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No. 10410



Registered No.
PY/44/2018-20
WPP No. TN/PMG(CCR)/
WPP-88/2018-20
Dated : 3-5-2018
Price : ₹ 16-00

புதுச்சேரி மாநில அரசிதழ்

La Gazette de L'État de Poudouchéry

The Gazette of Puducherry

PART - II

சிறப்பு வெளியீடு	EXTRAORDINAIRE	EXTRAORDINARY
அதிகாரம் பெற்ற வெளியீடு	Publiée par Autorité	Published by Authority
விலை : ₹ 16-00	Prix : ₹ 16-00	Price : ₹ 16-00

எண்	புதுச்சேரி	வியாழக்கிழமை	2018 ஆம் மே மீ	3 ம
No. } 22	Poudouchéry	Jeudi	3	Mai
No. }	Puducherry	Thursday	3rd	May
(13 Vaisakha 1940)				

GOVERNMENT OF PUDUCHERRY LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 02/LAS/2018, Puducherry, dated 24th April 2018)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 113 read with sub-section (1) of section 440 of the Puducherry Municipalities Act, 1973 (Act No. 9 of 1973) and sub-section (2) of section 71 read with sub-section (1) of section 318 of the Puducherry Village and Commune Panchayats Act, 1973 (Act No. 10 of 1973), the Government hereby makes the following rules to regulate the method of recruitment, conditions of service, pay and allowances and discipline and conduct in respect of the Combined Common Revenue Service for Municipalities and Commune Panchayats in the Union territory of Puducherry, namely:-

1. *Short title and commencement.*—(1) These rules may be called the Puducherry Combined Common Revenue Service for Municipalities and Commune Panchayats (Conditions of Service) Rules, 2018.

(2) They shall come into force on and from the date of their publication in the Official Gazette.

2. *Definitions.*—In these rules, unless the context otherwise requires -

(1) “Act” means the Puducherry Municipalities Act, 1973 (Act No. 9 of 1973) or the Puducherry Village and Commune Panchayats Act, 1973 (Act No. 10 of 1973) as the case may be;

(2) “Appointed to Service” means a person, who is said to be appointed to a Service in accordance with these rules, or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time the duties of a post borne on the cadre of such service or commences the probation, instruction or training, if any, prescribed for members thereof;

(3) “Appointing Authority” means the authority specified under rule 21 of these rules, who is empowered to make appointment for the posts included in rule 3 of these rules;

(4) “Approved candidate” means a person who is said to be an approved candidate for the Puducherry Combined Common Revenue Service for the Municipalities and Commune Panchayats, if, his name appears in the authoritative list of candidates, selected for appointment to the aforesaid service, class or category;

(5) “Approved probationer” means a Member of the aforesaid service, class or category who has satisfactorily completed his probation and awaits appointment, as a Full Member of the service, class or category;

(6) “Cadre” means the strength of a service or a part of the service sanctioned as a separate unit;

(7) “Cadre Post” means any post specified in rule 3 and includes temporary posts carrying the same designation as that of any of the posts specified in that rule and the scale of pay of which is identical to that attached to the service and any other temporary post declared as Cadre Post by the Government;

(8) "Director" means the Director of the Local Administration Department;

(9) "Direct recruit" means a person is said to be direct recruit, when he is not already a member of the service, to which the Direct Recruitment is made;

(10) "Discharge of a member of a service", means dispensing with his service, for want of a vacancy;

(11) "Duty" means, if person is said to be "on duty" as a Member of the service-

- (a) when he is performing the duties of a post, borne on the cadre of such service or is undergoing the probation, instruction or training if any, prescribed for the service;
- (b) when he is on joining time; or
- (c) when he is absent from duty, during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regularizing such leave issued by the Government, having been on duty immediately before and immediately after such absence;

(12) "Full Member" means a Member of that service who has been appointed substantively, to a permanent post, borne on the cadre thereof;

(13) "Government" means the Government of Puducherry;

(14) "Head of Office" means the Commissioner of Municipality or Commune Panchayat concerned as the case may be;

(15) "Head of Department" means the Director of the Local Administration Department;

(16) "Initial Recruitment" means the first recruitment and initial appointment made to the service;

(17) "Local Fund Examiner", means an officer appointed by the Government as Local Fund Examiner to audit the accounts of the Municipalities and Panchayats;

(18) "Member of a Service" means a person who has been appointed to the Service and has not retired or resigned or has been removed or dismissed or has been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a Full Member of the service;

(19) "Municipality" shall mean and include every Municipality, constituted under the Puducherry Municipalities Act, 1973 (Act No. 9 of 1973);

(20) "Panchayat", shall mean an institution of Self-Government constituted under the Puducherry Village and Commune Panchayats Act, 1973 (Act No. 10 of 1973) for the rural areas called "Village Panchayat" at the Panchayat Village Level and "Commune Panchayat Council" at the Commune level;

(21) "Probation" means testing of a person's conduct, work and character, before he is admitted to regular appointment or full membership of the service;

(22) "Probationer" means a Member of the service, who has not completed his probation;

(23) "Promotion" means the appointment of a Member of any category of a service or a class of service, to a higher category of such service or class;

(24) "Recruiting Authority", shall mean the Authority Competent to recruit or select candidates for appointment to the Service, class or category, as prescribed in the Recruitment Rules;

(25) "Reversion" shall mean the reversion of a Member of a class or category of a Service to a lower class or category of such service, for want of a vacancy;

(26) "Scheduled Caste" means the list of castes notified by the Government from time to time;

(27) "Selection Committee" shall mean the committee mentioned in rule 20 of these rules;

(28) "Service" means the Puducherry Combined Common Revenue Service for Municipalities and Commune Panchayats;

(29) "Selection Posts" means the post to which appointment is made, on ground of merit and ability, the seniority being counted where merits are approximately equal only;

(30) "Transfer" shall mean the posting of a person, holding a post under Municipal Council or Commune Panchayat Council, to an identical post, under another Municipal Council or Commune Panchayat Council.

3. *Constitution of service and its classification.*— (1) The Puducherry Combined Common Revenue Service for Municipalities and Commune Panchayats shall consist of the following categories, namely:-

GROUP 'B'

- Category I - (i) Revenue Officer
(ii) Assistant Revenue Officer Grade-I
(iii) Assistant Revenue Officer Grade-II

GROUP 'C'

- Category II - (i) Revenue Inspector
(ii) Bill Collector Grade-I
(iii) Bill Collector Grade-II
(iv) Bill Collector Grade-III

(2) This "The Puducherry Combined Common Revenue Service for the Municipalities and Commune Panchayats" is constituted, by absorbing the existing officers in the Revenue Wing, in all the Municipalities and Commune Panchayats, in the categories of Bill Collector (Gr. I/Gr. II/Gr. III), Revenue Inspector, Assistant Revenue Officer Gr. I/Gr. II) and Revenue Officer.

(3) With effect from the date of notification of these rules in the Official Gazette, the Officers in the categories of Bill Collector (Gr. I/Gr. II/Gr. III), Revenue Inspector, Assistant Revenue Officer (Gr. I/Gr. II) and Revenue Officer, in all the Municipalities and Commune Panchayats, shall suo motu, be absorbed into the aforesaid service.

