

No. F.14(14)-E(Coord)/77  
Government of India  
Ministry of Finance  
(Department of Expenditure)

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New Delhi, the 25th October, 1977.

OFFICE MEMORANDUM

Subject : Transfer of posts within an organisation - application  
of ban orders.

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The undersigned is directed to say that instances have come to notice when a post sanctioned for a specific purpose in an organisation is diverted for another purpose at the same or different station and/or utilised as a standby to accommodate an officer awaiting posting orders or to make use of the services of an officer for some special item of work etc. Such diversion of posts obviously leads to the conclusion that the purpose for which the post was originally created has ceased to exist and diversion is effected to cope with some new item of work, notwithstanding the fact that such arrangement is within the same cadre/organisation and/or at the same or different stations. It has been decided that such cases of diversion/transfer/adjustment of posts would amount to creating new posts and therefore, attract the ban orders at present in force on creation of fresh posts- vide this Ministry's O.M.NO. F.14(4)-E(Coord)/77 dated 27th May, 1977 - and prior clearance should be obtained at the appropriate level before resorting to such a practice.

Sd/-  
J.P. Das

Joint Secretary to the Govt. of India.

To :

All Ministries/Depts. of the Govt. of India etc.

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No. 7(7)-E (Coord)/93  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 3rd May, 1993

OFFICE MEMORANDUM

**Subject:** *Economy in administrative expenditure of the Government*  
- *Ban on creation of posts/filling up of vacancies*  
- *Guidelines for processing of cases.*

The undersigned is directed to refer to this Ministry's O.M.No. F.7(1)-E. Coord/84 dated the 20th June, 1984 as amended from time to time on the subject indicated above and to state that instructions already exist for ban on creation/filling up of posts and the procedure for relaxation thereof in exceptional circumstances. Some doubts which arose in this regard were also clarified from time to time. Further clarifications are, however, being sought by various Ministries/Departments etc. regarding the following two points. The matter has been considered in this Ministry and the correct position is clarified below against each point:—

POINTS

CLARIFICATIONS

- (a) Whenever higher level posts are abolished, whether junior level posts are also to be abolished as a consequence thereof. Yes, whenever higher level posts are abolished, it will be necessary to abolish personal/supporting staff of that higher level post(s) **simultaneously**. In addition to such abolition, it will also be desirable to have a work study conducted to determine what other restructuring and abolition of lower level posts would be required as a result of abolition of the higher post(s).
- (b) If a post is vacant or held in abeyance for some time, whether the post can be filled up or revived, as the case may be, by the administrative Deptt/Ministry. If a post is held in abeyance or remains unfilled for a period of one year or more, it would be deemed to be abolished. Integrated Finance of each Ministry/Department may monitor abolition of such posts and ensure that abolition orders are issued within one month of the post remaining unfilled/held in abeyance for the period of one year. If the post is required subsequently, the prescribed procedure for creation of new posts will have to be followed, i.e. as briefly set out below:—

PLAN POSTS

GROUP 'A' POSTS

Approval of Finance Minister will be required.

GROUP 'B', 'C' & 'D' POSTS

May be created with the approval of Secretary of the administrative Ministry/Department provided:—

- (i) The expenditure on establishment is within 10% of the project cost;
- (ii) The posts to be created are in conformity with the prescribed norms; and
- (iii) Group 'A' post(s), if necessary, have been approved by the Finance Minister.

NON-PLAN POSTS

(i) GROUP 'A' POSTS OF AND ABOVE THE LEVEL OF JOINT SECRETARIES (Rs. 5900-6700)

May be created with the approval of Cabinet after obtaining the approval of Finance Minister.

(ii) GROUP 'A' POSTS BELOW THE LEVEL OF JOINT SECRETARY AND GROUP 'B', 'C' & 'D' POSTS.

May be created with the approval of Finance Minister.

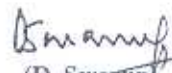
Creation/filling up of posts both Plan and Non-Plan is to be done after the posts which have been found surplus as a result of review, have been abolished.

For creation of Non-Plan posts matching savings are required, which should be by surrender of posts in the same group or of posts in the immediate line of promotion.

Posts which are found justified on the basis of workload and functional justification can only be created.

2. All Ministries and Departments are requested to kindly note the above clarifications for strict compliance, particularly in view of the need for adopting austerity measures for containing Government expenditure in the present economic scenario. They may also issue instructions to their attached and subordinate offices (including U.T. Admn.) and monitor compliance. Autonomous Bodies under the control of Ministries/Departments may also be asked to follow these clarifications mutatis mutandis.

