

F.No.7(1)-E(Coord)/86/
Government of India
Ministry of Finance
Department of Expenditure

Now Delhi, the 15th July, 1986

OFFICE MEMORANDUM

Subject: Modified guidelines for creation of posts/filling up of vacancies - clarifications regarding.

References are being received from various Ministries/ Departments, seeking clarification on various points with regard to this Ministry's O.M. No.7(1)-E(Coord)/86, dated the 20th May 1986 wherein modified guidelines relating to the ban on creation of posts/filling up of vacancies were issued. The main queries raised and the clarification thereof are given below:

1) Para 2(I) of O.M. No.7(1)-E(Coord)/86, dated 20.5.1986

QUERY

CLARIFICATION

- a) Whether vacancies arising due to resignation, dismissal/ removal or deputation may also be filled up. Yes.
- b) As the provisions of the modified guidelines are subject to abolition of posts found to be surplus as a result of the review by the Group of Officers headed by the Cabinet Secretary, whether posts identified as surplus as a result of studies carried out by IWSU/ SIU or by the Financial Advisers consequent upon the reorganisation of the structure of an organisation should also be abolished before steps under modified guidelines can be taken for creation of posts/ filling up of vacancies. Yes.
- c) How will be filling up of vacancies be regulated in cases where the review by the Group of Officers headed by the Cabinet Secretary has not taken place. Review by the Committee headed by the Cabinet Secretary should be got completed quickly. Pending such a review, posts should not be created/ filled up.

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QUERY

CLARIFICATION

2) Para 2(II) of O.M. No.7(1)-E(Coord)/86, dated 20.5.1986

Whether the powers for creation of posts for new assets such as vehicles, establishment of new organisations etc. would revert back to the Ministries or continue to be exercised as prescribed under the ban orders.

The powers for creation of posts under para 2(II) can be exercised as these were being done before 3.1.1984 i.e. the date of issue of ban orders. This is subject to specific clearance by the Financial Advisers of the respective Ministries/Departments. A quarterly report may be sent by all Financial Advisers to Secretary (Expenditure).

3) Para 2(III) of O.M. No.7(1)-E(Coord)/86, dated 20.5.1986

What would be the procedure adopted for creation of posts in Plan schemes which are not sent to EFC/PIB for approval.

Approval of Secretary (Expenditure) should be obtained for creation of posts in relation to schemes which are not referred to EFC/PIB.

2. Approval of the Financial Advisers, Additional Secretary (Expenditure) or Secretary (Expenditure) according to the level of expenditure involved should also be taken before filling up Plan posts created in terms of para 2(III) of the modified guidelines. In cases where creation of posts has been approved by the EFC/PIB, approval of Secretary (Expenditure) will have to be obtained before the posts are filled up. In other cases plan posts created can be filled up with the approval of Financial Adviser of the concerned Ministry if the total annual liability does not exceed Rs. 10 lakhs and adequate provision exists in the budget, otherwise approval of Additional Secretary (Expenditure)/Secretary (Expenditure) should be obtained.

3. The Ministry of Home Affairs etc. are requested to kindly note the above clarifications for strict compliance. They may also apprise their attached offices and subordinate offices (including Union Territory Administration) of these clarifications.

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(M.S. MISHRA)
DIRECTOR

To
All Ministries/Departments of the Govt. of India etc.