4. *Selection post.*— All the posts mentioned under rule 3 are selection posts.

5. *Creation of posts.*— (1) The Government may create from time to time, as many cadre posts, as may be necessary.

(2) The Government may create temporary posts in the service and such posts shall be filled, in the same manner, as permanent posts.

6. *Pay and allowances.*— Every Member of the service shall be paid pay and allowances, as admissible, to the corresponding category/post, in Government Service.

7. *Bonus.*— The Members of the service shall draw *ad hoc* bonus, as applicable, to the corresponding categories of Government Servants.

8. *Source of Funds for payment of Pay and Allowances, Bonus, etc.*— The Members of the service shall draw pay, allowances, bonus *etc.* from the own funds of the respective Municipality or Commune Panchayat, to which they are posted.

9. *Reservation.*— The reservation of posts shall be in accordance with the rules and orders issued by the Government, from time to time, as applicable to Government service.

10. *Method of appointment, qualification and age.*— The method of recruitment to the said posts, age-limit, qualifications and other matters except composition of Selection Committee and Appointing Authority, relating thereto, shall be as specified in the existing Recruitment Rules for the respective posts.

11. *Disqualifications.*— (1) No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts;

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

(2) No person shall be eligible for appointment to any posts, unless he is a citizen of India.

12. *Ad hoc or temporary appointments or promotion.*— Notwithstanding anything contained in these rules, the Government may fill up any vacancy in the service by making *ad hoc* appointment or *ad hoc* promotion, thereto.

13. *Appointment on contract.*— Notwithstanding anything contained in these rules, wherever it is necessary in the interest of the administration or in the public interest, to appoint a person to any service, class or category, otherwise than in accordance with the rules, the Government may appoint any person on contract, for a period not exceeding three years at a time. A person, who is so appointed, shall not be regarded as a Member of the service, to which he is appointed.

14. *Appointment on Deputation.*— Notwithstanding anything contained in these rules, appointment to the service may also be made by the Government by deputation of a person holding analogous post in Government service, for a period not exceeding three years.

Provided that, such person on deputation shall draw the pay, as per the terms and conditions governing the deputation.

15. *Re-employment of Pensioners.*— The orders and instructions issued by the Government, regarding re-employment of pensioners, from time to time, shall be made applicable.

16. *Appointment on Compassionate grounds.*— Notwithstanding anything contained in these rules, the Government may appoint the son or the unmarried daughter or the wife or the husband of the employee, who died in harness, while in service or retired on medical grounds from a post, subject to terms and conditions, as may be specified by Government, by a general or special order in this regard.

17. *Unit of Appointment.*— The unit of appointment to the categories included in the Puducherry Combined Common Service for Municipalities and Panchayats is the Union territory of Puducherry, which includes all the Municipalities and Commune Panchayats and all the outlying regions, are being taken together as a single unit.

18. *Notification of vacancies.*— In the case of filling up of posts by direct recruitment, the Director of the Local Administration Department shall notify the vacancies through the Employment Exchange, as well as, through the leading newspapers both in English and in Tamil.

19. *Intimation of vacancies to the Selection Committee.*— Whenever vacancies arise, in respect of the posts covered under this service, the Director of the Local Administration Department shall send necessary proposal, to the Chairperson of the Selection Committee, for selection of eligible and suitable candidates, for filling up of the respective post.

20. *Composition of the Selection Committee.*— (1) Selection of candidates for appointment to all the categories or cadres included in this common service by direct recruitment or promotion shall be made by the Selection Committee consisting of the officials, as follows:-

Cadre/Category	Composition of the Committee
Category I	
(i) Revenue Officer	(i) Secretary to Government . . . Chairman (Local Administration).
(ii) Assistant Revenue Officer Gr. I	(ii) Director of Local . . . Member Administration Department.
(iii) Assistant Revenue Officer Gr. II	(iii) Deputy Director (Municipal . . . Member Administration), Local Administration Department.
	(iv) Deputy Director (Rural . . . Member Development), Local Administration Department.
Category II	
(i) Revenue Inspector	(i) Director of Local . . . Chairman Administration Department,
(ii) Bill Collector Gr. I	(ii) Deputy Director (Municipal . . . Member Administration), Local Administration Department.
(iii) Bill Collector Gr. II	(iii) Deputy Director (Rural . . . Member Development), Local Administration Department.
(iv) Bill Collector Gr. III	

(2) The Chairman of the Committee may co-opt any officer of the Government to be a Member of the Selection Committee.

(3) The Selection Committee, if considers necessary, may conduct any written test, for selection of candidates, for any post mentioned in rule 3 of these rules.

(4) The selection made by the Selection Committee shall be given effect to, after it is being duly approved by the Appointing Authority.

21. *Appointing Authority.*— All appointments in respect of all the posts, included under Categories I and II mentioned above, shall be made by the Secretary to Government (Local Administration), in accordance with the selection made by the Selection Committee.

22. *Initial appointment to the Service.*— All initial appointments to the service shall be made by the Appointing Authority from a list of approved candidates. Such list shall be prepared by the Selection Committee, in accordance with the provisions made under these rules. Where, the candidates in such list are arranged in their order of merit, appointments to the service shall be made in such order.

23. *Medical fitness.*— The direct recruits shall have to produce before initial appointment, a medical certificate of physical fitness for Government servants, from the Resident Medical Officer of the Government General Hospital.

24. *Prescription of Departmental Tests.*— (1) The Government may, by special or general order, prescribe any Departmental tests for any category of posts.

(2) A person, who has already commenced probation, in a category, before the commencement of these rules, may also be required to pass such Departmental tests, if any, prescribed, before the end of his probation period.

(3) The Government may, by general or special order, exempt any class or category of persons from passing the Departmental Tests.

25. *Conduct and discipline.*— (1) The Members of the service shall, in respect of conduct and discipline be governed by the Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965.

Provided that the following are the authorities for the purpose of these rules:-

Cadre/Category	Disciplinary Authority	Appellate Authority	Reviewing Authority
Category I			
(i) Revenue Officer	Commissioner of the respective Municipality or Commune Panchayat concerned.	Director, Local Administration Department.	Secretary to Government (Local Administration).
(ii) Assistant Revenue Officer Gr. I			
(iii) Assistant Revenue Officer Gr. II			
Category II			
(i) Revenue Inspector	Commissioner of the respective Municipality or Commune Panchayat concerned.	Director, Local Administration Department.	Secretary to Government (Local Administration).
(ii) Bill Collector Gr. I			
(iii) Bill Collector Gr. II			
(iv) Bill Collector Gr. III			

(2) Notwithstanding anything contained in the above-mentioned rules, the Commissioner of Municipality/Commune Panchayat may place any person included in this common service under suspension.

Provided, the Commissioner shall forthwith, report to the Disciplinary Authority/Appointing Authority, the circumstances, in which the suspension order was made.

26. *Probation.*— (1) Any person appointed to this service, shall from the date on which he/she joins duty, be on probation for a period of two years on duty.

Provided that, the Government may extend the period of probation for a further period of one year.

Provided that, a person who has already commenced probation in a category, before the commencement of these rules, shall complete his/her probation.

