

M. S. Subramanya Rao  
Director (CRD)



भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली 110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D. O. No. I. 11019/16/2016-CRD

Dated the 20<sup>th</sup> December, 2016

Dear Sir / Madam,

As you are aware, Department of Personnel & Training is the nodal agency of the Government of India for personnel management policies. One of the major functions envisaged to the Department of Personnel & Training concerns the periodical review of cadre structure of Group 'A' Central Services. Although the cadre management and cadre review are primarily the concern of individual cadre controlling authorities (CCA), the responsibility for laying down standards in the matter and for coordination rests with the Department of Personnel & Training in accordance with its role as the nodal agency for formulation and evaluation of personnel policies in Government of India.

2. The standard setting task was taken up by the Deptt. of Personnel & Training from time-to time. Latest guidelines on cadre review of Central Group 'A' Services were issued vide O.M. No. I-11011/1/2009-CRD dated 14<sup>th</sup> December 2010. As per these guidelines, the ideal periodicity of cadre review is 5 years. Status of cadre review of all the Central Group 'A' Services, as available in this Department as per data provided by the CCAs is at **Annexure-I**. It is observed that most of cadres are not adhering to the periodicity of 5 years for cadre review. In some of the cases, the cadre review is pending for even more than 20 years. Status of Cadre review proposals processed in DoPT as on 30.11.2016 is at **Annexure-II**.

3. In view of the above, all the Cadre Controlling Authorities of Central Group 'A' Services are requested as under:

- (i) Where the cadre review is due (please refer to Annexure-I), complete cadre review proposals of such services may be forwarded to this Department by the Cadre Controlling Authorities **latest by 31<sup>st</sup> March, 2017.**



(ii) For the cadre review proposals, which are under consideration in DoPT and is pending for lack of certain information/clarification(s)/revision, the concerned Cadre Controlling Authorities may please provide necessary information/clarification(s)/revised proposals **latest by 31/01/2017.**

(iii) The cadres where the recommendations of CRC and approval of Minister of State (PP) and Finance Minister has been obtained may move the Note for the Cabinet by **latest by 15/1/2017.**


(iv) The cadres, where the cadre review is not feasible due to court cases or any other reasons, may forward the status report alongwith the reasons with the approval of competent authority.

4. Cadre review of other services (Group 'B'/'C'/erstwhile 'D' services) may also be undertaken immediately in consultation with Deptt. of Expenditure and as per guidelines contained in DoPT's OM No. 2/1/1987 dated 23/11/1987 (copy enclosed) and a status report may be provided to the Deptt. of Personnel & Training in this regard **latest by 31<sup>st</sup> March, 2017.**

5. I shall be grateful, if you kindly look into the matter personally and get the action requested above expedited.

With regards,

Yours sincerely,

  
20/12/16  
( M. S. Subramanya Rao )

