

**F.No. I. 11019/26/2019-CRD**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**  
**(Cadre Review Division)**

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003

Dated 12<sup>th</sup> March, 2020

**OFFICE MEMORANDUM**

**Subject: Details of Services/ Cadres of Group 'A', 'B' & 'C' – reg.**

The undersigned is directed to refer to this Departments' OM of even number dated 17.09.2019 and subsequent reminder dated 15.10.2019 (copies enclosed). The requisite information from various Ministries/ Departments is still awaited.

2. In this regard, it is stated that if the process of compilation of information is taking time, all the Ministries/ Departments may send the summarised information in respect of Group 'A', 'B' & 'C' to this Department in the **attached Format** positively by **31<sup>st</sup> March 2020** and the detailed information within two months.

Encl: As above

*Randhir Kumar*  
**(Randhir Kumar)**  
**Under Secretary to the Government of India**  
**Tele: 24653972**

To

All the Ministries/ Departments as per list attached

Details of Services/ Cadres (Group 'A', 'B' & 'C')

1. Name of the Ministry \_\_\_\_\_

Name of the Department \_\_\_\_\_

Name of the Cadre \_\_\_\_\_

Name of Cadre Controlling Authority \_\_\_\_\_

No. of Posts in all levels \_\_\_\_\_

Group A

Level	10	11	12	13	13 A	14	15	16	17
Strength									

2. Similar information for all the levels of Group 'B' & 'C' Cadre (level 1 to level 9) is also to be provided (**separate sheet for separate cadre**).

## **Proforma for obtaining Service Profile**

**(Information as on date is required)**

### **Introduction and Background of the Service/ cadre**

1. Name of the Service/ cadre
2. Cadre Controlling Authority (Department and Ministry)
3. Year of formation of Service/ cadre and last cadre review
4. Hierarchical structure of the cadre/ service
5. Places of posting with grades (cadre posts/ e-cadre opportunities, if any)

### **Objective of the Service:**

6. Role of the Service
7. Brief of Duty charter of the Officers (Responsibility of various grades)
8. Flagship Programmes implemented/ facilitated by the Service/ Cadre

### **Recruitment:**

9. Method of initial Recruitment in the Service/ cadre (Exam and how the same is conducted) (Link of last notification for recruitment)
10. Eligibility criteria for Service/ cadre:
  - i. Educational Qualification for Recruitment in the Service/ cadre
  - ii. Experience required for initial recruitment in the service/ cadre
  - iii. Career prospects and criteria for promotion
11. Status of Recruitment Rules (RR)/ Service Rules (SR) (Notification details and last amendment). Whether the revised pay scale as per 7<sup>th</sup> CPC and cadre structure after last cadre review updated in the RR/SR.
12. Recruitment in the last 5 years in the service/ cadre
13. Status of issuance of seniority list as on 1.2.2019 (if pending, seniority list issued last time and reasons for non finalization of present list be given)

### **Cadre Structure:**

14. Cadre structure and method of filling up of posts.

15. Career Progression and Incumbency in cadre (in tabular format):

- Approved cadre structure: Grade wise (designation, pay scale and number of posts)
- No. of cadre officers posted in the Service/ cadre (Gradewise)
- Exam batch of last of the officers promoted in each grade
- No. of Reserves provided and its utilization status
- No. of deputationist on cadre post
- Total vacancy in the cadre (grade wise) (only live post)

**Training and Skill Development**

16. Mandatory Training:

- At the time of entry in Service/ cadre
- Career Training Programme for promotion on various grades
- No. of officers undergone mandatory training Programme
- No. of officers left for mandatory Training Programme (only eligible officers) or not completed mandatory training.

17. No. of officers undergone other skill development training and details of such courses with details of officers.

18. Officers having higher educational qualification than the requirement of the service (especially officers with specific technical knowledge)

**Summary:**

19. Total no. of posts under their administrative control and number of incumbent against these posts.

(Note: Details of isolated cadres/ posts may also be provided)

(Data of separate services/ cadres may be prepared on separate sheets)

(The information to be sent on mail also: [randhir.kumar14@nic.in](mailto:randhir.kumar14@nic.in) )

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Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi  
Dated 7<sup>th</sup> October, 2019

**OFFICE MEMEORANDUM**

**Sub: Service Profile of Central Service-reg.**

The Undersigned is directed to refer to this Ministry's OM of even No. dated 17/09/2019 on the subject cited above and to say that the requisite information is awaited form various Ministries/Departments.