Provided further that, any decision for extension of a probation period, shall be taken ordinarily within eight weeks, after the expiry of the previous probationary period and communicated in writing to the concerned officer, together with the reasons, for doing so, within the said period.

(2) On completion of the period of probation or any extension thereof, officers shall, if considered fit for permanent appointment, be retained in their appointments, on regular basis and be confirmed in due course against the available substantive vacancies, as the case may be.

(3) If, during the period of probation or any extension thereof, as the case may be. Government is of the opinion that an Officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him, prior to his appointment in the Service, as the case may be.

(4) During the period of probation, or any extension thereof, candidates may be required by the Government to undergo such courses of training and instructions and to pass examinations and tests as Government may deem fit, as a condition of satisfactory service.

(5) In respect of other matters relating to probation, the members of the Service will be governed by the rules applicable to Government employees and instructions issued by the Government in this regard, from time to time.

27. *Date of Commencement of Probation of person appointed or promoted temporarily.*— If, a person who is appointed or promoted temporarily is subsequently appointed thereto, it shall be open to the Appointing Authority to allow such person to commence his probation,

from the date of such appointment or promotion or from an earlier date, such date not being earlier to the date of his first temporary appointment or promotion as the Appointing Authority may, in his discretion, decide.

Provided that, it shall not be construed as authorizing the appointment or promotion on probation of a person, from a date on which he did not possess the qualification prescribed for such appointment or promotion.

28. *Training and Departmental test.*— Every person appointed to any category of posts, may be required to undergo any training or test or both for any specific period relating to Revenue cadre either during the probation period or after the probation period.

29. *Appointing Authority to consider suitability for full membership.*— As soon as a probationer in any class or category of the service has completed his prescribed period of probation or the extended period of probation, as the case may be, the Appointing Authority shall consider his suitability for full membership to the class or category as the case may be, provided he has passed the tests, if any, which he should pass during the period of his probation.

If, Appointing Authority is satisfied that the probationer is suitable for full membership, he shall pass an order declaring him to be an approved probationer.

30. *Confirmation.*— Any person, who is appointed against any category of posts included in rule 3 of these rules, may be confirmed in the service only after satisfactory and successful completion of the period of his/her probation.

31. *Seniority.*— The rank and seniority of a person appointed to any class or category shall be determined with reference to his rank, in the list of approved candidates or promotion panel, as the case may be, and the principles as laid down by the Government and the general instruction issued by the Government, from time to time, shall be applicable.

Provided that the rank and seniority of a person who was already a Member of the service of the respective Municipality or Commune Panchayat, on the date of enforcement of these rules, shall be determined with reference to the date of his first appointment on regular basis to that service, class or category thereto.

Provided further that if a common direct recruitment was made in respect of any category of posts mentioned under rule 3, then the relative seniority of all such direct recruits shall be determined by the order of merit list, in which they are selected for appointment, on the recommendations of the Selection Committee.

31-A. *Determination of relative seniority of direct recruits and promotees.*— The principles as laid down by the Government and general instructions issued by the Government, from time to time, shall be applicable.

32. *Promotion.*— Every promotion to a class or category of service, to which promotion should be made on the ground of merit and ability, seniority being taken into account, only where merit and ability are approximately equal, shall be made only from a promotion panel drawn up by the Selection Committee.

33. *Leave.*— (1) (a) Every Member of the service shall in respect of leave, leave allowance and encashment of leave, be governed by the same rules and orders, as are for the time being applicable, corresponding to the category or classification of Government servants of the Union territory of Puducherry.

(b) Every such Member shall, in addition, be eligible to casual leave in accordance with the rules or orders applicable to Government Servants, from time to time. The Commissioner of the Municipality or Commune Panchayat shall be the authority competent to sanction casual leave.

(2) In granting leave of all kinds (except Study Leave) or leave allowances, the powers exercisable by the Head of the Department/ Offices under the CCS (Leave) Rules, 1972 shall be exercised by the Commissioner of the Municipality or Commune Panchayat, as the case may be. In the case of grant of Study Leave, sanction of the Government shall be obtained.

34. *Postings and transfers.*— (a) A Member of the service may be required to serve in any of the Municipalities or Commune Panchayats.

(b) All transfers and postings shall be made by the following Authorities:-

Cadre/Category	Authority
Category I	
(i) Revenue Officer	} Secretary to Government (Local Administration)
(ii) Assistant Revenue Officer Gr. I	
(iii) Assistant Revenue Officer Gr. II	
Category II	
(i) Revenue Inspector	} Director, Local Administration Department.
(ii) Bill Collector Gr. I	
(iii) Bill Collector Gr. II	
(iv) Bill Collector Gr. III	

35. *Joining Time*.— Every Member of the service shall in respect of Joining Time, be governed by the Central Civil Services (Joining Time) Rules, 1979 and orders, as are for the time being applicable to the corresponding category or classification of Government servants of the Union territory of Puducherry. The Commissioner of Municipality or Commune Panchayat, as the case, shall be the authority competent to allow the joining time, as per the time-limit prescribed in the rules. In cases of extension of joining time beyond 30 days, sanction of the Government shall be obtained.

36. *Travelling Allowance*.— (1) Every Member of the service shall in respect of claiming of travelling allowance be governed by the same rules and orders, as are, for the time being applicable to the corresponding category or classification of Government Servants of the Union territory of Puducherry.

(2) The orders issued by the Government from time to time, under travelling allowance rules, regulating the claims of the traveling allowance by the Government servants, shall *mutatis mutandis* be applicable to the Members of the service.

(3) The Director or any other officer duly authorized in this behalf, shall be the Controlling Officer, for the purpose of admitting the claims of traveling allowance of the Members of the service.

37. *Non-entitlement of Leave Travel Concession.*— The Members of this service are not entitled for Leave Travel Concession.

38. *Medical Attendance.*— (1) Every Member of the service shall in respect of reimbursement of medical expenses, be governed by the same rules and orders, as are, for the time being applicable to the corresponding category of classification of government servants of the Union territory of Puducherry.

(2) The Director or any other officer duly authorized in this behalf shall be the Controlling Officer, for the purpose of admitting the claims for reimbursement of the medical expenses.

(3) The orders issued by the Government from time to time, under Medical Attendance Rules, prescribing the authorized Medical Attendants, fees for consultation, *etc.* shall *mutatis mutandis* be applicable to the Members of the service.

39. *Provident Fund.*— (1) Every Member of the service who has joined the Municipal or Commune Panchayat service prior to 01-01-2004 shall, in respect of Provident Fund benefits, be governed by the provisions of the General Provident Fund (Central Services) Rules, 1960 as are for the time being applicable to the Government servants of the Union territory of Puducherry.

(2) The Local Fund Examiner shall be the Accounts Officer, for the purposes of maintenance of Provident Fund Accounts, in respect of the members of the service.

(3) The Examiner, Local Fund Accounts shall immediately, after enforcement of these rules, open a personal deposit account, in the name of the Examiner, Local Fund Accounts under “Local Self-government Combined Common Revenue Service Personnel Provident Fund Personal Deposit Account” in the State Bank of India (Main Branch), Puducherry. All the Municipal Councils and Commune Panchayat Councils shall immediately transfer the amount standing at the credit of the respective Members of the service in various banks, to the State Bank of India

(Main Branch) and credit them into the “Local Self-Government Combined Common Revenue Service Personnel Provident Fund Personal Deposit Account”. All sums deducted from the pay bills of the Members of the service as provident fund deduction and other amounts relating to the provident fund shall be credited into the abovesaid account.

