

F. No. I-11019/17/2016-CRD  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training  
(Cadre Review Division)

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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110 003  
Dated: 15<sup>th</sup> February, 2017

**Office Memorandum**

**Sub: Creation of posts and cadre review in Central Group 'A' Civil Services: reiteration of the existing guidelines.**

D/o Personnel and Training is the nodal agency for formulation and evaluation of personnel policies in Government of India. One of the major functions envisaged for DoPT concerns the periodical review of cadre structures of Central Group 'A' Civil Services.

2. The responsibility for laying down standards in the matter and coordination rests with this Department. The present system of cadre review of Central Group 'A' Civil Services is in existence since 1972 with the issuance of 1<sup>st</sup> set of the Guidelines by the DoPT. The latest guidelines in this regard were issued on 14.12.2010 (**Annexure-I**). All the Central Group 'A' Services as listed by this Department have to undertake cadre review through the established procedure laid down by the DoPT which involves examination of proposal by the DoPT, DoE, Cadre Review Committee and finally approval of the Cabinet.

3. While examining the cadre review proposals, it has come to the notice of this Department that certain cadres are not following the guidelines and periodicity of cadre review. Further, most of the cadres have adopted the ad-hoc measures of creation/up-gradation of posts or increasing the cadre strength by restructuring resulting in distortion within and amongst the Services. Most of these ad-hoc measures were taken without consulting the DoPT whereas, as per DoPT's existing guidelines issued in 1978, **any addition in the cadre structure has to be done in consultation with the DoPT.**

4. The guidelines issued in 1978 (**Annexure-II**) in this regard, which were reflected in the Monographs of 1986 and 1993 also are as under:-

*"Normally addition to a cadre by way of increasing the number of posts at different levels should be considered only in the course of triennial (now five years) cadre review. Mid review changes should be avoided as far as possible. Regular cadre reviews carried out at triennial (now five Years) intervals must envisage such eventualities while making advance projections for the five year period of additional manpower requirements. Accordingly, the need for creating posts not envisaged by the Cadre Review Committee before the next cadre is due can be expected to be rare. In the event, however, of such eventuality, it may be ensured that the additional posts so created conform to the cadre structure most recently approved by the Cadre Review Committee. There can, however, be no rigidity in this regard. In any case the cadre authority should consult PP Division (now Cadre Review Division) of the DP&AR (now DoPT) in this regard."*

➤ **It is pertinent to note that none the Group 'A' Central Civil Service had been exempted from these guidelines at any point of time.**

5. In order to avoid distortion in cadres, address stagnation, ensure parity between the cadres and uniformity in the applicability of the cadre review guidelines, DoPT reiterates its earlier guidelines on cadre review and all the Central Group 'A' Civil Services (**Annexure-III**) are requested to undertake cadre review through the established procedure laid down by the DoPT vide its OM No. I-11011/1/2009-CRD dated 14.12.2010 (**Annexure-I**). Further, any addition in cadre strength of Central Group 'A' Services **must be routed through the DoPT** as laid down in the cadre review guidelines issued by DoPT in 1978 as mentioned in para 4 above and reiterated in the Monographs of 1986 and 1993.

  
 (M.S. Subramanya Rao)  
 Director (CRD)  
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**To:** All Cadre Controlling Authorities of Central Group 'A' Civil Services

**Copy to :** Secretary, Deptt. of Expenditure, North Block, New Delhi.

**No. I-11011/1/2009-CRD**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
New Delhi-110003

December 14, 2010

**Office Memorandum**

Subject: Consolidated guidelines on cadre review of Central Group 'A' Services.

The undersigned is directed to say that provisions governing the process of cadre review of Central Group 'A' Services are contained in various Office Memoranda issued by the Department of Personnel and Training and the Department of Expenditure. As a part of this Department's endeavour to keep the personnel policies relevant to current and future needs, these provisions have been reviewed in consultation with various stakeholders and it has been decided to issue a consolidated and revised set of guidelines on cadre review. The revised guidelines are given below. Besides, the broad issues concerning cadre review have been elaborated in the revised Monograph on Cadre Review of Central Group 'A' Services enclosed herewith. The list of existing Central Group 'A' Services is at Annex-I.

**2. Formulation of Proposal**

- (i) The proposal would be formulated, to the extent possible, in consultation with the representatives of service association (s). While drafting the proposal, all issues like expected changes in the Organization's activities, automation, amendment in the business processes, recruitment planning, plugging the skill gaps, cadre structure, career progression, financial implications etc. must be analyzed and made part of the proposal. These issues and their impact on cadre structure have been discussed in Section-5 and Section-6 of the Monograph.
- (ii) Full functional justification for each creation of post/upgradation should be given. A job evaluation exercise may be undertaken for each category of posts so as to ensure that different grades are assigned corresponding level of functions and responsibilities.
- (iii) It may be ensured that the cadre review would not have an adverse impact on the feeder grade.

