

STANDARD OPERATING PROCEDURE (SOP)

ESTABLISHMENT SECTION



NATIONAL FIRE SERVICE COLLEGE

NAGPUR



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SOP FOR ESTABLISHMENT SECTION

1. ESTABLISHMENT SECTION

- I. Structure of the section consists of Administrative Officer who is Officer-in-charge, Assistant shall be Section-in-charge, and dealing assistants like Upper Division Clerk, Lower Division Clerk and Multi-Tasking Staff.
- II. Establishment Section deals with all service related matters of all officials of Concerned Department.
- III. Establishment Section is responsible for processing of cases relating to: Recruitment, Fixation of Pay, Issue of Periodical Increment, Deputation, resignation & retention/termination of lien etc matters related to staff.
- IV. Establishment Section deals with all Internal/ External correspondence/ letter related to Employee, Director General (CD,FS & HG), Ministries and other offices.
- V. Establishment Section is responsible for Service book Maintenance/ Updation and overall record related to service of employee (Note: Pay related records are kept by Account Section).

2. ROLE OF ESTABLISHMENT OFFICER IN CHARGE: -

Overall monitoring and supervision of all Establishment activities including Internal as well as external matter/correspondence or as per the guidelines issued by the Ministry, Director General (CD,FS & HG) and Director NFSC, Nagpur.

3. FUNCTIONS OF ESTABLISHMENT SECTION IN-CHARGE: -

- I. Section In-charge is shall make all Internal/ External letter/ correspondence as required or as directed by the superiors.
- II. Section In-charge is shall maintain the records as per guidelines of DoPT issued from time to time.
- III. Section In-charge responsible for maintenance of attendance of all employees.
- IV. Section In-charge shall initiate all matters related to Recruitment/ Revival/ Creation/ Promotion of Staff regularly.



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4. NEW JOINING:-

- I. After completion of the process of recruitment through SSC/ UPSC/ DGR, when dossier of selected candidates is received in this office, then the process of joining is initiated from this office.
- II. **Offer of appointment letter** with requisite certificate format (such as character & medical certificate) shall be sent to selected candidate to join the service with all the Terms & Condition to serve the Department. A deadline for joining the service must be given in offer of appointment letter.

(Note: Department can also send the candidate to Govt. Hospital for Medical fitness certificate for the selected candidates)

- III. If a candidate accepts the offer of appointment, then he shall have to join the service within the time given in Offer of Appointment letter.
- IV. The selected candidate should bring all the relevant documents (viz. Aadhar card, PAN card, Bank Passbook, Matriculation, SSC, HSSC, Graduation, Residential, Category & PWD certificates (if applicable)) in original and a self attested photocopy of same for verification of documents physically at the time of joining. 04 Nos. of latest photo of candidate is to be submitted at the time of joining.
- V. At the time of joining, the candidate has to give an acceptance of offer of appointment in written.

He will also provide the following documents and declarations at the time of joining:-

- i. Character Certificate duly signed by proper authority or Gazetted Officer which was given at the time of Offer of Appointment.
- ii. Medical certificate by Civil Surgeon, which was given at the time of Offer of Appointment.
- iii. Birth Certificate / SSC Matriculation passing certificate in which DOB is mentioned.
- iv. Educational Qualification Certificate for the post, in which the candidate selected.
- v. NOC (In case of Technical Resignation)
- vi. Residential Certificate.
- vii. Category Certificate (If applicable)


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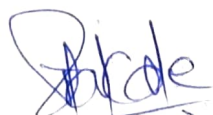
- viii. PWD Certificate (If Applicable)
 - ix. PAN Card.
 - x. Aadhar Card.
 - xi. Bank Passbook.
 - xii. 04 Nos. recent color passport size photos.
 - xiii. Oath/Allegiance to the Constitution.
 - xiv. Oath of Secrecy
 - xv. Marital Status Declaration.
 - xvi. Declaration of Home Town.
 - xvii. Declaration of Family Members
 - xviii. Declaration of Dependent Family Members.
 - xix. Nomination for Death-cum- Retirement (DCR) Gratuity.
 - xx. Nomination for benefits under the Central Government Employees Group Insurance Scheme (CGEGIS).
 - xxi. Nomination for Leave Encashment.
- V. After successful verification of original document physically and taking the self attested documents, Oath/ declaration, a personal file with subsequent number in the name of candidate/ employee is opened. All the documents are placed in that personal file.
- VI. A Provisional Appointment Order is prepared with effect from the date of joining and put up for signature of Competent Authority (Head of Office for all Gr. C- Non-Gazetted posts and Director for Gr. B-Non-Gazetted). After the signature of competent authority, the candidate is said to be provisionally appointed at the post from the effective date mentioned in the Provisional Appointment Order.
- VII. A copy of Provisional Appointment Order is given to Candidate, Account Section and also to be pasted in Service Book.