All the Cadre Controlling Authorities  
Of Central Group 'A' Services

LIST OF THE JOINT SECRETARIES OF CADRE CONTROLLING AUTHORITIES OF 60 GROUP 'A' CENTRAL SERVICES as on 22/08/2015

S. No	Name of the Ministry	Name of the Department	Name of the Service	Name of Joint Secretary
1.	Ministry of Commerce and Industry	Deptt. of Commerce	Indian Trade Service	Shri Anup Wadhawan, DGFT, Min. of Commerce, Room No. 9, Udyog Bhawan, New Delhi-110 001 Phone: 23063466 Email: dksingh@nic.in
		DGS&D	Indian Supply Service Indian Inspection Service	Shri Sunil Kumar, JS, Directorate General of Supply & Disposal (DGS&D), 205, Jeevan Tara Bldg., Parliament Street, New Delhi. Phone : 23348474
2.	Communication & Information Technology	Deptt. of Posts	Indian Postal Service	Shri Dashora, DDG (E), Deptt. of Posts, Dak Bhavan, New Delhi. Phone : 23096093, 23096184 Email: ddgestt@indianpost.gov.in
		Deptt. of Telecommunication	Indian P&T Accounts and Finance Service.	Shri Saurabh Kumar Tiwari, DDG (FEB) Deptt. of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, N. Delhi- 110001. Phone: 23372136, Fax: 23739060 Email: ddgfeb-dot@nic.in
			Indian Telecommunication Service.	Shri S. K. Jain, DDG (Estt.) Deptt. of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, N. Delhi- 110001. Phone 23712388, Fax: 23351408 Email: ddguds-dot@nic.in
			Indian Radio Regulatory Service (IRRS)	Shri Amit Yadav, Joint Secretary, Deptt. of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, N. Delhi- 110001. Phone 23372399, Fax: 23372398 Email: jsa-dot@nic.in



			P&T Building Works Service	Shri A. K. Mittal, (presently Dual charge) Sr. DDG (BW), Department of Telecommunications, Room No. 1105, 11th floor, Sanchar Bhavan, Ashoka Road, New Delhi Phone: (K. L. Bhawan, Janpath) 23320252, Fax: 23329088 DoT phone: 23372325, Fax: 23372329 Email: srddg.tec@gov.in
3.	Ministry of Corporate Affairs		Indian Corporate Law Service	Shri A. Asholi Chalai, Joint Secretary (Admin), Ministry of Corporate Affairs, Room No. 513, 5th Floor, A-Wing, Shastri Bhawan, New Delhi. Ph: 23389785 Fax: 23074212
4	Ministry of Defence	Department of Defence Production	Defence Aeronautical Quality Assurance Service	Shri Kamlesh K. Pant, Jt. Secy. (Aero) , Deptt. of Defence Production, Ministry of Defence, 133, South Block, New Delhi. Ph: 23012778, Fax: 23014932
			Defence Research & Development Service	Shri Sanjay Prasad Jt. Secy. (LS) Room No. 184-B, Department of Defence Production, Ministry of Defence, South Block, New Delhi Phone: 23013694,
			Indian Ordnance Factories Service.	
			Indian Ordnance Factories Health Service.	
			Defence Quality Assurance Service	Shri J. Rama Krishna Rao Joint Secretary (ES) Deptt. of Defence Production Ministry of Defence, Room NO. 184-B, South Block, New Delhi
		CGDA	Indian Defence Accounts Service	Shri Shamdev, Jt. Controller General of Defence Accounts (AN), Office of Controller General of Defence Accounts, Ullan Batar Road, Near palam Airport, Delhi Cantt, New Delhi, Phone : 25674810
			Indian Defence Estates Service	Shri C. Anand Rajan , JS (E& CAO), Ministry of Defence, Room No. 155. E-Block South Block, New Delhi Phone : 23792043, Fax: 23013787 Email: <a href="mailto:jse@nic.in">jse@nic.in</a>
	Indian Defence Service of Engineering (Military Engineering Service)			

			Border Roads Engg. Service	Shri Bharat Khera, Secretary (BRDB) & Joint Secretary, Department of Defence 418 'B' Wing, Sena Bhavan, New Delhi Phone: 23011862,
			Indian Naval Armament Service	Shri Ravinder Panwar, A.S. (P), Ministry of Defence, South Block, New Delhi. Phone : 23014222, Fax: 23794602
5.	Ministry of Earth Science	Indian Metrological Department	Indian Meteorological Service	Shri Anand S. Khati, Joint Secretary, M/o Earth Sciences, Indian Metrological Department, Room No. 102, CGO Complex, Lodhi Road, New Delhi-110 003 Phone: 24629528 Fax : 24629777 Email : js@moes.gov.in
6.	Ministry of External Affairs		Indian Foreign Service	Ms. Sibi George, Jt. Secretary (Admn.) Ministry of External Affairs, 49/C, South Block, New Delhi Phone : 23014114 Fax : 23014743
7	Ministry of Finance	Deptt. of Revenue (CBDT)	Indian Revenue Service	Shri Sudhir Kumar, Jt. Secy. (Admn.), C.B.D.T., Deptt. of Revenue, Ministry of Finance, 154-A, North Block, New Delhi. Ph: 23094257, Fax: 23095436 Email: sudhir.kumar@nic.in
			Indian Custom & Central Excise Service	Shri Sanjeev Kumar, Jt. Secy. (Admn.), C.B.E.C., Deptt. of Revenue, Ministry of Finance, 154-A, North Block, New Delhi.
		Deptt. of Expenditure	Indian Civil Accounts Service	Shri G. P. Gupta, Addl. C.G. of Accounts -I, Ministry of Finance, Room No. 718, 7th Floor, Lok Nayak Bhawan, Khan Market, New Delhi.-3 Phone: 24621570, Fax: 24644337