2. Keeping in view the requests received from some of the Departments, the time line for submission of service profile is hereby extended upto 30/10/2019. All the Ministries/Department/Attached offices are requested to set a time line for all their cadre units for providing details so that the compiled information may reach this Deptt. by 30/10/2019 positively.

3. It is further clarified that:

(i) Details of all the Services/cadres/Isolated posts/GCS/open posts are required to be provided irrespective of their status as Group 'A' or Group 'B' or Group 'C'.

(ii) The Ministries/Department may send compiled information (in separate Performa) for all the Services/cadres/isolated posts/GCS/open posts under their administrative control. The Attached Offices may send their details to their administrative Ministry for compilation.

(iii) In case no cadre/services/GCS/open posts/isolated posts are maintained by the Ministry/Department, name of the service and CCA for the posts available in the Deptt. may be provided.

4. All the Ministries/Departments are requested to recheck the details before sending the same to this Deptt. to avoid any complication, in future.

5. The details may also be emailed at [randhir.kumar14@nic.in](mailto:randhir.kumar14@nic.in).

  
(Rajul Bhatt)  
Director (CS-I & CRD)  
Tel: 24629411

To

All the Ministries/Department/Attached Offices of Govt. of India

Name of Ministry	Address
Department of Agriculture Cooperation & Farmers Welfare	Secretary Department of Agriculture Cooperation & Farmers Welfare Room No 115 Krishi Bhawan, New Delhi, 110001
Department of Agriculture Research & Education	Secretary Department of Agriculture Research & Education Room No 105 Krishi Bhawan, New Delhi 110001
Department of Chemicals & Petrochemicals	Secretary Department of Chemicals & Petrochemicals Room No 217 A Wing Shastri Bhawan, New Delhi 110001
Department of Fertilizers	Secretary Department of Fertilizers A Wing Shastri Bhawan, New Delhi 110001
Department of Pharmaceuticals	Secretary Department of Pharmaceuticals Room No 341 A, A Wing, Shastri Bhawan, New Delhi 110001
Ministry of AYUSH	Secretary Ministry of AYUSH B Block, GPO Complex, Ayush Bhawan, INA, New Delhi 110023
Ministry of Civil Aviation	Secretary Ministry of Civil Aviation Rajiv Gandhi Bhawan, Safdarjung Airport New Delhi 110003
Ministry of Coal	Secretary Ministry of Coal A- Wing, Shastri Bhawan New Delhi 110001
Department of Commerce	Secretary Department of Commerce Udyog Bhawan, New Delhi 110107
Department of Promotion of Industry & Internal Trade	Secretary Department of Promotion of Industry & Internal Trade Udyog Bhawan, New Delhi 110011

Department of Post	Secretary Department of Post Dak Bhawan , New Delhi 110001
Department of Telecommunications	Secretary Department of Telecommunications Room No.210, Sanchar Bhawan, New Delhi 110001
Department of Consumer Affairs	Secretary Department of Consumer Affairs 49, Kirshi Bhawan, New Delhi 110001
Department of Food & Public Distribution	Secretary Department of Food & Public Distribution Room No. 169 Kirshi Bhawan, New Delhi 110001
Ministry of Corporate Affairs	Secretary Ministry of Corporate Affairs A Wing, Shastri Bhawan, Rajendra Prasad Road, New Delhi 110001
Ministry of Culture	Secretary Ministry of Culture 502-C Shastri Bhawan, New Delhi 110001
Department of Defence	Secretary Department of Defence Finance, 139, South Block, New Delhi 110011
Department of Defence	Secretary Department of Defence 101 A, South Block, New Delhi 110011
Department of Defence Production	Secretary Department of Defence Production 136, South Block, New Delhi 110011
Department of Research & Development	Secretary Department of Research & Development DRDO Bhawan, South Block, New Delhi 110011
Department of Ex-Servicemen Welfare	Secretary Department of Ex-Servicemen Welfare 5-A, South Block, New Delhi 110011