3. Hindi version is enclosed.

  
(D. Swarup)

Joint Secretary to the Govt. of India

To  
All Ministries/Departments to the Government of India, etc. etc. (as per standard distribution list).  
All F.A., (by name).

No.7(2)E.Coord/95  
Ministry of Finance  
Department of Expenditure  
E. Coord Branch

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New Delhi, the 30th May, 1995.

OFFICE MEMORANDUM

Subject:-Procedure to be followed in regard to creation/  
continuance of high level posts.

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The undersigned is directed to refer to this Ministry's O.M.No. 7(17)-E.(Coord)/90 dated 28.3.90 on the subject indicated above and to clarify below the correct procedure as per latest instructions/practice for creation/continuance of high level posts:-

Continuance:

Proposals for continuance of posts of Secretaries, Special Secretaries, Additional Secretaries and equivalent posts are required to be referred to the Department of Expenditure on file through IFU for examination/approval of the Secretary(E), Secretary(Personnel) and Cabinet Secretary. For continuance of the Secretary level posts approval of the P.M. has also to be obtained by the administrative Ministry after Cabinet Secretary has cleared. This need not be routed through the Ministry of Finance.

Creation:

(i) Proposals for creation of non-Plan posts of Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries or equivalent require the approval of the Cabinet (after offering matching savings by abolition of posts of the same group or in immediate line of promotion) and for this purpose administrative Ministries are required to prepare a draft Note for the Cabinet and refer the same to the Department of Expenditure for examination and getting approval of the Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to the Cabinet for approval.

(ii) The proposals for creation of Plan posts of Secretaries, and Special Secretaries also require the approval of Cabinet and the administrative Ministry is required to prepare a draft Note for the Cabinet and refer the same (after getting the approval of EFC/PIB to the Scheme) to the Department of Expenditure for examination and getting approval of Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to the Cabinet for approval. Plan posts of Additional Secretaries, Joint Secretaries or equivalent posts could be created with the approval of the Finance Minister and proposals in this regard are required to be sent to the Department of Expenditure on file alongwith other lower posts, if any, after EFC/PIB's approval to the Scheme, with all requisite details/information (including functional justification for the posts)


contd..

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through Integrated Finance for detailed examination and approval in Ministry of Finance.

(iii) Proposals relating to continuance or creation of personal staff of the senior level posts should also be simultaneously projected.

Hindi version is enclosed.

  
(A.K. HUI)  
Director (Pay)

- i) All Financial Advisers.
- ii) All Ministries/Departments of Govt. of India.
- iii) Private Secretaries to Secretary(E), Secretary (Personnel) and Cabinet Secretary.

  
(A.K. HUI)  
Director (Pay)

F.No.2(2)-E.Coord I/2003  
Government of India  
Ministry of Finance  
Department of Expenditure  
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New Delhi, the 30<sup>th</sup> October, 2003

**OFFICE MEMORANDUM**

Subject:- Staff Inspection Unit - implementation of reports - Instruction regarding.

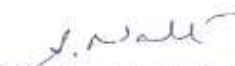
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The instructions regarding implementation of reports of the Staff Inspection Unit [SIU] of this Department were issued to all Ministries/Departments vide Department of Expenditure O.M.No.F.1(57)-E.Coord/80, dated 20<sup>th</sup> November, 1980 and O.M.No.F.1(49)-E.Coord/87, dated 11<sup>th</sup> January, 1988.

2. As per provisions contained in para (g) of the O.M. dated 20<sup>th</sup> November, 1980, the staff declared surplus in autonomous bodies is not re-deployed by the Central Surplus Cell of the Department of Personnel & Training but is required to be adjusted against the future vacancies and normal waste out.

3. The above mentioned instructions have been examined in the light of experience gained over the last two decades. It has been observed that while surplus manpower had remained unadjusted in certain autonomous bodies, few other bodies were found to be recruiting persons from open market as there existed no provision to re-deploy/engage the persons from one autonomous body to another. To obviate delay in adjustment of surplus manpower and to gainfully utilize their services, by way of re-deployment in such autonomous bodies where the additional manpower is needed, it has been decided that as and when any autonomous body intends to go for fresh recruitment from open market after observing the instructions issued by the Department of Personnel & Training vide their O.M. dated 16.5.2001 on optimization of direct recruitment to civilian posts, SIU of this Ministry would invariably be consulted. This would enable SIU of this Ministry to explore the possibilities of re-deployment of staff from such autonomous bodies where, as a result of study by SIU, surplus staff is still awaiting adjustment and could be adjusted elsewhere. In no case, autonomous bodies would go for direct recruitment from open market without getting the 'No Objection Certificate' from the Staff Inspect Unit of this Ministry.

