

SCR/P-BZA/Rectt./Misc.

NOTE

Sub: System improvement in Recruitment Process & Registration of NPS –reg.

* * *

In order to make system improvement in the recruitment process, the following procedure is to be followed with immediate effect.

On receipt of Panel/Orders the Recruitment section will send offer of appointment to the candidates duly enclosing all relevant papers like NPS, Nomination and attestation forms to be submitted at the time of appointment.

Candidates will report to
“*Recruitment Section.*”

After fulfillment of all requirements the Recruitment section has to open the Service Register and first entry regarding appointments is also to be made in the Service Register.

Recruitment Section will handover SR & Personal file to the
Cadre Section.

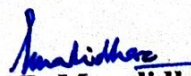
Cadre Section after obtaining posting orders make necessary entry in the SR and hand over SR, P.file and Office Order to the nominated staff, (*Smt M. Padmaja*) and direct the candidates to the “*Spandana cell.*”

Nominated staff, (*Smt M. Padmaja*) in Spandana section should fill NPS details of the candidates in the online portal, generate PPAN and get the signature of the candidate.

After receipt of Muster the nominated staff will feed Master Data of the candidate and send the SR and NPS forms to Accounts Department for allotment of PF Number & PRAN.

PF Number will be allotted by Accounts Department and the SR will be returned to SR dealing staff and the SR will be handed over to concerned dealing staff under clear acknowledgment for further maintenance.

The above revised procedure is to be implemented with immediate effect without any deviations by any Section.


(M.B. Muralidhar) 31.1.2022
Sr.DPO/BZA

Copy to: All APOs, All Ch.OSs/Personnel & All concerned.