(4) The Local Fund Examiner may, in consultation with the Government, may withdraw such portion of the amount, at such intervals, from the Savings Bank Account for investment of the said amount, as fixed term deposit of any kind as the case may be decided by the Government, from time to time.

(5) Any interest earned from the Savings Bank Account, *viz.*, “Local Self-Government Combined Common Revenue Service Personnel Provident Fund Personal Deposit Account” and the fixed/term deposits, shall be credited into a separate Savings Account *viz.*, “Provident Fund Interest Account” to be opened in the same Bank.

(6) The savings bank account and deposits shall be in the name of Examiner, Local Fund Account and it shall be operated by him.

(7) The Examiner, Local Fund Accounts shall pay to the credit of the Account of a subscriber, interest at such rate as may be determined for each year, in consultation with the Government.

(8) The orders, decisions and instructions issued by the Government, from time to time under the General Provident Fund (Central Services) Rules, 1960 shall *mutatis mutandis* be applicable to the Members of the service.

(9) The Commissioner of the Municipality or the Commune Panchayat shall be the sanctioning authority, for the purpose of advances and withdrawals to the subscribers under sub-rule (1) of rule 12 of the General Provident Fund (Central Service) Rules, 1960.

40. *Loans and Advances.*— (1) The Commissioner of the Municipality or the Commune Panchayat may sanction short-term and interest free advances (except Advance of LTC) to the members of the service from the own funds of the Municipality or Commune Panchayat, as the case may be, subject to the eligibility, financial limit, procedures

and conditions as laid down in the relevant rules, as are, for the time being applicable to the corresponding categories of government employees. The amount recoverable from the Member of the service, on account of such advance shall be remitted into the respective Municipal or Commune Panchayat Fund.

(2) The Commissioner of the Municipality or the Commune Panchayat may, with the approval of the Municipal Council or Commune Panchayat Council, sanction long-term and interest bearing advances to the Members of the service, from the own Funds of the Municipality or Commune Panchayat. As the case may be, subject to the eligibility, financial limit, procedures and conditions as laid down in the relevant rules, as are, for the time being applicable to the corresponding categories of Government employees. The amount recoverable from the Member, of the service on account of such advance sanctioned, shall be remitted into the respective Municipal or Commune Panchayat Fund.

41. *Insurance scheme.*— All the Members of the service shall be covered under the Group Savings Linked Insurance Scheme (GSLIS) of Life Insurance Corporation, as applicable to the employees of Municipalities and Commune Panchayats.

42. *Payment of immediate relief to the family of a Member of the service who dies while in service.*— The families of the Members of the service, who die while in harness, may be sanctioned immediate relief by the Commissioners of Municipalities or Commune Panchayats in accordance with the orders, as are applicable to the corresponding categories of government employees.

43. *Age of superannuation.*— Every Member of the service shall retire on superannuation on attaining the age-limit as applicable to the corresponding categories of employees in the Government.

44. *Resignation.*— Every Member of the service shall, in respect of resignation, be governed by the provisions of the same rules, as are, for the time being applicable to the corresponding categories or classification of the Government servants of Government of Puducherry. For the purpose of acceptance of resignation, the following are the Competent Authorities:-

Cadre/Category	Authority
Category I	
(i) Revenue Officer	} Secretary to Government (Local Administration)
(ii) Assistant Revenue Officer Gr. I	
(iii) Assistant Revenue Officer Gr. II	
Category II	
(i) Revenue Inspector	} Director, Local Administration Department.
(ii) Bill Collector Gr. I	
(iii) Bill Collector Gr. II	
(iv) Bill Collector Gr. III	

45. *Dismissal/removal.*— Every Member of the service shall, in respect of dismissal/removal, be governed by the provisions of the same rules, as are, for the time being applicable to the corresponding categories or classification of the Government servants of the Union territory of Puducherry. For the purpose of dismissal/removal, the following are the Competent Authorities:-

Cadre/Category	Authority
Category I	
(i) Revenue Officer	} Secretary to Government (Local Administration)
(ii) Assistant Revenue Officer Gr. I	
(iii) Assistant Revenue Officer Gr. II	
Category II	
(i) Revenue Inspector	} Director, Local Administration Department.
(ii) Bill Collector Gr. I	
(iii) Bill Collector Gr. II	
(iv) Bill Collector Gr. III	

46. *Pension, Gratuity, encashment of leave and other retirement benefits.*— (1) Every Member of the service shall, in respect of Pension, Gratuity and other retirement benefits, be governed by the provisions of the same rules, as are, for the time being applicable to the corresponding categories or classification of the Government servants of Government of Puducherry.

(2) The Commissioner of the Municipality or Commune Panchayat shall be the pension sanctioning Authority, for the purpose of sanctioning of pension, gratuity and other retirement benefits to the Members of the service.

47. *Constitution of Pension Fund for the purpose of grant of pension, encashment of leave and other retirement benefits to the Members of the service who joined prior to 01-01-2004.*— (1) A pension fund shall be constituted for the purpose of grant of pension, encashment of leave and other retirement benefits to the Members of the service who joined service prior to 01-01-2004 out of the contribution paid by the Municipalities and Commune Panchayats at such rate as may be fixed by the Government from time to time,

(2) The Examiner, Local Fund Accounts shall immediately after enforcement of these rules shall open a Personal Deposit Account in the name of the Examiner, Local Fund Accounts under “Local Self-Government Combined Common Ministerial Service Personnel Pension Fund Personal Deposit Account” in the State Bank of India (Main Branch), Puducherry.

(3) Any interest earned from the Savings Bank Account, viz., “Local Self-Government Combined Common Ministerial Service Personnel Pension Fund Personal Deposit Account” of Examiner of Local Fund Accounts” and the fixed/term deposits, shall be credited into a separate Savings Account viz., “Local Self-Government Combined Common Ministerial Service Personnel Pension Fund” to be opened in the same Bank.

(4) The Savings Bank Account and deposits shall be in the name of Examiner, Local Fund Account and it shall be operated by him.

48. *Application of New Pension Scheme.*— Every Member who enters into the service on or after 01-01-2004 shall be covered by the New Pension Scheme, as are for the time being applicable to the Government Servants of the Union territory of Puducherry.

49. *Delegation of powers.*— (1) Notwithstanding anything contained in these rules, the Government may authorize any officer, to exercise any one or more powers vested in them and in the like manner to withdraw the same.

(2) The exercise of the powers delegated above shall be subject to such restrictions and conditions as may be prescribed and also subject to control and revision by the Government or by such officers, as may be empowered by them, in this behalf. The Government shall also have power to control and revise the acts or proceedings of any officers empowered.

50. *Application of other rules.*— All rules regulating the service conditions of the employees of the Government, from time to time, under any law shall be applicable to the members of this service.

51. *Power to relax.*— Where the Government is satisfied that if, any undue hardship is caused by these rules in any particular case, it may by order, dispense with or relax the requirement of these rules, to such extent and subject to such condition, as may consider necessary, for dealing with the case in a just and equitable manner.

