

GOVERNMENT OF KERALA

**Abstract**

PUBLIC SERVICE-REPORTING OF VACANCIES TO THE PUBLIC SERVICE  
COMMISSION-PARTICULARS TO BE FURNISHED-PRO FORMA REVISED-  
ORDERS ISSUED

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PERSONAL AND ADMINISTRATIVE REFORMS (ADVICE.C)  
DEPARTMENT

**G.O.(P) No. 38/92/P& ARD**

**Dated, Thiruvananthapuram, 18th September, 1992**

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- Read:-*1. Circular No. 80984/73/pd dated, 22-8-1973.  
2. Letters No. RLA(4) 36197/90/GW dated, 20-6-1991 and  
8-2-1992 from the Secretary, Kerala Public Service Commission.

**ORDER**

Instances have come to notice wherein delayed as well as defective reporting of vacancies, including the Not Joining Duty vacancies, by the appointing authorities have resulted either in temporary loss of turns or change in the particular candidate to be advised from the rank list for the vacancy thus reported. In order to obviate such anomalous situations, the Kerala Public Service Commission has advised Government to revise the Pro forma prescribed in the circular cited for reporting of vacancies to the Public Service Commission, by including additional columns for specifying the nature of vacancies proposed to be filled up.

2. Government accept the above advice of the Commission and revise the Pro forma for reporting of vacancies to the Public Service Commission as appended to this order. Every requisition for candidates for appointment either against fresh vacancy or against vacancy caused by not joining duty of candidates already advised should be accompanied with the revised Pro forma duly filled up and signed. The Heads of Departments/Appointing authorities will take utmost care in furnishing the correct information in the Pro forma.

By order of the Governor,

P. SHANMUGASUNDARAM,  
*Commissioner and Secretary to Government.*

GPT 3/4227/92/10,000/MC