

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 01-06**

TO: Department and Agency Human Resource, Personnel and Affirmative Action Officers  
FROM: William E. Doyle, Director of Staffing Services  
SUBJECT: Appointment Processing: Amended Budget Division Approval Requirements  
DATE: December 26, 2001

**THIS GENERAL INFORMATION BULLETIN AMENDS GENERAL INFORMATION BULLETIN No. 01-05 WHICH PROVIDED GUIDELINES FOR PROCESSING PERSONNEL TRANSACTIONS IN ORDER TO COMPLY WITH BUDGET BULLETINS B-1162 AND B-1163.**

**In addition** to those transactions listed in GIB 01-05, Budget Approval of Hiring Freeze Waivers or Exemptions **IS NOT REQUIRED** to effect the following:

11. To replace employees who have resigned during their probationary periods in lieu of probationary termination – in these cases, Directors of Personnel or Human Resource Management must send written attestations to this effect to the head of the Employment Records Section;
12. To move an incumbent, or an incumbent's hold item, from an encumbered to an unencumbered position, but **only** when required by NYCRR 4.11(c); and
13. To provide a permanent hold item to an employee who has received a contingent permanent appointment under the jurisdiction of a different appointing authority, but only when required by 4NYCRR 4.11(e)(2).