			Indian Cost Accounts Service	Mr. Devendra Kumar Director (Cost), O/O Chief Adviser ( Cost) Deptt. of Expenditure, Ministry of Finance , 2nd floor, 'C' Wing, Loknayak Bhawan, Khan Market, New Delhi Phone: 24617075, Fax: 24615042
		Deptt. of Economic Affairs	Indian Economic Service	Ms. Mala Dutt Advisor (IES), Deptt. of Economic Affairs, M/o Finance, 51-B, North Block, New Delhi. Ph: 23092500
		C&AG	Indian Audit & Accounts Service	Shri Purshotam Tiwari, Principal Director (Personel)., O/o Comptroller & Auditor General of India, Pocket 9, Deen Dayal Upadhyay Marg, New Delhi -110013 Phone : 23235312
8.	Ministry of Health & Family Welfare	Department of Health	Central Health Service	Shri Ali R. Rizvi, Jt. Secy. (Admin), M/o Health & Family Welfare, 158-A, Nirman Bhawan, New Delhi. Phone: 23062857
9.	Ministry of Home Affairs	Deptt. of Home Affairs	Indo Tibetan Border Police Central Industrial Security Force Border Security Force Central Reserve Police Force Central Reserve Police Health Service BSF Health Service ITBP Health Service	Sh. Shekhar V. Shashank Joint Secretary( Police- II) Ministry of Home Affairs, Room No. 171, North Block, New Delhi Phone : 23092478
10	Ministry of Information & Broadcasting		Indian Information Service	Shri Mihir Kumar Singh Jt. Secy. (Policy & Admn.), M/o Information & Broadcasting, Room No. 545 'A' Wing, Shastri Bhawan, New Delhi. -110001 Ph: 23384453 Fax: 23387823 Email: singhmk2@ias.nic.in

			Indian Broadcasting (Engg.) Service	Shri Punit Kansal Jt. Secy. ( Broadcasting-II ), M/o Information & Broadcasting, 657 'A' Wing, Shastri Bhawan, New Delhi-110 001 Ph: 23383857/23384785
			Indian Broadcasting (Prg.) Service	
11.	Ministry of Labour & Employment		Central Labour Service	Shri R. K. Gupta, Jt. Secy (Admn.), M/o Labour & Employment, Room No. 105, Shram Shakti Bhawan, New Delhi. Phone: 23716835 Email: dheeraj.kumar@nic.in
12	Ministry of Law & Justice	Department of Legal Affairs	Indian Legal Service	Shri Ramayan Yadav, Additional Secretary & Legal Advisor, Deptt. of Legal Affairs, M/o Law & Justice 409, A-Wing, 4th floor, Shastri Bhawan, New Delhi. Phone: 23384101 , Fax: 23384505
13.	Ministry of Mines		Geological Survey of India	Dr. Niranjana Kumar Singh , Joint Secretary Ministry of Mines, 3rd floor, 322 'A' Wing, Shastri Bhawan, New Delhi-110 001 Phone: 23384886. Fax : 23388487 Email : jse-mines@nic.in
14	Ministry of Power		Central Power Engg. Service	Ms. Anju Bhalla JS (Admn.), M/o Power, Shram Shakti Bhawan, Rafi Marg, New Delhi Phone: 23716020
15	Ministry of Railway		Indian Railway Personnel Service	Ms. Rashmi Chowdhary, Executive Director Establishment (Gazetted Cadre), Rail Bhawan, New Delhi Phone No. 23384320
			Indian Railway Traffic Service	
			Indian Railway Accounts Service	
			Indian Railway Service of Engineers (Civil)	
			Indian Railway Store Service	
			Indian Railway Service of Signal Engineers	
			Indian Railway Service of Electrical Engineers	
			Indian Railway Service of Mechanical Engineers	
			Railway Protection Service	
Indian Railway Medical Service				



