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No.F.7(17)-E(Coord)/81
Government of India
Ministry of Finance
(Department of Expenditure)

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New Delhi, the 12th June, 1981

OFFICE MEMORANDUM

Subject:- Ban on creation of posts - Categories of posts exempted from the operation of the ban and the procedure for creation of exempted posts.

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Instructions issued vide this Ministry's O.M. No. F.7(2)-E(Coord)/79 dated 6.7.1979 and O.M. No.F.7(18)-E(Coord)/79 dated 7.9.1979 provided, inter alia, that no additional posts on the non-Plan side can be created except with the specific approval of the Cabinet indicating corresponding savings. The posts required for new organisations, the need for which was specifically accepted, were, however, exempted from the ban orders. Exemptions from the ban orders was also allowed in the case of creation of operational posts according to approved yearsticks in Railways, P & T, Civil Aviation & Meteorological Departments. Similarly, creation of posts required for fulfilling statutory requirements and posts connected with security and vigilance functions are also exempt from the ban vide this Ministry's O.M. No.F.7(16)-E(Coord)/79 dated 3.10.1979. The procedure for creation of Plan posts was also indicated in this Ministry's Office Memoranda No.F.7(16)-E(Coord)/79 dated 20.11.1979 and 10.3.1980.

2. After the issue of the orders referred to above, cases for some other categories of posts also came up for consideration and it was decided that the same could also be exempted from the operation of the ban orders. An up-to-date list of exempted posts and the procedure to be allowed for creation of such posts is given in the annexure to this O.M. and the same is being circulated for the information and guidance of all Ministries/Departments.

Sd/-

(A.V. SRINIVASAN)
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

All Ministries/Departments of the
Government of India

All Financial Advisers.

LIST OF POSTS EXEMPTED FROM BAN ORDERS

ANNEXURE

Sl.No. Category of posts Procedure for creation of exempted posts. 3.

1. 2. 3. 4. Remarks

1. Posts required for new organisations.

With the concurrence of F.W. for Group 'A' posts and Secretary (Expenditure) for Groups 'B', 'C' and 'D' posts. Proposals relating to creation of posts carrying pay exceeding Rs. 3,000/- p.m. will continue to be referred to the Cabinet for approval.

By new organisation is meant creation of new offices which did not exist before, with the approval of appropriate level officers, Expansion of existing to an addition of new Units to an existing organisation, will not be treated as new organisation.

2. (a) Operational posts in the Railways, the P & T Deptt., the Civil Aviation Deptt. (at air-ports) and the Indian Meteorological Department provided these are in accordance with the approved yardsticks.

With prior concurrence of the I.F.A.A. acting on behalf of the Ministry of Finance where I.F.A.A. Scheme exists and of the Associate Finance Division where the Scheme has not been introduced. The Financial Adviser will, however, consult Secretary (Expenditure) wherever necessary.

(b) Posts required for full-filling statutory requirements.

(c) Operational and technical staff directly connected with security and vigilance functions.

3. Creation of posts on the Plan side. Same as for posts in 1 above.
4. Additional posts as a result of re-organisation of the structure of an organisation. Same as for posts in 1 above. Proposals involving creation of additional posts where matching savings are located with a view to covering the additional

1.

2.

3.

4.

5. Selection grades (non-functional) admissible under the Ministry of Finance, Department of Expenditure O.M.No. 37 dated 11/11/77 dated 10.1.1977, as amended from time to time or specifically agreed to in relaxation thereof.

6. Posts expended from which is entirely met from non-Government sources e.g. International Organizations or private parties.

7. Posts required in connection with the operation of new Staff Cars, Lifts, Telex Machines, Generators, etc.

8. New posts by re-designation of existing posts carrying identical scales of pay and allied duties.

9. Down-grading of posts from higher grade to lower grade.

10. Selection grades for Stenographers in Subordinate offices and improvement of pay-scales of Stenographers in non-Service Officer Offices in accordance with the D.F. & A.R. O.M. No. 1/8/72-Extt. (D) dated 6.1.1977 and No. 35014/5/77-Extt. (D) dated 14.7.1978.

With the concurrence of I.F.A. where I.F.A. Scheme has been introduced and in other cases with the approval of Associate Finance Division. The scales pay for the Selection Grades where they are being introduced for the first time should be decided in consultation with Establishment Division, Deptt. of Expenditure.

Same as for posts in 5 above.

Such posts can be created with the concurrence of the I.F.A./Associate Finance Division where yardsticks for creation of such posts have been settled. In other cases, concurrence of the Ministry of Finance will be required.

Same as for posts in 5 above.

Same as for posts in 5 above.

Same as for posts in 5 above.

1.....2.....3.....4.....

11. Upgradation of posts of Desk Officer to that of Under Secretary. Same as for posts in 5 above.

Upgradation should be on personal basis for a period not exceeding six months to enable the officer to get the benefit of promotion. Ministries/Departments should, however, take necessary step to post such officers against regular posts of Under Secretaries before the expiry of six months.

12. Posts of Chowkidar required for protection of Government property. Same as for posts in 5 above.

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