

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

**3rd Floor, Lok Nayak Bhawan,
Khan market, New Delhi-03**

Dated: 09.07.2018

OFFICE MEMORANDUM

Subject: 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. Cadre reviews done in the recent past, statistical profiles of various services and new initiatives by Govt. of India are amongst tools assisting in formulation of guidelines on proper cadre management and cadre review by the Deptt. of Personnel & Training.

2. Statistical profile enables to take a holistic view on cadres and prepare guiding principles on cadre management. It is one of the important tools for examination of cadre review proposals in scientific and holistic manner, 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 concerned.

3. In this regard, the Cadre Controlling Authorities of all the Central Group 'A' Services, are hereby requested to ensure the following parameters:

(i) All the Cadre Controlling Authorities (CCAs) may provide Statistical Information every year within a given time frame. For the first half yearly information i.e. statistical profile as on 1st July, the information may be provided latest by 31st July and 2nd half yearly report related to statistical profile as on 1st January may be provided by 31st January. The Cadre Controlling Authority may place the information on their respective websites too along with the brief details of the Service concerned. The Format for providing the Statistical profile is enclosed.

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Difference in cadre strength from the last cadre review may be provided along with supporting documents for additions/deletion which includes approval of competent authority and consultation with DoPT.

(ii) The CCAs would prepare Civil list of the officers of the Service preferably every year and make available the same on the website of the Administrative Ministry under intimation to this Ministry.

(iii) Notifications regarding Cadre Review/ Organized status etc. may be uploaded by the CCAs concerned on their respective official websites also.

(iv) The CCA may provide the status of implementation of last cadre review and conditions imposed by the CRC/DoPT/DoE regularly by the end of every year, till the same are fully implemented.

(v) The CCAs may upload the latest RRs/SRs on the website and provide a copy thereof to the Cadre Review Division of DoPT.

(vi) The CCAs may appoint nodal officers to be contacted in case of any requisite information and provide name of the nodal officer to this Division. Any change in the nodal officer should be intimated to this Division immediately.

4. The Half yearly reports would be uploaded by the DoPT on its website by 28th February and 31st August every year respectively along with the list of the Services wherein the information is awaited. 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 so that the information could be provided within the given time frame. The information so placed on the website of this Department may not be considered for any legal purpose and any dispute would be examined in consultation with the Cadre Controlling Authority.

5. In case of absence of updated information, any request for encadrement, upgradation, creation of posts etc. in the cadre would be considered only on the basis of the cadre strength last approved by Cadre Review Committee.



(Manoj Gupta)

Under Secretary to the Govt. of India
Ph: 24653972

Encl: As above.

To

All the CCAs as per list attached.