16.	Ministry of Road Transport & Highway		Central Engg. Service (Roads)	Ms. Leena Nandan JS (EIC) Ministry of Road Transport & Highways, Room No.520, Transport Bhawan, New Delhi Phone: 23717294 Fax: 23311802 Email : neeraj.verma@nic.in .
17	Ministry of Science & Technology		Group 'A' Service of Survey of India	Smt. Anita Chouhan Jt. Secy. (Admn.), M/o Science & Technology, Room No. Admin/5, Administrative Block, Technology Bhawan, New Mehrauli Road, New Delhi. Phone: 26602196/26590552 Email : dir_admn_dst@nic.in
18.	Ministry of Statistics & Programme Implementation		Indian Statistical Service	Shri A.K. Yadav Jt. Secy. (Admn.), M/o Statistics & Programme Implementation, 204-C, 2nd Floor, Sardar Patel Bhawan, New Delhi. Phone : 23746725, Fax: 23742567 Email : js-mospi@nic.in
19.	Ministry of Urban Development	CPWD	Central Engg. Service, Central Elec. & Mech. Engg. Service Central Arch. Service.	Shri Neeraj Mandoloi, Joint Secretary (UD), M/o Urban Development 144, 'C' Wing, Nirman Bhavan, New Delhi. Phone: 23063255 Fax : 23062028 Email : usud@nic.in
20	Ministry of Water Resources, River Development & Ganga Rejuvenation		Central Water Engg. Service	Dr. Amita Prasad , Jt. Secy. (Admn & GW).), Ministry of Water Resources, River Development & Ganga Rejuvenation, Shram Shakti Bhawan, New Delhi. Phone: 23711946 Email : js-mowr@nic.in
21	Ministry of Skill Development and Entrepreneurship		Directorate General of Training (DGT)	Shri Asheesh Sharma, Joint Secretary, Ministry of Skill Development and Entrepreneurship Shram Shakti Bhawan Rafi Marg, New Delhi-110001, Phone no 011 23450828



**ANNEXURE-I**

<b>Non Technical Services</b>				
Sl. No.	Name of the Service	Year of last cadre review	Next cadre review fell/falls due in	Status of cadre review
1	Indian Foreign Service	2004	2009	Due
2	Indian Customs & Central Excise	2013	2018	
3	Indian Revenue Service (IT)	2013	2018	
4	Indian Audit & Accounts Service	2009	2014	Due
5	Indian Railways Traffic Service	2005	Under Process	
6	Indian Railways Accounts Service	2005	Under Process	
7	Indian Railways Personnel Service	2007	Under process	
8	Indian Civil Accounts Service	2015	2020	
9	Indian Defence Accounts Service	2002	Under Process	
10	Indian P&T Acct and Fin Service	2016	2021	
11	Indian Postal Service	2016	2021	
12	Indian Defence Estates Service	2009	2014	Due
13	Indian Information Service	2016	*	Due
14	Indian Trade Service	2015	2020	
15	Railway Protection Force	2002	Under Process	