### **3. Reference to Department of Personnel and Training/Department of Expenditure**

- (i) The proposal should be referred to Department of Personnel and Training with the approval of Integrated Finance Division and the Minister in charge.
- (ii) The Cadre Controlling Authority would also give a certificate that there is no Court Case pending having a bearing on the cadre review.
- (iii) The name (s) of contact officer (s) for further/additional information may be clearly indicated in the reference.
- (iv) The proposal should be examined vis-à-vis the checklist given in Section-6 of the Monograph to ensure that the proposal is complete in all respect.

### **4. Financial Implications**

- (i) The proposal having additional financial implications would be entertained strictly on functional considerations like consistent increase in workload, horizontal expansion in activities etc.
- (ii) While calculating the additional expenditure, the impact of Non-Functional Upgradation may be taken into account. The calculation sheet must be enclosed with the proposal.

### **5. Procedure for cadre review**

- (i) Every cadre should be reviewed once every five years. The review should be first carried out by the Cadre Controlling Authority, preferably in consultation with the representatives of the service/cadre in question. However, if it is convinced after such a review that no change in the cadre structure is required, the decision should be conveyed to DoPT with the approval of Minister in charge.
- (ii) The cadre review proposal would be prepared by the Cadre Controlling Authority in the form of a Note for Committee of Secretaries. DoPT would obtain the approval of Secretary (P) and then refer it to Department of Expenditure for approval of Secretary (Expenditure).
- (iii) The Note would then be placed before the Cadre Review Committee by DoPT.
- (iv) Based on the recommendation of Cadre Review Committee, the proposal would be submitted for MOS (PP)'s approval. It would then be referred to the Department of Expenditure for Finance Minister's approval.

(v) The Cadre Controlling Authority would then take approval of Cabinet. The Note for Cabinet should ideally be prepared within a month of the Cadre Review Committee's approval.

6. **Composition of Cadre Review Committee**-The Cadre Review Committee would comprise the following functionaries:

- |       |   |          |
|-------|---|----------|
| (i)   | Cabinet Secretary   | Chairman |
| (ii)  | Secretary of the Ministry controlling the cadre           | Member   |
| (iii) | Secretary, Department of Personnel and Training           | Member   |
| (iv)  | Secretary, Ministry of Finance, Department of Expenditure | Member   |
| (v)   | The senior most member of the service/cadre concerned     | Member   |

7. **Restriction on direct recruitment**-There is a restriction on direct recruitment to the extent that it should not exceed 3% of the total cadre strength. The authority to relax the condition rests with DoPT. It has now been decided to do away with this restriction. The Cadre Controlling Authorities are, however, advised not to resort to any bulk recruitment as it would create a bulge in the structure leading to stagnation at later stage. This may be kept in view while projecting recruitment planning.

*P. Tyagi*  
(Pratima Tyagi)  
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Tel:24622461

To

All the cadre controlling authorities

List of Central Group 'A' Services (Category wise)

<b>Non-Technical Services</b>	
<b>Sl. No.</b>	<b>Name of the Service</b>
1.	Indian Foreign Service
2.	Indian Customs & Central Excise
3.	Indian Revenue Service (IT)
4.	Indian Audit & Accounts Service
5.	Indian Railways Traffic Service
6.	Indian Railways Accounts Service
7.	Indian Railways Personnel Service
8.	Indian Civil Accounts Service
9.	Indian Defence Accounts Service
10.	Indian P&T Accounts and Finance Service
11.	Indian Postal Service
12.	Indian Defence Estates Service
13.	Indian Information Service
14.	Indian Trade Service
15.	Railway Protection Force
<b>Technical Services</b>	
16.	Indian Railways Service of Engineers
17.	Indian Railways Service of Signal & Telecom Engineers
18.	Indian Railways Service of Mechanical Engineers
19.	Indian Railways Service of Electrical. Engineers
20.	Indian Telecommunication Service
21.	Indian Ordnance Factories Service
22.	Indian Railways Stores Service
23.	Central Engineering Service (Roads)
24.	Central Water Engineering Service
25.	Indian Defence Service of Engineers
26.	Central Engineering Service (CPWD)
27.	Central Electrical. & Mechanical. Engineering Service. (CPWD)
28.	Border Roads Engineering Service
29.	Central Power Engineering Service
30.	Indian Supply Service
31.	Indian Inspection Service
32.	Indian Naval Armament Service
33.	Indian Broadcasting ( Engineers) Service
34.	P&T Building Works Service
35.	Central Architect Service (CPWD)

<b>Health Services</b>	
36.	Central Health Services
37.	Indian Ordnance Factory Health Service
38.	Central Reserve Police Health Service
39.	BSF Health Service
40.	ITBP Health Service
41.	Indian Railways Medical Service
<b>Other Services</b>	
42.	India Legal Service
43.	Geological Survey of India
44.	Indian Meteorological Service
45.	Indian Economic Service
46.	Indian Statistical Service
47.	Indian Cost Accounts Service
48.	Indian Company Law Service
49.	Defence Research and Dev. Service
50.	Indo Tibetan Border Police
51.	Central Industrial Security Force
52.	Border Security Force
53.	Central Reserve Police Force
54.	Defence Aeronautical. Quality Assurance Service
55.	Survey of Indian Gr. 'A' Service
56.	Defence Quality Assurance Service
57.	Indian Broadcasting (Programme) Service
58.	Central Labour Service.