(By order)

L. MOHAMED MANSOOR,
Additional Secretary to Government
(Local Administration).

GOVERNMENT OF PUDUCHERRY
LOCAL ADMINISTRATION SECRETARIAT

(G.O. Ms. No. 04/LAS/2018, Puducherry, dated 24th April 2018)

NOTIFICATION

In exercise of the powers conferred by sub-section (2) of section 113, read with sub-section (1) of section 440 of the Puducherry Municipalities Act, 1973 (Act No. 9 of 1973) and sub-section (2) of section 71, read with sub-section (1) of section 318 of the Puducherry Village and Commune Panchayats Act, 1973 (Act No. 10 of 1973), the Government hereby makes the following rules to regulate the method of recruitment, conditions of service, pay and allowances and discipline and conduct in respect of the Combined Common Ministerial Service for Municipalities and Commune Panchayats in the Union territory of Puducherry, namely:-

1. *Short title and commencement.*—(1) These rules may be called the Puducherry Combined Common Ministerial Service for Municipalities and Commune Panchayats (Conditions of Service) Rules, 2018.

(2) They shall come into force on and from the date of their publication in the Official Gazette.

2. *Definitions.*—In these rules, unless the context otherwise requires -

(1) “Act” means the Puducherry Municipalities Act, 1973 (Act No. 9 of 1973) or the Puducherry Village and Commune Panchayats Act, 1973 (Act No. 10 of 1973) as the case may be;

(2) “Appointed to Service” means a person, who is said to be appointed to a Service in accordance with these rules, or in accordance with the rules applicable at the time, as the case may be, he discharges for the first time, the duties of a post borne on the cadre of such service or commences the probation, instruction or training, if any, prescribed for Members thereof;

(3) “Appointing Authority” means the authority specified under rule 21 of these rules, who is empowered to make appointment for the posts included in rule 3 of these rules;

(4) “Approved candidate” means a person who is said to be an approved candidate for the Puducherry Combined Common Ministerial Service for the Municipalities and Commune Panchayats, if, his name appears in the authoritative list of candidates selected, for appointment to the aforesaid service, class or category;

(5) “Approved probationer” means a Member of the aforesaid service, class or category who has satisfactorily completed his probation and awaits appointment, as a full Member of the service, class or category;

(6) “Cadre” means the strength of a service or a part of the service sanctioned as a separate unit;

(7) “Cadre Post” means any post specified in rule 3 and includes temporary posts carrying the same designation as that of any of the posts specified in that rule and the Scale of Pay of which is identical to that attached to the service and any other temporary post declared as Cadre Post by the Government;

(8) "Director" means the Director of the Local Administration Department;

(9) "Direct recruit" means a person is said to be direct recruit, when he is not already a Member of the service, to which the Direct Recruitment is made;

(10) "Discharge of a Member of a service" means dispensing with his service for want of a vacancy;

(11) "Duty" means, if, a person is said to be "on duty" as a Member of the service -

- (a) when he is performing the duties of a post, borne on the cadre of such service or is undergoing the probation, instruction or training, if any, prescribed for the service;
- (b) when he is on joining time; or
- (c) when he is absent from duty, during vacation or on authorized holidays or on casual leave taken in accordance with the instructions regularizing such leave issued by the Government, having been on duty immediately before and immediately after such absence;

(12) "Full Member" means a Member of that service who has been appointed substantively, to a permanent post, borne on the cadre thereof;

(13) "Government" means the Government of Puducherry;

(14) "Head of Office" means the Commissioner of Municipality or Commune Panchayat concerned as the case may be;

(15) "Head of Department" means the Director of the Local Administration Department;

(16) "Initial recruitment" means the first recruitment and initial appointment made to the service;

(17) "Local Fund Examiner" means an officer appointed by the Government as Local Fund Examiner to audit the accounts of the Municipalities and Panchayats;

(18) "Member of a Service" means a person who has been appointed to the Service and has not retired or resigned or has been removed or dismissed or has been discharged otherwise than for want of a vacancy. He may be a probationer, an approved probationer or a full Member of the service;

(19) "Municipality" shall mean and include every Municipality, constituted under the Puducherry Municipalities Act, 1973 (Act No. 9 of 1973);

(20) "Panchayat" shall mean an Institution of self-Government constituted under the Puducherry Village and Commune Panchayats Act, 1973 (Act No. 10 of 1973) for the rural areas called "Village Panchayat" at the Panchayat Village Level and "Commune Panchayat Council" at the Commune level;

(21) "Probation" means testing of a person's conduct, work and character, before he is admitted to regular appointment or full membership of the service;

(22) "Probationer" means a Member of the service, who has not completed his probation;

(23) "Promotion" means the appointment of a Member of any category of a service or a class of service, to a higher category of such service or class;

(24) "Recruiting Authority" shall mean the Authority Competent to recruit or select candidates for appointment to the Service, class or category, as prescribed in the Recruitment Rules;

(25) "Reversion" shall mean the reversion of a Member of a class or category of a Service to a lower class or category of such service, for want of a vacancy;

(26) "Scheduled Caste" means the list of castes notified by the Government from time to time;

(27) "Selection Committee" shall mean the Committee mentioned in rule 20 of these rules;

(28) "Service" means the Puducherry Combined Common Ministerial Service for Municipalities and Commune Panchayats;

(29) "Selection Posts" means the post to which appointment is made, on ground of merit and ability, the seniority being counted where merits are approximately equal only;

(30) "Transfer" shall mean the posting of a person, holding a post under Municipal Council or Commune Panchayat Council, to an identical post, under another Municipal Council or Commune Panchayat Council.

3. *Constitution of service and its classification.*— (1) The Puducherry Combined Common Ministerial Service for Municipalities and Commune Panchayats shall consist of the following categories, namely:-

GROUP 'B'

- Category I - (i) Deputy Commissioner
(ii) Assistant Commissioner
(iii) Office Manager
(iv) Assistant
(v) Stenographer (Senior Grade)

GROUP 'C'

- Category II - (i) Upper Division Clerk
(ii) Stenographer (Junior Grade)
(iii) Lower Division Clerk

(2) This "The Puducherry Combined Common Ministerial Service for the Municipalities and Commune Panchayats" is constituted, by absorbing the existing officers in the Ministerial Wing in all the Municipalities and Commune Panchayats, in the categories of Lower Division Clerk, Stenographer (Junior Grade), Upper Division Clerk, Stenographer (Senior Grade), Assistant, Office Manager, Assistant Commissioner and Deputy Commissioner.

(3) With effect from the date of notification of these rules in the Official Gazette, the Officers in the categories of Lower Division Clerk, Stenographer (Junior Grade), Upper Division Clerk, Stenographer (Senior Grade), Assistant, Office Manager, Assistant Commissioner and Deputy Commissioner in all the Municipalities and Commune Panchayats, shall *suo motu*, be absorbed into the aforesaid service.

4. *Selection post.*— All the posts mentioned under rule 3 are selection posts.

5. *Creation of posts.*— (1) The Government may create from time to time as many cadre posts, as may be necessary.

(2) The Government may create temporary posts in the service and such posts shall be filled, in the same manner, as permanent posts.