4. VERIFICATION OF SUBMITTED CERTIFICATES/DOCUMENTS:-

- I. All the certificates provided by candidates must be sent for verification from where they were issued for authenticity or genuineness, after provisional appointment but before the end of probation period. In case in delay of verification the probation may be extended. The certificates includes such as:



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- Essential Qualification Certificate claiming the post in which they appointed.
 - Category Certificate. (If Applicable)
 - PwD Certificate. (If Applicable)
 - Police Verification (character & antecedent).
- II. After successful verification of documents, the entry of same should be entered in Service Book.

5. NFSC GOPAL NAGAR RESIDENTIAL QUARTER ALLOTMENT:-

- I. Any incumbent who wishes to stay in NFSC Gopal Nagar Residential Quarter he/she needs to apply for the same as per eligibility criteria from quarter Type II to V as declared by the Central Government by Directorate of Estates, Ministry of Urban Development.
- II. The Quarter Management Committee shall undergo the scrutiny of the application/s and allot a suitable quarter/s as per availability and joining date of priority and as per eligibility criteria.
- III. The employee can either apply through GPRA Scheme or for Department Accommodation (if available in the department).

A. THROUGH GPRA (GOVERNMENT POOL RESIDENTIAL ACCOMMODATION):


The GPRA (Government Pool Residential Accommodation) System is used to provide residential accommodation to Central Govt. Employee. These quarters are allotted through Directorate of Estates, Ministry of Urban Development, Nagpur and quarters are located at three locations in Nagpur i.e. Civil Lines, Seminary Hills and Katol Road for all types of quarters from I to V.

HOW TO APPLY FOR GPRA AND ALLOTMENT PROCEDURE USING E-SAMPADA?

The way to apply for general pool residential accommodation is online. We can follow the step-by-step procedure below in order to apply for government accommodation-

- a) Go to the e-sampada website (<http://esampada.mohua.gov.in>) and click on Government Residential Accommodation.


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- b) Submit the login ID request you receive from e-sampada. Once you register, log in through your mobile number or email id.
- c) Once logged in, fill out the DE-II form and follow the procedure.
- d) Fill out the application form and the DE-II form. The form will then be verified online through e-sampada by the administration of the eligible offices.
- e) Once it is accepted it will be ensured in the next month's waiting list for eligible types of accommodation.
- f) You need to be on a unified waiting list for a particular type of accommodation.
- g) The unified waiting list includes everyone that is applying for the GPRA which includes people who are waiting for the initial allotment as well as those who want to change their accommodation.
- h) Allotments are made based on the date, priority and seniority of each application. On the unified list each applicant is allowed to allotment slip is initial and the change of accommodation.
- i) After the allotment of accommodation is made for you allotment letters will be received by all the people who applied online and the individual shall submit his/her acceptance online within a period of 8 days to do this he/she has to fill up the acceptance form available on e-sampada.
- j) A copy of allotment letter is to be submitted in department/ Office so that HRA will be deducted from his salary.
- k) The Govt. Servant who has allotted a Government Accommodation will abide by the rules of GPRA or CPWD Residential Accommodation. He/ She will be responsible to take up his/ her problem regarding Accommodation with GPRA/ CPWD Accommodation helpline number.
- l) Surrendering and NOC process for Govt. Accommodation allotted through GPRA will also be regulated by GPRA System.
- m) A copy of NOC (obtain from estate office) should be given to department/ Office so that HRA can be resumed, in case surrendering before retirement or resignation.

