) and Level of Pay as per 7 <sup>th</sup> CPC	No. of Posts	Date of Creation of Posts	G.O. by which the Posts were created (G.O. No, Date, Reference to the copy of the G.O.)(G.O. copy to be attached)	G.O. by which the sanction for continuance was last obtained (G.O. No, Date, Reference to the copy of the G.O.)(G.O. copy to be attached)	No. of Posts Currently filled up	Duties performed by the Posts (To be enclosed as separate annexure and reference provided)	No. of Posts currently vacant & date from which vacant	Steps taken to fill up the vacancies (To be enclosed as separate annexure and reference provided)	Necessity / Justification for the Continuance of the Posts, especially for posts currently vacant	Any Other Valid Remarks

(Accounts Officer)

(Director / Head of the Department)

**Annexure – II**  
**Sanction for Continuance of Engagement of FTCL / PTCL / Similar Categories of Staff**  
**(O. M. No. 681/FD/US(FIN)-I/2022, dated 26/04/2022)**

Name of the Department:

Period for which sanction for continuance sought:

S. No.	Name of the Category of Staff [FTCL / PTCL / Others (specify)]	No. of Staff	Date from which continuously engaged	G.O. by which initially engaged (G.O. No, Date, Reference to the copy of the G.O.) (G.O. copy to be attached)	G.O. by which the sanction for continuance was last obtained (G.O. No, Date, Reference to the copy of the G.O.)(G.O. copy to be attached)	No. of Staff Currently engaged	Duties performed by the Staff (To be enclosed as separate annexure and reference provided)	No. of Staff currently vacant since the last approval & date from which vacant	Whether the engagement is in accordance with the G.O. dt 27.02. 2009 of the DPAR on engagement of FTCL/PTCL	Any Other Valid Remarks

(Accounts Officer)

(Director / Head of the Department)