(\* Cadre review proposal to be brought up again at the earliest as per CRC's directions mentioned in minutes of the meeting held on 5.5.2016)

<b>Technical Services</b>				
16	Indian Railways Service of Engineers	2005	Under Process	
17	Indian Railways Service of Signal & Telecom Engineers	2004	Under Process	
18	Indian Rly. Ser. Of Mech Engineers	2003	Under Process	
19	Indian Rly. Service of Elec. Engg	2003	Under Process	
20	Indian Telecom. Service	1988	Under Process	
21	Indian Ordnance Factories Service	2014	2019	
22	Indian Railways Stores Service	2004	Under Process	
23	Central Engg. Service (Roads)	1990	Under Process	
24	Central Water Engg Service	1991	1996	Due
25	Indian Defence Service of Engg.	2013	2018	
26	Central Engg. Service (CPWD)	2012	2017	

27	Central Elec. & Mech. Engg. Ser. (CPWD)	2012	2017	
28	Border Roads Engg. Service	2015	2020	
29	Central Power Engg. Service	2014	2020	
30	Indian Supply Service	2010	2015	Due
31	Indian Inspection Service	2010	2015	Due
32	Indian Naval Armament Service	1987	1992	Due
33	Indian Broadcast Engg. Service#	1981	1986	Due
34	P&T Building Works	1989	Under Process	
35	Central Architect Service (CPWD)	2012	2017	
36	Indian Radio Regulatory Service	2013	2018	
37	Indian Skill Development Service	2015	2020	

(#Since the service is shifted to Prasar Bharati, cadre review not be routed through DoPT, hence not monitored by DoPT)

Health Services				
38	Central Health Services (All Streams)	2004	2009	Due
39	Indian Ordnance Factory Health	1995	2000	Due
40	Central Reserve Police Health Service	1994	1999	Due
41	BSF Health Service	1994	1999	Due
42	ITBP Health Service	1994	1999	Due
43	Indian Railways Medical Service	2005	2010	Due

Other Services				
Sl. No.	Name of the Service	Year of last cadre review	Next cadre review fell/falls due in	Due
44	India Legal Service	2008	2013	Due
45	Geological Survey of India	2011	2016	Due
46	Ind. Meteorological Service	1987	1992	Due
47	Indian Economic Service	2011	2016	Due
48	Indian Statistical Service	2015	2020	
49	Indian Cost Accounts Service.	2014	2019	

50	Indian Company Law Service	2008	<b>2013</b>	<b>Due</b>
51	Defence Research and Dev. Service	None	--	<b>Due</b>
52	Indo Tibetan Border Police	2001	<b>2006</b>	<b>Due</b>
53	Central Industrial Security Force	1990	<b>1995</b>	<b>Due</b>
54	Border Security Force	2016	2021	
55	Central Reserve Police Force	2016	2021	
56	Defence Aero. Qly Assurance Service	2015	2020	
57	Survey of Indian Gr. 'A' Service	1985	<b>1990</b>	<b>Due</b>
58	Defence Quality Assurance Service	2004	<b>2009</b>	<b>Due</b>
59	Indian Broadcasting (Prog) Service#	1984	<b>1989</b>	<b>Due</b>
60	Central Labour Service.	2013	2018	

(#Since the service is shifted to Prasar Bharati, cadre review not be routed through DoPT, hence not monitored by DoPT)



**Status of Cadre Review proposals processed in DoPT from  
1<sup>st</sup> January, 2011 to 30<sup>th</sup> November, 2016**