<b>Ministry of Development of North Eastern Region</b>	Secretary Ministry of Development of North Eastern Region Vigyan Bhawan Annexe, Maulana Azad Road New Delhi 110011
<b>Ministry of Earth Sciences</b>	Secretary Ministry of Earth Sciences Mahasagar Bhawan, Block 12, C.G.O Complex, Lodhi Road, New Delhi 110003
<b>Ministry of Electronics &amp; Information Technology</b>	Secretary Ministry of Electronics & Information Technology Electronic Niketan,6, C.G.O Complex, Lodhi Road, New Delhi 110003
<b>Ministry of Environment, Forest &amp; climate Change</b>	Secretary Ministry of Environment, Forest & Climate Change Paryavaran Bhawan, C.G.O Complex, Lodhi Road, New Delhi 1100021
<b>Ministry of External Affairs</b>	Foreign Secretary Ministry of External Affairs, South Block, New Delhi 110011
<b>Department of Economic Affairs</b>	Secretary, Department of Economic Affairs North Block, New Delhi 110001
<b>Department of Expenditure</b>	Secretary, Department of Expenditure North Block, New Delhi 110001
<b>Department of Revenue</b>	Secretary, Department of Revenue 128 A, North Block, New Delhi 110001
<b>Department of Investment &amp; Public Asset management</b>	Secretary Department of Investment & Public Asset Room No. 407, 4 <sup>th</sup> Floor Block No. 14, CGO complex, Lodhi Road, New Delhi 110003
<b>Department of Financial Service</b>	Secretary Department of Financial Service 3rd floor Jeevan Deep Building, New Delhi 110001



Department of Fisheries	Secretary Department of Fisheries Krishi Bhawan, New Delhi 110001
Department of Animal Husbandry & Dairying	Secretary Department of Animal Husbandry & Dairying Krishi Bhawan, New Delhi 110001
Ministry of Food Processing Industries	Secretary Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg, New Delhi 110049
Department of Health & Family Welfare	Secretary Department of Health & Family Welfare Nirman Bhawan, C- Wing, New Delhi 110001
Department of Health Research	Secretary Department of Health Research 2nd Floor, IRCS Building, Red Cross Road, New Delhi, Delhi 110001
Department of Heavy Industry	Secretary Department of Heavy Industry Udyog Bhawan, New Delhi 110011
Department of Public Enterprises	Secretary Department of Public Enterprises Room No 305,CGO, Complex, Block No.14 Lodhi Road New Delhi
Department of Home	Secretary Department of Home NDCC Building II, Jai Singh Marg, Hanuman Road Area, Connaught Place, New Delhi, Delhi 110001
Department of Home	Secretary Department of Home North Block, New Delhi 110001
Department of Official Language	Secretary Department of Official Language C-Wing Lok Nayak Bhawan, New Delhi 110003
Department of Border Management	Secretary Department of Border Management MHA, North Block, New Delhi

Ministry of Housing & Urban Affairs	Secretary Ministry of Housing & Urban Affairs C- Wing, Nirman Bhawan, Dr. Maulana Azad Road, New Delhi 110011
Department of Higher Education	Secretary Department of Higher Education 127 C, Shastri Bhawan, New Delhi
Department of School Education & Literacy	Secretary Department of School Education & Literacy 124-C, Shastri Bhawan, New Delhi
Ministry of Information & Broadcasting	Secretary Ministry of Information & Broadcasting Room No. 655 A, Shastri Bhawan, New Delhi
Department of Water Resources, River Development & Ganga Rejuvenation	Secretary Department of Water Resources, River Development & Ganga Rejuvenation Shram Shakti Bhawan, New Delhi
Department of Drinking Water & Sanitation	Secretary Department of Drinking Water & Sanitation C Wing, 4th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi, Delhi 110003
Ministry of Labour & Employment	Secretary Ministry of Labour & Employment Shram Shakti Bhawan, New Delhi 110011
Ministry of Law & Justice	Secretary Ministry of Law & Justice 4th Floor, A-Wing, Shastri Bhawan, New Delhi 110001
Department of Legal Affairs	Secretary Department of Legal Affairs Shastri Bhawan, New Delhi 110001
Legislative Department	Secretary Legislative Department 405, Wing A, Shastri Bhawan, New Delhi 110001
Department of Justice	Secretary Department of Justice A-Wing, Shastri Bhawan, New Delhi 110001

