

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

3<sup>rd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003  
Dated 13th July, 2021

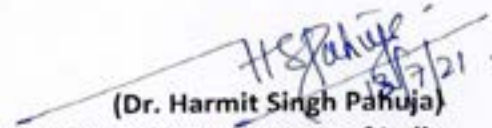
**OFFICE MEMORANDUM**

**Subject: Statistical Profile Compilation of Details- reg.**

The Cadre Controlling Authorities (CCAs) of all the Central Group 'A' Services may refer to this Ministry's O.M. of even no. dated. 09.07.2018 (copy enclosed) on the subject sited above.

2. It is requested to provide statistical information as on 1<sup>st</sup> July, 2021 and other details as required under this Department's OM referred above by 31<sup>st</sup> July, 2021 positively along with the name of nodal officer to be contacted for any clarifications. These details may be sent to the email IDs [harmit.pahuja@gov.in](mailto:harmit.pahuja@gov.in), [randhir.kumar14@nic.in](mailto:randhir.kumar14@nic.in)

**Encl:** As above

  
(Dr. Harmit Singh Pahuja)  
Deputy Secretary to the Government of India  
Tele: 24624893

To

The Cadre Controlling Authorities (CCAs) of all the Central Group 'A' Services

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

3<sup>rd</sup> 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., 1<sup>st</sup> January and 1<sup>st</sup> 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 1<sup>st</sup> July, the information may be provided latest by 31<sup>st</sup> July and 2<sup>nd</sup> half yearly report related to statistical profile as on 1<sup>st</sup> January may be provided by 31<sup>st</sup> 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 28<sup>th</sup> February and 31<sup>st</sup> 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.



**DATA FORMAT FOR CADRE STRENGTH, STRUCTURAL RATIO AND THRESHOLD ANALYSIS FOR CENTRAL GROUP 'A' SERVICES AS ON 31st JANUARY/31st JULY**

CADRE CONTROLLING AUTHORITY :

NAME OF THE SERVICE :

1	2	3	4			5	6	7	8
			Officers in department / leave/ training	D	L				
Pay Matrix as per 7th CPC (pre-revised pay scales have been indicated within brackets)	Authorised Sanctioned Strength of Cadre (ix- Cadre Posts to be shown separately)	Officers in position on cadre posts	Officers on department / leave/ training			Total (Column 3 + Column + 4)	Last promoted Officer's batch (i.e. Year of UPSC Exam's final result) and Serial No. of the officer in the batch/ total no. of officers in the batch	Year of Last Cadre Review *	Remarks
<b>Apex Scale</b>									
Level-17 (Rs.80,000 (fixed))									
Higher Administrative Grade (HAG) +									
Level-16 (Rs.75,000-80,000)									
Higher Administrative Grade (HAG)									
Level-15 (Rs.67,000-79,000)									
Senior Administrative Grade (SAG)									
Level-14 (Rs.37,400-67,000 + G.P. 10,000 (Pay Band a))									
Junior Administrative Grade (JAG)									
Level-13 A (Rs.37,400-67,000 + G.P.8,900 (Pay Band d))									
Level-13 (Rs.37,400-67,000+ G.P.8,700 (Pay Band d))									
Level-12 (Rs.15,600-39,100 + G.P. 7,000 (Pay Band 3))									
Senior Time Scale (STS)									
Level-11 (Rs.15,600-39,100 + G.P.6,500 (Pay Band 3))									
Junior Time Scale (JTS)									
Level-10 (Rs. 15,600-39,100 + G.P.5,400 (Pay Band 3))									
Reserve (JTS) §									
1. Leave Reserve									
2. Training Reserve									
3. Disputation Reserve									
4. Production Reserve									
§whether separate provisions of each of the reserves exists in the cadre or it is combined or inclusive with JTS.									
* It is to be confirmed whether Cadre Review was undertaken in compliance of established cadre review procedure issued by DoPT.									
§A separate sheet containing the cadre structure approved during the last cadre review must be provided									
if creation of posts has taken separately through other than the cadre review procedure established by DoPT, details of last of such action, along with cadre structure after such approval be provided indicating the authority which approved such proposal and whether DoPT was consulted for the same.									
§Last amendment in Service Rules/Recruitment Rules and whether the same contain the decision of last cadre review.									

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