**A. Approved by Cabinet**


S. No.	Name of the Service	CRC* Meeting	Cabinet Approval
1.	CPWD Central Engineering Service, Central Electrical & Mechanical Engineering Service and Central Architecture Service	27/06/2011	03/01/2012
2.	Military Engineering Services (Indian Defence Service of Engineers, Architect Cadre and Surveyor Cadre)	22/09/2011 and 23/01/2012	18/04/2013
3.	Indian Revenue Service	19/02/2013 and GoM** on 29/04/2013	23/05/2013
4.	Indian Radio Regulatory Service	19/02/2013	03/07/2013
5.	Central Labour Service	19/02/2013	17/07/2013
6.	Indian Customs & Central Excise	27/08/2013	05/12/2013
7.	Indian Cost Accounts Service	29/10/2013	02/01/2014
8.	Central Power Engineering Service	11/12/2013	13/05/2014
9.	Indian Ordnance Factory Service	19/03/2014	29/10/2014
10.	Indian Civil Accounts Service	17/07/2013	16/01/2015
11.	Border Road Engineering Service	26/02/2015	07/04/2015
12.	Defence Aeronautical Quality Assurance Service	08/01/2015	06/05/2015
13.	Indian Trade Service	06/05/2014	01/07/2015
14.	Indian Statistical Service	24/06/2014	29/07/2015
15.	Indian Skill Development Service	10/04/2015	07/10/2015
16.	Indian Postal Service	28/12/2015	25/05/2016
17.	Central Reserve Police Force	15/12/2015	29/06/2016
18.	Indian Information Service	05/05/2016	24/08/2016
19.	Border Security Force	29/06/2016	12/09/2016
20.	Indian P & T Accounts and Finance Service	17/09/2015	27/10/2016

\* CRC - Cadre Review Committee \*\* GoM - Group of Ministers

**B. Pending Proposals**

S. No.	Name of the Service	Status
<b>1. With Concerned Ministry - CRC meeting held and Cabinet approval pending (6)</b>		
1.	Railway Protection Force	CRC meeting held on 29/07/2013. Decision with the approval of MoS (PP) and FM has been communicated to the Ministry of Railways on 09/10/2013 for taking Cabinet approval.

2	Indian Naval Material Management Service	The CRC meeting held on 24/10/2013. Approval of MoS (PP) and FM has been obtained. MoD has to take the approval of Cabinet.
3	Ministry of Micro, Small and Medium Enterprises (MSME) Indian Enterprise Development Service (IEDS)	CRC Meeting held on 28/12/2015. Approval of MoS (PP) and FM has been obtained. MSME has to take the approval of Cabinet.
4	Indian Telecom Service	Recommendation of Group of Officers considered by CRC on 03/10/2016. Approval of MoS (PP) and FM has been obtained. DoT has to take the approval of Cabinet.
5	Central Engineering Service (Roads)	CRC Meeting held on 25/04/2016. Approval of MoS (PP) and FM has been obtained. MoR&THo take the approval of Cabinet.
6	Indian Defence Accounts Service	CRC Meeting held on 09/09/2016. Approval of MoS (PP) and FM has been obtained. MoD has to take the approval of Cabinet.
<b>2. With Cabinet Secretariat (1)</b>		
7	Indian Petroleum and Explosive Safety Service (IPESS)	Approval of Secretary (P) and Secretary (Exp) has been obtained on the proposal and CRC Note has been sent to Cabinet Secretariat on 08/11/2016.
<b>3. With Department of Personnel &amp; Training ( 8)</b>		
8	Indian Railways Personnel Service	Approval of Secretary (P) has been obtained and proposal sent to DoE for approval of Secretary (Expenditure). DoE has returned the proposal. Revised proposal awaited from Ministry of Railways.
9	Indian Railways Traffic Service	-do-
10	Indian Railways Stores Service	-do-
11	Indian Railways Service of Mechanical Engineers	-do-
12	Indian Railways Accounts Service	-do-
13	Indian Railways Service of Electrical Engineers	-do-
14	Indian Railways Service of Engineers	-do-
15	Indian Railways Service of Signal Engineers	-do-
<b>4. With Ministry concerned for clarifications (2)</b>		
16	Indian P&T Building Works	Clarifications are awaited from DoT on the cadre strength.
17	SSB	Clarifications are awaited from MHA/ SSB on the point emerged during the meeting held on 31/08/2016.