6. *Pay and allowances.*— Every Member of the service shall be paid Pay and Allowances, as admissible, to the corresponding category/post, in Government Service.

7. *Bonus.*— The Members of the service shall draw *ad hoc* bonus, as applicable, to the corresponding categories of Government servants.

8. *Source of Funds for payment of Pay and Allowances, Bonus, etc.*— The Members of the service shall draw pay, allowances, bonus, *etc.*, from the own funds of the respective Municipality or Commune Panchayat, to which they are posted.

9. *Reservation.*— The reservation of posts shall be in accordance with the rules and orders issued by the Government from time to time, as applicable to Government service.

10. *Method of appointment, qualification and age.*— The method of recruitment to the said posts, age-limit, qualifications and other matters except composition of Selection Committee and Appointing Authority, relating thereto, shall be as specified in the existing Recruitment Rules for the respective posts.

11. *Disqualifications.*— (1) No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living or,

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts;

Provided that the Government may, if satisfied, that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

(2) No person shall be eligible for appointment to any posts, unless he is a citizen of India.

12. *Ad hoc or temporary appointments or promotion.*— Notwithstanding anything contained in these rules, the Government may fill up any vacancy in the service by making *ad hoc* appointment or *ad hoc* promotion, thereto.

13. *Appointment on contract.*— Notwithstanding anything contained in these rules, wherever it is necessary in the interest of the administration or in the public interest, to appoint a person to any service, class or category, otherwise than in accordance with the rules, the Government may appoint any person on contract, for a period not exceeding three years at a time. A person, who is so appointed, shall not be regarded as a Member of the service, to which he is appointed.

14. *Appointment on Deputation.*— Notwithstanding anything contained in these rules, appointment to the service may also be made by the Government by deputation of a person holding analogous post in Government service, for a period not exceeding three years.

Provided that, such person on deputation shall draw the pay, as per the terms and conditions governing the deputation.

15. *Re-employment of Pensioners.*— The orders and instructions issued by the Government, regarding re-employment of pensioners, from time to time, shall be made applicable.

16. *Appointment on compassionate grounds.*— Notwithstanding anything contained in these rules, the Government may appoint the son or the unmarried daughter or the wife or the husband of the employee, who died in harness, while in service or retired on medical grounds from a post, subject to terms and conditions, as may be specified by Government, by a general or special order in this regard.

17. *Unit of Appointment.*— The unit of appointment to the categories included in the Puducherry Combined Common Service for Municipalities and Panchayats is the Union territory of Puducherry, which includes all the Municipalities and Commune Panchayats and all the outlying regions, are being taken together as a single unit.

18. *Notification of vacancies.*— In the case of filling up of posts by direct recruitment, the Director of the Local Administration Department shall notify the vacancies through the Employment Exchange, as well as, through the leading newspapers both in English and in Tamil.

19. *Intimation of vacancies to the Selection Committee.*— Whenever vacancies arise, in respect of the posts covered under this service, the Director of the Local Administration Department shall send necessary proposal, to the Chairperson of the Selection Committee, for selection of eligible and suitable candidates, for filling up of the respective post.

20. *Composition of Selection Committee.*— (1) Selection of candidates for appointment to all the categories or cadres included in this common service by direct recruitment or promotion shall be made by the Selection Committee consisting of the officials as follows:-

Cadre/Category	Composition of the Committee
Category I	
(i) Deputy Commissioner	(i) Secretary to Government . . Chairman (Local Administration).
(ii) Assistant Commissioner	(ii) Director of Local . . Member Administration Department.
(iii) Office Manager	(iii) Deputy Director (Municipal . . Member Administration), Local Administration Department.
(iv) Assistant	
(v) Stenographer (Senior Grade)	(iv) Deputy Director (Rural . . Member Development), Local Administration Department.
Category II	
(i) Upper Division Clerk	(i) Director of Local . . Chairman Administration Department,
(ii) Stenographer (Junior Grade)	(ii) Deputy Director (Municipal . . Member Administration), Local Administration Department.
(iii) Lower Division Clerk	(iii) Deputy Director (Rural . . Member Development), Local Administration Department.

(2) The Chairman of the Committee may co-opt any officer of the Government to be a Member of the Selection Committee.

(3) The Selection Committee, if considers necessary, may conduct any written test, for selection of candidates, for any post mentioned in rule 3 of these rules.

(4) The selection made by the Selection Committee shall be given effect to, after it is being duly approved by the Appointing Authority.

21. *Appointing Authority.*— All appointments in respect of all the posts, included under Categories I and II mentioned above, shall be made by the Secretary to Government (Local Administration), in accordance with the selection made by the Selection Committee.

22. *Initial appointment to the Service.*— (1) All initial appointments to the service shall be made by the Appointing Authority from a list of approved candidates. Such list shall be prepared by the Selection Committee, in accordance with the provisions made under these rules. Where, the candidates in such list are arranged in their order of merit, appointments to the service shall be made in such order.

23. *Medical fitness.*— The direct recruits shall have to produce before initial appointment, a medical certificate of physical fitness for Government servants, from the Resident Medical Officer of the Government General Hospital.

24. *Prescription of Departmental Tests.*— (1) The Government may, by special or general order, prescribe any Departmental tests for any category of posts.

(2) A person who has already commenced probation, in a category before commencement of this order, may also be required to pass such Departmental tests, if any, prescribed, before the end of his probation period.

(3) The Government may, by general or special order, exempt any class or category of persons from passing the Departmental Tests.

25. *Conduct and discipline.*— (1) The Members of the service shall, in respect of conduct and discipline be governed by the Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control and Appeal) Rules, 1965.

Provided that the following are the authorities for the purpose of these rules:-

Cadre/Category	Disciplinary Authority	Appellate Authority	Reviewing Authority
Category I			
(i) Deputy Commissioner	{ Commissioner of the respective Municipality or Commune Panchayat concerned.	Director, Local Administration Department.	Secretary to Government (Local Administration).
(ii) Assistant Commissioner			
(iii) Office Manager			
(iv) Assistant			
(v) Stenographer (Senior Grade)			
Category II			
(i) Upper Division Clerk	{ Commissioner of the respective Municipality or Commune Panchayat concerned.	Director, Local Administration Department.	Secretary to Government (Local Administration).
(ii) Stenographer (Junior Grade)			
(iii) Lower Division Clerk			

(2) Notwithstanding anything contained in the above-mentioned rules, the Commissioner of Municipality/Commune Panchayat may place any person, included in this common service under suspension.

Provided, the Commissioner shall forthwith, report to the Disciplinary Authority/Appointing Authority, the circumstances, in which the suspension order was made.

26. *Probation.*— (1) Any person appointed to this service, shall from the date on which he/she joins duty, be on probation for a period of two years on duty.

Provided that, the Government may extend the period of probation for a further period of one year.

Provided that a person who has already commenced probation in a category, before the commencement of these rules shall complete his/her probation.

Provided further that, any decision for extension of a probation period shall be taken ordinarily within eight weeks, after the expiry of the previous probationary period and communicated in writing to the concerned officer, together with the reasons, for doing so within the said period.

(2) On completion of the period of probation or any extension thereof, officers shall, if considered, fit for permanent appointment, be retained in their appointments, on regular basis and be confirmed in due course against the available substantive vacancies, as the case may be.

