

No.I-11019/2/2013-CRD  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Personnel and Training

2<sup>nd</sup> Floor, Lok Nayak Bhawan  
New Delhi- 110 001  
11<sup>th</sup> February, 2013

OFFICE MEMORANDUM

Subject: - Provision of reserve posts in Organized Group 'A' Central Services-  
clarification regarding.

The undersigned is directed to say that in terms of the relevant guidelines contained in the Monograph on Cadre Review of Group 'A' Central Services, the strength of probationary reserve depends upon the annual direct recruitment and the period of probation prescribed. For other categories of reserves, viz Training, Leave and Deputation, these guidelines provide that the requirement should be assessed on the basis of past utilization. These guidelines have been reviewed and it has been decided with the approval of competent authority to lay down the following norms for reserves in the Organized Group 'A' Central Services:

- (i) Training Reserve - Not exceeding 1.5 % of Senior Duty Posts
- (ii) Leave Reserve - Not exceeding 1.5 % of Senior Duty Posts
- (iii) Deputation Reserve\*- Not exceeding 5 % of Senior Duty Posts
- (iv) Probationary Reserve- It should be equivalent to the period of probation prescribed multiplied with a normal batch of Direct Recruit Officers. The JTS therefore should only provide for duty posts and should have promotee officers in JTS and direct recruit officers who have completed probation and are in JTS. A number of organized Group "A" Central Services do not have probationary reserves and are utilizing JTS strength for this purpose. The necessary changes in JTS and creation of separate probationary reserve should be undertaken at the time of Cadre Review.

\*Fixation of Deputation Reserve should be guided by the number of officers on deputation.

The cadre controlling authorities of Organized Group 'A' Central Services are requested to keep these norms in view while formulating proposals for Cadre review. The reserve requirement of the services having higher reserve provision than the above should be reviewed in cadre review keeping in mind the reserve utilization and the vacancy position.

  
(G.C. Rout)

Under Secretary to the Government of India  
Tel: 24629413

Cadre Controlling Authorities of All Organized Group 'A' Central Services.

13/2/13

13/2/13

13/2/13

14/2/13

13-02-13

13/2/13