  
 (मानव संसाधन)  
 (MANOJ GUPTA)  
 Joint Director Secretary  
 Dept. of Personnel & Training  
 Govt. of India



2/11/87 PP  
Ministry of Labour,  
Department of Personnel & Training  
(Policy Planning Division)

New Delhi, dated 23 Nov, 1987.

OFFICE MEMORANDUM

Subject: Guidelines for cadre review of Groups 'B', 'C' & 'D' cadres - in the light of the recommendation made by the 4th Central Pay Commission -

Periodical Cadre Review is an important part of personnel management in the organisation. It plays a vital role in the smooth functioning of the cadre and in keeping up the morale of its members. The main thrust of the cadre review should be on manpower projections and recruitment planning on scientific lines aiming at the same time at rationalisation of the existing cadre structure

- |                                  |
|----------------------------------|
| I) No.5/43/77-PP dt. 26.8.77     |
| II) No.5/22/71-PP.II dt. 13.1.82 |
| III) No.5/20/85-PP dt. 19.11.85  |

with a view to improving the efficiency, morale and effectiveness of the cadre. This Ministry had issued in instructions from time to time which have been quoted in the margin for carrying out cadre reviews of Groups 'C' and 'D' employees.

2. The 4th Central Pay Commission had also considered the question of cadre reviews and related matters in respect of promotion policy of Groups 'B', 'C' and 'D' employees. The recommendations made by the Commission in this regard, in paragraphs 23.9 and 23.10 of the Report are reproduced in the Annexure-I to this O.M.

3. It has been decided in supersession of the instructions referred to in paragraph 1 above that the following guidelines are to be followed while carrying out the cadre reviews of Groups 'B', 'C' and 'D' employees.

Agency for conducting cadre reviews

- 3.1 The cadre reviews will be carried out by the Cadre Controlling Authority.
- 3.2 The Departmental Cadre Review Committees may be set up by the respective Ministries/Departments controlling the cadres to be reviewed and should comprise the representatives of the following:-

(a) Attached/Subordinate Office concerned.



(b) Integrated Finance.

(c) The Personnel unit (Administration/Establishment Division) in the Ministry/Department dealing with the personnel aspects of the cadre.

(d) Concerned Field Organisations.

(e) Any other member considered necessary by the Cadre Controlling Authority.

A few examples for constituting the Departmental Cadre Review Committees are indicated in Annexure-II to this O.M., for the guidance of Ministries, Departments etc.

### Principles governing cadre reviews

3.3 The Cadre Review may be visualised as an exercise for complete manpower planning - taking into account the annual intake at the entry level, maintenance needs, growth etc. rather than being viewed only as a need for upgradation of posts to provide promotional opportunities to the members of the staff.

3.4 The Cadre Review may be conducted on functional cum-structural considerations with due regard to the duties and responsibilities and the need to promote efficiency in the Organisation/Department.

3.5 Wherever SIU norms/yardsticks have already been laid down for provision of staff, these should be taken into account, while conducting cadre review for various categories/grades.

3.6 The cadre review exercise may be conducted periodically for all groups 'B', 'C' & 'D' posts without linking it to the level of stagnation in the cadre.

3.7 While conducting cadre reviews, time bound promotions may be considered only in exceptional cases, where it is provided for in the Service Rules of respective categories/grades of the concerned staff. The cadre review should be consistent with the needs and requirements of the organisation.

3.8 While conducting cadre review, the Administrative Ministry may consider rationalisation of categories/grades through merger, as over the passage of time, there might have been proliferation of categories, levels and grades in each Service. A multi-disciplinary approach



may be considered rather than having strict jobs or water tight compartmentalisation.

