CHAPTER VIII

RESIGNATION, RETIREMENT, POSTINGS AND TRANSFERS

The authority empowered to make an appointment is solely empowered to accept resignation therefrom.

(2) A month's notice to resign is necessary.

(3) Conditional resignations shall not be accepted.

The date of compulsory retirement of a Government servant is the date on which he attains the age of 55 years. He may be retained in service after the date of compulsory retirement with the sanction of the Government on public grounds, which must be recorded in writing, but he must not be retained after the age of 60 years except in very special circumstances.

(2) A Government servant under suspension on charge of misconduct shall not be required or permitted to retire on reaching the date of compulsory retirement, but shall be retained in service until the enquiries into the charge is concluded and a final order passed thereon by competent authority.

(3) The date on which a Government servant attains the superannuation age is reckoned as a non-working day and the Government servant must retire with effect from that day.

The Rules regarding pensions will be found in paras 168 to 335 of the Rajasthan Service Rules and the instructions issued by Government from time to time have been compiled in the form of "Brochure on Pension, 1955" which should be followed in dealing with pension cases.

Where Provident Fund Rules apply they will continue where they are continuing.

(2) The Rules contained in para 290 of the Rajasthan Service Rules regarding the verification of claim to pension or gratuity prior to the retirement of the officer concerned are of great importance Government and will take serious note for neglect of these Rules.
**Extra-Ordinary Pensions**

The Rules relating to extraordinary pensions are contained in paras 269 to 278 of the Rajasthan Service Rules.

**Postings and Transfers**

The following Schedule shows the authorities empowered to order Postings and Transfers:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Official</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chief Conservator of Forests, Conservator of Forests.</td>
<td>Government</td>
</tr>
<tr>
<td>2.</td>
<td>Divisional Forest Officers, Sub-Divisional Forest Officers, Working Plan Officers, Silviculturist, T. A. to Chief Conservator and Assistant Conservators.</td>
<td>Chief Conservator</td>
</tr>
<tr>
<td>3.</td>
<td>Inter Circle Transfers of all Subordinates and Clerks, Circle Postings of Subordinates.</td>
<td>Chief Conservator</td>
</tr>
<tr>
<td>4.</td>
<td>Circle Postings of Clerks, Deputy Rangers and Foresters and Divisional Postings of Head Clerks and Upper Division Clerks.</td>
<td>Conservator</td>
</tr>
<tr>
<td>5.</td>
<td>Divisional Postings of Lower Division Clerks, Deputy Rangers, Foresters, Subordinates of Lower Rank and Temporary Establishment.</td>
<td>Divisional Forest Officers.</td>
</tr>
</tbody>
</table>

**Transfers of Govt. Officers Outside their Home Districts**

Officers drawing less than Rs. 250/- per month may not ordinarily be transferred outside their home district and if transfer is unavoidable, it should, as far as possible be confined to the Division.

(G. O. No. D./3097/F. (4) GA/A/55 dated 5. 3. 1955)

**Charge Notes**

C.C.F.'s No. Estt./4249 dated 16.7.53.

On the occasion of a transfer of charge, the outgoing officer should prepare a charge note for his successor in which all important facts affecting the current or proposed operations should be mentioned. This is necessary to enable the successor officer to carry on the duties of which he has taken charge in an efficient
manner with as complete a knowledge of things as possible. The subjects, to which attention should be specifically directed in the charge-note are Progress in the Collection of Departmental Revenues, Liabilities of the Department, Works in Progress, Plantation and Afforestation Schemes, Demarcation and Maintenance of Boundaries, Contractor's Work, Fire Protection, Pending Accounts and Objection Statements, Any Special Forest Offences to which local population or any habitual offenders are addicted.

(2) Instructions on the subject of 'Charge-Notes' are contained in G. O. No. F. 2 (228) GA/A/2 dated 52. 2. 1953 reproduced below:—

It has come to the notice of Government that officers holding important posts, when they relinquish charge of their posts, do not always leave Confidential Charge-Notes for their successors. This makes it necessary for the new officer to spend a good deal of time in picking up threads of important matters which should receive his urgent attention. Also being unacquainted with the history of important persons, with whom he has to work, he is at a disadvantage.

The placing of one's experience of a charge unreservedly at the disposal of his successor requires a continuity of confidence that whatever the views of the successor may be, he will not let down his predecessor by divulging the secret notes. It would be, therefore, considered unprofessional for any officer either to keep back from his successor important matters of interest or to divulge the predecessor's notes even informally. In the Confidential Charge Notes one officer speaks to the other freely, frankly and with the utmost confidence. It is important that this aspect of the problem may be kept in view and at no stage should the contents of the Secret Charge-Note be allowed to leak out, or be quoted.

Every Collector who leaves a district of which he has been in-charge for more than a year on transfer, furlough or retirement, should record, for the use of his successor, a careful and exhaustive memorandum containing all points of which it is important that his successor should be kept informed. The remarks will be recorded in a confidential book to be kept for the purpose, additions being made by each successive officer, who shall have
held charge of the district for the prescribed term. An officer, whose tenure of charge has not exceeded one year, should record a similar memorandum if he is in possession of information, which will, in his opinion, prove of value to his successor. In order to secure uniformity, confidential books will be supplied by Government, these will have to be kept under Collector's personal lock.

The subjects, to which attention should be specially directed in these memorandums, are the working of the Police; the manner in which the incidence of the land revenue assessment affects the districts; the portions which require particular care on the occurrence of drought or high prices; any special offence to which any portion of the ordinary population or habitual offenders are addicted; and the working of the Municipal and District Boards. Also, points of interest in respect of development in the fields of Irrigation, Agriculture, Mining, Cottage-Industries, Communications and the like should be recorded. In districts under the Community Projects Scheme, the notes should show in some detail the progress made; bottlenecks to be cleared, and the matters requiring the personal attention of the Collector. The names and character of important persons, official and non-official and of the more important Sarpanchas of Gram Panchayats and Patel should be added with the remarks whether they are fit to render to the Government any special services. If the officer is likely to return to the post from which he proceeds on Privilege Leave he need not leave an exhaustive memorandum for his locum tenens but should note the chief administrative points likely to require attention during his absence. If it is intended to transfer an officer who is availing himself of Privilege Leave, notice of the intention of Government to transfer him will be communicated to the officer in due course, and a full memorandum should be recorded by him before he makes over charge of his office.

The above instruction in paras 3 and 4 are for Collectors, but, they apply mutatis mutandis to all Heads of Departments and to Departmental Officers holding independent charge in Districts or Divisions.