(3) If, during the period of probation or any extension thereof, as the case may be. Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him, prior to his appointment in the Service, as the case may be.

(4) During the period of probation, or any extension thereof, candidates may be required by the Government to undergo such courses of training and instructions and to pass examinations and tests as Government may deem fit, as a condition of satisfactory service.

(5) In respect of other matters relating to probation, the Members of the Service will be governed by the rules applicable to Government employees and instructions issued by the Government in this regard, from time to time.

27. *Date of Commencement of Probation of person appointed or promoted temporarily.*— If, a person who is appointed or promoted temporarily is subsequently appointed thereto, it shall be open to the Appointing Authority to allow such person to commence his probation,

from the date of such appointment or promotion or from an earlier date, such date not being earlier to the date of his first temporary appointment or promotion as the Appointing Authority may, in his discretion, decide.

Provided that, it shall not be construed as authorizing the appointment or promotion on probation of a person, from a date on which he did not possess the qualification prescribed for such appointment or promotion.

28. *Training and Departmental test.*— Every person appointed to any category of posts, may be required to undergo any training or test or both for any specific period relating to Ministerial Cadre either during the probation period or after the probation period.

29. *Appointing Authority to consider suitability for full membership.*— As soon as a probationer in any class or category of the service has completed his prescribed period of probation or the extended period of probation, as the case may be, the Appointing Authority shall consider his suitability for full membership to the class or category as the case may be, provided he has passed the tests, if any, which he should pass during the period of his probation.

If, the Appointing Authority is satisfied that the probationer is suitable for full membership, he shall pass an order declaring him to be an approved probationer.

30. *Confirmation.*— Any person, who is appointed against any category of posts included in rule 3 of these rules, may be confirmed in the service only after satisfactory and successful completion of the period of his/her probation.

31. *Seniority.*— The rank and seniority of a person appointed to any class or category shall be determined with reference to his rank, in the list of approved candidates or promotion panel, as the case may be, and the principles as laid down by the Government and the general instruction issued by the Government, from time to time, shall be applicable.

Provided that the rank and seniority of a person who was already a Member of the service of the respective Municipality or Commune Panchayat, on the date of enforcement of these rules, shall be determined with reference to the date of his first appointment on regular basis to that service, class or category thereto.

Provided further that if, a common direct recruitment was made in respect of any category of posts mentioned under rule 3, then the relative seniority of all such direct recruits shall be determined by the order of merit list, in which they are selected for appointment, on the recommendations of the Selection Committee.

31-A. *Determination of relative seniority of direct recruits and promotees.*— The principles as laid down by the Government and general instructions issued by the Government, from time to time, shall be applicable.

32. *Promotion.*— Every promotion to a class or category of service to which promotion should be made on the ground of merit and ability, seniority being taken into account, only where merit and ability are approximately equal, shall be made only from a promotion panel drawn up by the Selection Committee.

33. *Leave.*— (1) (a) Every Member of the service shall in respect of leave, leave allowance and encashment of leave, be governed by the same rules and orders, as are for the time being applicable corresponding to the category or classification of Government servants of the Union territory of Puducherry.

(b) Every such Member shall, in addition, be eligible to casual leave in accordance with the rules or orders applicable to Government Servants from time to time, The Commissioner of the Municipality or Commune Panchayat shall be the authority competent to sanction casual leave.

(2) In granting leave of all kinds (except Study Leave) or leave allowances the powers exercisable by the Head of the Department/ Offices under the CCS (Leave) Rules, 1972 shall be exercised by the Commissioner of the Municipality or Commune Panchayat, as the case may be. In the case of grant of Study Leave, sanction of the Government shall be obtained.

34. *Postings and transfers.*— (a) A Member of the service may be required to serve in any of the Municipalities or Commune Panchayats.

(b) All transfers and postings shall be made by the following Authorities:-

Cadre/Category	Authority
Category I	
(i) Deputy Commissioner	} Secretary to Government (Local Administration)
(ii) Assistant Commissioner	
(iii) Office Manager	
(iv) Assistant	
(v) Stenographer (Senior Grade)	
Category II	
(i) Upper Division Clerk	} Director, Local Administration Department
(ii) Stenographer (Junior Grade)	
(iii) Lower Division Clerk	

35. *Joining Time*.— Every Member of the service shall in respect of Joining Time, be governed by the Central Civil Services (Joining Time) Rules, 1979 and orders, as are for the time being applicable to the corresponding category or classification of Government servants of the Union territory of Puducherry. The Commissioner of Municipality or Commune Panchayat, as the case shall be the authority competent to allow the Joining Time as per the time-limit prescribed in the rules. In cases of extension of joining time beyond 30 days, sanction of the Government shall be obtained.

36. *Travelling Allowance*.— (1) Every Member of the service shall in respect of claiming of travelling allowance be governed by the same rules and orders, as are, for the time being applicable to the corresponding category or classification of Government Servants of the Union territory of Puducherry.

(2) The orders issued by the Government from time to time, under Travelling Allowance rules, regulating the claims of the traveling allowance by the Government servants, shall *mutatis mutandis* be applicable to the Members of the service.

(3) The Director or any other officer duly authorized in this behalf, shall be the controlling officer, for the purpose of admitting the claims of traveling allowance of the Members of the service.

37. *Non-entitlement of Leave Travel Concession.*— The Members of this service are not entitled for Leave Travel Concession.

38. *Medical Attendance.*— (1) Every Member of the service shall in respect of reimbursement of medical expenses, be governed by the same rules and orders, as are, for the time being applicable to the corresponding category of classification of Government Servants of the Union territory of Puducherry.

(2) The Director or any other officer duly authorized in this behalf shall be the controlling officer, for the purpose of admitting the claims for reimbursement of the medical expenses.

(3) The orders issued by the Government from time to time under Medical Attendance Rules, prescribing the authorized Medical Attendants, fees for consultation, *etc.*, shall *mutatis mutandis* be applicable to the Members of the service.

39. *Provident Fund.*— (1) Every Member of the service who has joined the Municipal or Commune Panchayat service prior to 01-01-2004 shall, in respect of Provident Fund benefits, be governed by the provisions of the General Provident Fund (Central Services) Rules, 1960 as are for the time being applicable to the Government servants of the Union territory of Puducherry.

(2) The Local Fund Examiner shall be the Accounts Officer, for the purposes of maintenance of Provident Fund accounts, in respect of the Members of the service.

(3) The Examiner, Local Fund Accounts shall immediately, after enforcement of these rules, open a Personal Deposit Account, in the name of the Examiner, Local Fund Accounts under “Local Self-Government Combined Common Ministerial Service Personnel Provident Fund Personal Deposit Account” in the State Bank of India (Main Branch), Puducherry. All the Municipal Councils and Commune Panchayat Councils shall immediately transfer the amount standing at the credit of the respective Members of the service in various Banks to the State Bank

of India (Main Branch) and credit them into the "Local Self-Government Combined Common Ministerial Service Personnel Provident Fund Personal Deposit Account". All sums deducted from the Pay Bills of the Members of the service as provident fund deduction and other amounts relating to the Provident Fund shall be credited into the above said Account.