Extract from Cadre Review Guidelines of 1978

calendar year. An assessment may be made of the anticipated promotion prospects (as a result of cadre review) vis-a-vis existing (past) promotion trends. A realistic estimate of likely vacancies in each grade for the next three years, drawing up a programme of DPC meetings at regular intervals and strict adherence to planned recruitment programme will reduce the chances of occurrence of artificial bottlenecks and infuse in the minds of the Service personnel a sense of confidence in their future.

Recruitment Plan

28. The sum total of maintenance needs and growth needs (including increase in reserve needs) will indicate that total recruitment size for the next three years. To this should be added a part of the gap which is proposed to be made good during the period of review. If one third of the total thus arrived at exceeds 3% of the authorised cadre strength, annual intake should be restricted to 3% only.

'Creation of posts not envisaged by the Cadre Review Committee'

29. Normally additions to a cadre by way of increasing the number of posts at different levels should be considered only in the course of a triennial cadre review. Mid-review changes should be avoided as far as possible. Regular cadre reviews carried out at triennial intervals must envisage such eventualities while making advance projections for the three year period of additional man-power requirements. Accordingly the need for creating post not envisaged by the Cadre Review Committee before the next cadre is due, can be expected to be rare. In the event, however, of such an eventuality it may be ensured that the additional posts so created conform to the cadre structure most recently approved by Cadre Review Committee. There can, however be no rigidity in this regard. In any case the cadre authority should consult PP Division\* of the IF & AR in this regard.

\*now the Cadre Review Division of the Department of Personnel & Training.



## List of Central Group 'A' Civil Services

S. No.	Name of the Service
	<b>Non-Technical Services</b>
1.	Indian Foreign Service
2.	Indian Customs & Central Excise
3.	Indian Revenue Service (IT)
4.	Indian Audit & Accounts Service
5.	Indian Railways Traffic Service
6.	Indian Railways Accounts Service
7.	Indian Railways Personnel Service
8.	Indian Civil Accounts Service
9.	Indian Defence Accounts Service
10.	Indian P&T Accounts and Finance Service
11.	Indian Postal Service
12.	Indian Defence Estates Service
13.	Indian Information Service
14.	Indian Trade Service
15.	Railway Protection Force
	<b>Technical Services</b>
16.	Indian Railways Service of Engineers
17.	Indian Railways Service of Signal & Telecom Engineers
18.	Indian Railways Service of Mechanical Engineers
19.	Indian Railways Service of Electrical Engineering
20.	Indian Telecommunication Service
21.	Indian Ordnance Factories Service
22.	Indian Railways Stores Service
23.	Central Engineering Service (Roads)
24.	Central Water Engineering Service
25.	Indian Defence Service of Engineers
26.	Central Engineering Service (CPWD)
27.	Central Electrical & Mechanical Engineering Service (CPWD)
28.	Border Roads Engineering Service
29.	Central Power Engineering Service
30.	Indian Supply Service
31.	Indian Inspection Service
32.	Indian Naval Armament Service
33.	Indian Broadcasting Engineering Service
34.	P&T Building Works Service
35.	Central Architect Service (CPWD)
36.	Indian Radio Regulatory Service

	<b>Health Services</b>
37.	Central Health Services
38.	Indian Ordnance Factory Health Service
39.	Central Reserve Police Health Service
40.	BSF Health Service
41.	ITBP Health Service
42.	Indian Railways Medical Service
	<b>Other Services</b>
43.	India Legal Service
44.	Geological Survey of India
45.	Ind. Meteorological Service
46.	Indian Economic Service
47.	Indian Statistical Service
48.	Indian Cost Accounts Service
49.	Indian Company Law Service
50.	Defence Research and Dev. Service
51.	Indo Tibetan Border Police
52.	Central Industrial Security Force
53.	Border Security Force
54.	Central Reserve Police Force
55.	Defence Aeronautical Quality Assurance Service
56.	Survey of Indian Gr. 'A' Service
57.	Defence Quality Assurance Service
58.	Indian Broadcasting (Programme) Service
59.	Central Labour Service
60.	Indian Skill Development Service