Ministry of Micro Small & Medium Enterprises	Secretary Ministry of Micro Small & Medium Enterprises Udyog Bhawan, New Delhi 110011
Ministry of Mines	Secretary Ministry of Mines C-Wing, Shastri Bhawan, New Delhi 110003
Ministry of Minority Affairs	Secretary Ministry of Minority Affairs 11th Floor, Room No.- 1141, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi 110003
Ministry of New & Renewable Energy	Secretary Ministry of New & Renewable Energy CGO Complex, Lodhi Road, New Delhi 110003
Ministry of Panchayati Raj	Secretary Ministry of Panchayati Raj Krishi Bhawan New Delhi 110001
Ministry of Parliamentary Affairs	Secretary Ministry of Parliamentary Affairs Parliament House Sansad Marg New Delhi 110001
Department of Personnel & Training	Secretary Department of Personnel & Training North Block New Delhi 110001
Department of Administrative Reforms & PG	Secretary Department of Administrative Reforms & PG Sardar Patel Bhawan, New Delhi 110001
Department of Pension & Pensioners Welfare	Secretary Department of Pension & Pensioners Welfare Sardar Patel Bhawan, New Delhi 110001
Ministry of Petroleum & Natural Gas	Secretary Ministry of Petroleum & Natural Gas A-Wing Shastri Bhawan, New Delhi 110001
Ministry of Power	Secretary Ministry of Power Shram Shakti Bhawan, New Delhi 110001
Ministry of Railways	Secretary Ministry of Railway Rail Bhawan, New Delhi

Ministry of Road Transport & Highways	Secretary Ministry of Road Transport & Highways Transport Bhawan, Sansad Marg, New Delhi 110001
Ministry of Rural Development	Secretary Ministry of Rural Development Krishi Bhawan, New Delhi 110001
Department of Land Resources	Secretary Department of Land Resources Krishi Bhawan, New Delhi 110001
Department of Bio-Technology	Secretary Department of Bio-Technology CGO Complex, Lodhi Road, New Delhi 110003
Department of Science & Technology	Secretary Department of Science & Technology Technology Bhawan, Mehrauli Road New Delhi 110016
Department of Scientific & Industrial Research	Secretary Department of Scientific & Industrial Research Technology Bhawan, Mehrauli Road, New Delhi 110065
Ministry of Shipping	Secretary Ministry of Shipping Transport Bhawan, Sansad Marg, New Delhi 110001
Ministry of Skill Development & Entrepreneurship	Secretary Ministry of Skill Development & Entrepreneurship Sharam Shakti Bhawan, New Delhi 110001
Department of Empowerment of Persons with Disabilities	Secretary Department of Empowerment of Persons with Disabilities Paryavaran Bhawan, Ministry of Social Justice & Empowerment, 5th Floor, Antyodaya Bhawan, Lodhi Rd, CGO Complex, Pragati Vihar, New Delhi
Department of Social Justice & Empowerment	Secretary Department of Social Justice & Empowerment C-Wing Shastri Bhawan New Delhi
Ministry of Statistics & Programme Implementation	Secretary Ministry of Statistics & Programme Implementation Sardar Patel Bhawan New Delhi



<b>Ministry of Steel</b>	Secretary Ministry of Steel Udyog Bhawan New Delhi
<b>Ministry of Textiles</b>	Secretary Ministry of Textiles Udyog Bhawan New Delhi
<b>Ministry of Tourism</b>	Secretary Ministry of Tourism Transport Bhawan Sansad Marg New Delhi
<b>Ministry of Tribal Affairs</b>	Secretary Ministry of Tribal Affairs Shastri Bhawan New Delhi
<b>Ministry of Women &amp; Child Development</b>	Secretary Ministry of Women & Child Development Shastri Bhawan New Delhi
<b>Department of Sports</b>	Secretary Department of Sports Shastri Bhawan New Delhi
<b>Department of Youth Affairs</b>	Secretary Department of Youth Affairs Shastri Bhawan New Delhi