4. Ministry of Home Affairs etc. are requested to kindly issue suitable instructions to all autonomous bodies under their control for strict compliance.

  
[Sushama Nath]

Joint Secretary to the Government of India

To

**All Ministries/Departments [as per standard list]**

Copy to:- 1. All Financial Advisers  
2. Department of Personnel & Training  
3. Staff Inspection Unit

No.F. 7(1)/E.Coord.I/2006  
Government of India  
Department of Expenditure  
Ministry of Finance

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New Delhi, the 24th February 2006

### OFFICE MEMORANDUM

**Sub:- Ban on creation of posts - Checklist for processing cases.**

The undersigned is directed to refer to OM No.7(2)/E.Coord/2005 dated 23rd November 2005 regarding Budget/Expenditure Management: Economy measures, rationalisation of expenditure, and measures for augmentation of revenues. In para 8 of the OM Ministries/Departments/Autonomous Institutions have been instructed that there shall be a ban on creation of new posts till further orders. Any unavoidable proposals for the creation of posts, including Groups B,C and D posts, will continue to be referred to the Ministry of Finance (Department of Expenditure) for approval. The proposals would necessarily have to be based on new organisation and accompanied by matching savings from existing related establishments. Outsourcing of routine services such as cleaning, maintenance, moving papers/dak etc may be encouraged.

2. M/o Finance has been receiving various proposals for creation of posts from different Ministries/Departments. A perusal of the proposals reveal that often such proposals are incomplete and do not contain critical details such as name, designation, pay scale, category/grade, functions, workload, Recruitment Rules of the posts and so on. Moreover, details of the organization such as the existing hierarchy, sanctioned and existing posts category-wise, vacancies including date of vacancies, posts abolished in the last five years as a consequence of 10% cut or implementation of Expenditure Reforms Commission (ERC) recommendations, functional justification, matching savings, possibilities of redeployment/outsourcing/hire etc, which are absolutely imperative for appraising the proposals are missing. This leads to back references and delays.

3. Keeping the above in view, a comprehensive checklist has now been devised taking into account the latest extant orders on the subject. All Ministries/Departments are requested to refer fresh proposals for creation of posts complying with the new checklist (copy enclosed) to avoid back references and obviate delays. It may be noted that any proposal which is not sent as per prescribed proforma would be returned. The proposals may invariably contain the approval of the concerned Financial Adviser.

  
(Anuradha Mitra)  
Director (Pay)  
Tele: 2309 2907

To

- (i) All Financial Advisers.
- (ii) All Ministries/Departments of the Government of India.

## Check-List of Information/Details to be furnished with cases for creation of posts.

### The Post

1. Name and Designation of the post.
2. Pay scale of the post.
3. Grade/category of the post.
4. Scientific/technical or administrative nature of the post.
5. Functional justification (For each of the category separately).
6. How were the functions of the post being managed in the absence of its creation.
7. Duties and responsibilities of the post (Job description for each position).
8. Essential and minimum qualifications of the post.
9. Recruitment Rules relevant to the post.
10. Mode of filling up the post.
11. Immediate feeder post in the line of promotion.
12. Immediate promotion post in the hierarchy.
13. Workload of the post (Extract of SIU study, if any).
14. Financial implications for creation of the post.

### The Organisation

1. Name of the organisation.
2. Detailed sanctioned strength (category-wise) with pay scales.
3. Detailed actual strength (category-wise).
4. Details of vacancies date-wise.
5. Whether the organisation has been studied by SIU/IWSU. Is so, details.
6. Details of posts abolished in the last five years under various categories like a) deemed abolition; b) 10% cut; c) SIU/IWSU study; d) ERC recommendations; e) DOPT OM dated 16.5.2001 on optimisation of direct recruitment to civilian posts; and f) any other reasons such as periodic reviews, winding up etc.
7. Possibilities of re-deployment/outsourcing/hiring out of services.
8. Matching savings (With specific posts, which are to be surrendered).
9. Costs (Both recurring and non-recurring).
10. Additional information, specific to this proposal.