

F.No. 11019/10/2017-CRD
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training (DoP&T)
Cadre Review Division (CRD)

3rd Floor, Lok Nayak Bhawan,
Khan market, New Delhi-03
Dated: 31.08.17

OFFICE MEMORANDUM

Subject: Draft Proposal in respect of Statistical Profile: Compilation of details-reg

The Department of Personnel & Training is the personnel management agency of the Govt. of India. Being the nodal agency, the standard setting task in the matter of cadre review and handling cadre review proposals are part of the work allocation of DoPT through Cadre Review Division. The Cadre Review Division formulates guidelines on proper cadre management and cadre review with assistance from the cadre reviews done in the recent past, statistical profiles of various services and new initiatives by Govt. of India.

2. Statistical profile is one of the important tools for cadre management and various factors of the cadre such as preparing policy guidelines on cadre management, indication of career progression of a Service, examination of cadre review proposals in scientific manner with its impact on other similar services, encadrement and decadrement of similar nature of posts, recruitment planning etc. Traditionally, the statistical profile is maintained by the Department of Personnel & Training on half yearly basis, i.e., 1st January and 1st July of every year, based on the information provided by the Cadre Controlling Authorities.

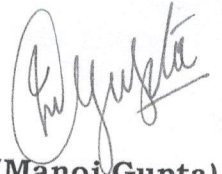
3. It has been observed that the Cadre Controlling Authorities are not providing this information timely and in some cases the said information is pending for even 2-3 years despite several reminders from DoPT.

4. In order to get such valuable information timely and to resolve the above issues, the Department of Personnel & Training is proposing various actions, which are enumerated below:

- i. All the Cadre Controlling Authorities (CCAs) will have to provide Statistical Information within a given time frame (1st half yearly report related to statistical profile upto 1st July by 31st July and 2nd half yearly report related to statistical profile upto 1st January by 31st January). The Cadre Controlling Authority would place the information on their respective websites too along with the brief details of the service. In various cases, it has been observed that posts were created without cadre review and without consultation with DoPT. Vide O.M No. I.11019/17/2016-CRD dated 15.02.17, it has been

- reiterated to consult DoPT for creation of posts and cadre review in all the central Group 'A' Services. As such, in the statistical profile provided to DoPT, if any difference is observed from the last Cadre Review, the CCA would have to provide the details of consultation with DoPT and level of approval for creation of such posts.
- ii. The senior most Member of the Service (who is also a member of the Cadre Review Committee (CRC)) may also take up the matter with the concerned CCAs who fail to provide the information within the given time frame.
 - iii. For the CCAs who fail to provide timely information, any request of encadrement, upgradation, creation of posts etc. in the cadre would be considered only on the basis of the cadre strength last approved by CRC.
 - iv. All the CCAs would be required to prepare a Civil list of the Service every year and make available the same on the website of the Administrative Ministry. Notifications regarding Cadre Review/ Organized status etc. would also be uploaded by the CCAs concerned on their respective official websites.
 - v. 1st half yearly report would be compiled by 28th February and 2nd half yearly report by 31st August every year along with the list of defaulter CCAs who fail to provide their information.
5. It is requested that the comments in respect of the above draft proposal may be forwarded to the undersigned within two months from the date of O.M. so that further action can be taken in the matter.

Encl: As above.



(Manoj Gupta)

Under Secretary (CRD)

Ph: 24653972

To

All CCAs as per list attached.