(4) The Local Fund Examiner may, in consultation with the Government, may withdraw such portion of the amount, at such intervals, from the Savings Bank Account for investment of the said amount, as fixed term deposit of any kind as the case may be decided by the Government, from time to time.

(5) Any interest earned from the Savings Bank Account, *viz.*, "Local Self-Government Combined Common Ministerial Service Personnel Provident Fund Personal Deposit Account" and the fixed/term deposits, shall be credited into a separate Savings Account *viz.*, "Provident Fund Interest Account" to be opened in the same Bank.

(6) The Savings Bank Account and deposits shall be in the name of Examiner, Local Fund Account and it shall be operated by him.

(7) The Examiner, Local Fund Accounts shall pay to the credit of the Account of a subscriber, interest at such rate as may be determined for each year, in consultation with the Government.

(8) The orders, decisions and instructions issued by the Government from time to time under the General Provident Fund (Central Services) Rules, 1960 shall *mutatis mutandis* be applicable to the Members of the service.

(9) The Commissioner of the Municipality or the Commune Panchayat shall be the sanctioning authority, for the purpose of advances and withdrawals to the subscribers under sub-rule (1) of rule 12 of the General Provident Fund (Central Service) Rules, 1960.

40. *Loans and Advances.*— (1) The Commissioner of the Municipality or the Commune Panchayat may sanction short-term and interest free advances (except Advance of LTC) to the Members of the service from the own Funds of the Municipality or Commune Panchayat, as the case may be, subject to the eligibility, financial limit, procedures

and conditions as laid down in the relevant rules, as are, for the time being applicable to the corresponding categories of Government employees. The amount recoverable from the Member of the service, on account of such advance shall be remitted into the respective Municipal or Commune Panchayat Fund.

(2) The Commissioner of the Municipality or the Commune Panchayat may, with the approval of the Municipal Council or Commune Panchayat Council, sanction long-term and interest bearing advances to the Members of the service, from the own Funds of the Municipality or Commune Panchayat. As the case may be, subject to the eligibility, financial limit, procedures and conditions as laid down in the relevant rules as are for the time being applicable to the corresponding categories of Government employees. The amount recoverable from the Member of the service, on account of such advance sanctioned, shall be remitted into the respective Municipal or Commune Panchayat Fund.

41. *Insurance scheme.*— All the Members of the service shall be covered under the Group Savings Linked Insurance Scheme (GSLIS) of Life Insurance Corporation, as applicable to the employees of Municipalities and Commune Panchayats.

42. *Payment of immediate relief to the family of a Member of the service who dies while in service.*— The families of the Members of the service, who die while in harness, may be sanctioned immediate relief by the Commissioners of Municipalities or Commune Panchayats in accordance with the orders, as are applicable to the corresponding categories of Government employees.

43. *Age of superannuation.*— Every Member of the service shall retire on superannuation on attaining the age-limit as applicable to the corresponding categories of employees in the Government.

44. *Resignation.*— Every Member of the service shall, in respect of resignation, be governed by the provisions of the same rules, as are, for the time being applicable to the corresponding categories or classification of the Government servants of Government of Puducherry. For the purpose of acceptance of resignation, the following are the Competent Authorities:-

Cadre/Category	Authority
Category I	
(i) Deputy Commissioner	} Secretary to Government (Local Administration)
(ii) Assistant Commissioner	
(iii) Office Manager	
(iv) Assistant	
(v) Stenographer (Senior Grade)	
Category II	
(i) Upper Division Clerk	} Director, Local Administration Department.
(ii) Stenographer (Junior Grade)	
(iii) Lower Division Clerk	

45. *Dismissal/Removal.*— Every Member of the service shall, in respect of dismissal/removal, be governed by the provisions of the same rules, as are, for the time being applicable to the corresponding categories or classification of the Government servants of Union territory of Puducherry. For the purpose of dismissal/removal, the following are the Competent Authorities:-

Cadre/Category	Authority
Category I	
(i) Deputy Commissioner	} Secretary to Government (Local Administration)
(ii) Assistant Commissioner	
(iii) Office Manager	
(iv) Assistant	
(v) Stenographer (Senior Grade)	
Category II	
(i) Upper Division Clerk	} Director, Local Administration Department.
(ii) Stenographer (Junior Grade)	
(iii) Lower Division Clerk	

46. *Pension, Gratuity, Encashment of leave and other retirement benefits.*— (1) Every Member of the service shall, in respect of Pension, Gratuity and other retirement benefits, be governed by the provisions of the same rules, as are, for the time being applicable to the corresponding categories or classification of the Government servants of Government of Puducherry.

(2) The Commissioner of the Municipality or Commune Panchayat shall be the Pension Sanctioning Authority, for the purpose of sanctioning of pension, gratuity and other retirement benefits to the Members of the service.

47. *Constitution of Pension Fund for the purpose of grant of pension, encashment of leave and other retirement benefits to the Members of the service who joined prior to 01-01-2004.*— (1) A pension fund shall be constituted for the purpose of grant of pension, encashment of leave and other retirement benefits to the Members of the service who joined service prior to 01-01-2004 out of the contribution paid by the Municipalities and Commune Panchayats at such rate as may be fixed by the Government from time to time.

(2) The Examiner, Local Fund Accounts, shall immediately after enforcement of these rules shall open a Personal Deposit Account in the name of the Examiner, Local Fund Accounts under “Local Self-Government Combined Common Ministerial Service Personnel Pension Fund Personal Deposit Account” in the State Bank of India (Main Branch), Puducherry.

(3) Any interest earned from the Savings Bank Account, viz., “Local Self-Government Combined Common Ministerial Service Personnel Pension Fund Personal Deposit Account” of Examiner of Local Fund Accounts” and the fixed/term deposits shall be credited into a separate Savings Account viz., “Local Self-Government Combined Common Ministerial Service Personnel Pension Fund” to be opened in the same Bank.

(4) The Savings Bank Account and deposits shall be in the name of Examiner, Local Fund Account and it shall be operated by him.

48. *Application of New Pension Scheme.*— Every Member who enters into the service on or after 01-01-2004 shall be covered by the New Pension Scheme, as are for the time being applicable to the Government Servants of the Union territory of Puducherry.

49. *Delegation of powers.*— (1) Notwithstanding anything contained in these rules, the Government may authorize any officer, to exercise any one or more powers vested in them and in the like manner to withdraw the same.

(2) The exercise of the powers delegated above shall be subject to such restrictions and conditions as may be prescribed and also subject to control and revision by the Government or by such officers, as may be empowered by them, in this behalf. The Government shall also have power to control and revise the acts or proceedings of any officers empowered.

50. *Application of other rules.*— All rules regulating the service conditions of the employees of the Government, from time to time, under any law shall be applicable to the Members of this service.

51. *Power to relax.*— Where the Government is satisfied that if, any undue hardship is caused by these rules in any particular case, it may by order, dispense with or relax the requirement of these rules, to such extent and subject to such condition, as may consider necessary, for dealing with the case in a just and equitable manner.

(By order)

L. MOHAMED MANSOOR,

Additional Secretary to Government
(Local Administration).

online publication at "<http://styandptg.puducherry.gov.in>"

Published by The Director, Government Press

Printed at: Government Central Press, Puducherry.

Posted at: Puducherry HPO on every Tuesday