- 3.9 In isolated categories where promotion to next grade is not possible, efforts may be made to identify posts after taking into account the qualifications and experience, duties and responsibilities attached to these posts, for merging them with the existing cadres. In case it is not possible to merge them in an existing or proposed hierarchical structure, these posts should not be filled by direct recruitment but by transfer on deputation so that the incumbents of such posts do not stagnate.

Periodicity

- 3.10 The cadre review exercise may be conducted after every five years.

Role of Department of Personnel & Training

- 3.11 The primary responsibility for conducting cadre review for Group B, C&D cadres will be of the concerned cadre controlling authorities in the respective Ministries/Departments. It would be the duty of the Ministries and Departments to ensure that the cadre reviews are carried out by the cadre controlling authorities periodically in the light of these guidelines. The Department of Personnel & Training will lay down the policy, issue guidelines and if necessary, review the progress of cadre reviews, conducted by the concerned cadre controlling authorities/ Ministries/Departments.  
Hindi version is attached,

*W. P. Uppal*  
(V.P. UPPAL)  
DIRECTOR (PP)

- To
1. All the Ministries/Departments of the Government of India (as per standard list) (with usual number of spare copies).
  2. All attached and Subordinate Offices of the Ministry of Home Affairs/Ministry of Personnel, Public Grievances and Pensions.
  3. All Union Territory Governments/Administration.
  4. Secretary, UPSC/Office of the Comptroller and Auditor General of India (with 10 spare copies)
  5. Registrar, Supreme Court of India, New Delhi.
  6. Lok Sabha/Rajya Sabha Secretariat.
  7. All Officers/Section of the Ministry of Home Affairs/Ministry of Personnel, P.G. & Pensions.



EXTRACTS FROM PARAS 23.9 AND 23.10 CHAPTER 23 ENTITLED  
'PROMOTION POLICY' OF THE REPORT OF THE FOURTH CENTRAL  
PAY COMMISSION

23.9 It appears that introduction of selection grades and grant of one stagnation increment have proved to be temporary palliatives. A solution of the problems of stagnation and inadequate promotion opportunities should seem to lie in a rational cadre structure and long pay scales. It is recognised that promotional opportunities should be available to employees as motivation for them to contribute their best in the discharge of their duties. At the same time, the system of career progression should be consistent with the functional needs and requirements of organisation. It may not, therefore, be feasible to lay down a rigid formulation as to the number of promotions which an employee should have in his career and the length of service which should qualify for such time-bound promotions.....

x x x

23.10 .... We are therefore of the view that the selection grades should not be continued for posts in Group 'C' & 'D' where they are available at present. The existing incumbents in the selection grades may be allowed to continue in the appropriate scales recommended by us. In order to provide relief to those who reach the maximum of their scale of pay, we recommend a grant of one stagnation increment on completion of every two years at the maximum of the respective scales. A maximum of three such increments may be allowed. The scheme of stagnation increment should be applicable to all cadres in groups in 'B', 'C' and 'D' and also for posts in Group 'A' upto the senior time level. At the same time, there should be cadre reviews after a prescribed period with a view to identifying the grades/posts which could be upgraded taking into account their duties and responsibilities and consistent with the need to promote efficiency in administration.



ANNEXURE-II

Suggested composition of Cadre Review Committee for Junior Engineers in CPWD.

1. J.S. in the Ministry of Urban Development.
2. Chief Engineer - C.P.W.D.
3. F.A.
4. Director (Administration), C.P.W.D.

Suggested composition of Cadre Review Committee for Pharmacists in the Ministry of Health.

1. J.S. in the Ministry of Health.
2. Financial Adviser.
3. A representative from the C.G.H.S.
4. Chief Administrative Officer, D.G.H.S.

Suggested composition for the post of Draftsman in Survey of India.

1. J.S. in the Ministry of Science & Technology.
2. F.A./D.A. (S&T)
3. Deputy Director General, Survey of India.
4. Director/D.S. (Adm.).