B. Department Residential Accommodation:

Many Departments in central Government Offices have their own department quarters for employee working in their offices. NFSC has also Government Residential Complex which is situated at **NFSC Residential Complex, Ambazhari Road, Opposite VNIT Main Gate, Gopal Nagar, Nagpur-440013.**



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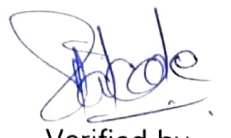
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➤ **Process of Obtaining the Department Residential Accommodation:**

- a) For obtaining the Department Residential Accommodation, the employee should give an application for accommodation addressed to director.
- b) After receiving application the establishment section will check the current status of Govt. Accommodation, whether there is vacant quarter available or not for allotment, as per his/her eligibility.
- c) If available, then the establishment section will inform or give an office order to the estate maintenance committee or Quarter maintenance Committee for physical verification /Status and inventory record of quarter to be allotted.
- d) Committee will go to the location of quarter for physical verification. During physical verification the committee will note down all the details of quarter thoroughly.
- e) After the physical verification by committee, **committee will submit the report** like physical status, inventory of items fitted in concerned quarter, Electricity and water meter readings to establishment section. List of items, equipments, electrical fittings of quarter is to be submitted in detail so that it can be verified at the time of surrendering the quarter.
- f) If basic needs like water supply, electricity and basic items or fittings of quarter are missing, then committee will initiate the process of rectifying the same and then committee should submit the report.
- g) The committee shall also keep a copy of report of quarter.
- h) After receiving the report of quarter by committee, the establishment section will issue an allotment order in the name of the Applicant.
- i) A separate copy of allotment order will be given to Applicant, account section, and to the committee.
- j) After receiving the copy of allotment order from the establishment section, the committee will hand over the allotted quarter to the applicant only after taking his/her sign on inventory report given by committee at the time of physical verification and on the office copy of allotment order.

(Note. Department Lock and key will be kept by committee. Applicant will arrange his/her own Lock and key for the quarter)


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Responsibility of Occupants of quarter:

- i. Occupant shall be responsible for paying electricity charges regularly as per usage or bill generated by MSEB.
- ii. Occupant shall be responsible for paying Licence fee & Water charges decided by College/department/Ministry.
- iii. Occupant shall maintain the safety/ security of his/her household items and also items as per checklist provided at the time of allotment.
- iv. Any alteration or addition in the quarter basic structure shall not be allowed by the residents. However, the competent Authority may decide for identical alteration or addition.
- v. The allottee will not temper with the electricity installation, water supply and sanitary fittings or other in the residence provided by the NFSC Academy.
- vi. Unauthorised use of electricity or water supply in any manner will be treated as a serious offence and render the allottee liable to disciplinary action.
- vii. Occupant shall be responsible for any breakage or damage of Government Accommodation.
- viii. In case of damage, the occupant shall repair the same or pay the amount of items/fittings damaged, as decided by committee at the time of handing over the quarter.

➤ **Process of Surrendering the Department Residential Accommodation:**

- a) No Occupant shall allow vacating the quarter without the NOC issued by College.
- b) The occupant must inform/intimate through an application along with the Licence, electricity, water, charges or dues paid latest by the date to the department/office 15 days prior vacating the quarter.
- c) Occupant must clear all the dues like Licence, electricity, water charges before surrendering the quarter.
- d) After receiving the application for surrendering of the quarter, the committee shall take-up the matter with MSEB for calculating the Electricity Charges. Some time it is not possible to calculate the
- e) Committee will verify the inventory checklist submitted at the time of handing over of allotted quarter and shall calculate or fix the price of the items if misplaced/breakage /damaged by the occupant of quarter.



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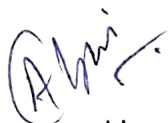


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- f) In case of damage/misplace/breakage of items and the same is not paid by the Occupant, Establishment section will issue an office order for recovery, as recommended by committee.
- g) After depositing the amount (if applicable), and verifying all the dues from Account section, NOC will be issued by the Establishment Section to vacate the quarter.
- h) A copy of NOC will be given to Occupant, Account Section, and to the Committee.
- i) The Committee will again verify the inventory at the time of taking the charge of quarter from the occupant and lock the quarter and retain the key with them.



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