

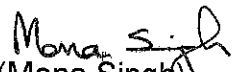
**I-11019/25/2014-CRD**  
**Government of India,**  
**Ministry of Personnel, Public Grievances & Personnel**  
**(Department of Personnel & Training)**

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**3<sup>rd</sup> Floor, Lok Nayak Bhawan,**  
**Khan Market, New Delhi – 110003**  
**September 12, 2014**

Subject: - Draft Model Cadre Review Proposal.

In the meeting of the Cadre Controlling Authorities held on 22<sup>nd</sup> July, 2014, it was decided to draft a model Cadre Review Proposal to facilitate the cadres. The same is enclosed along with a check list of documents/information required to be sent along with the cadre review proposal.

  
(Mona Singh)  
Director (CRD)  
Tel: 24624893

**Information required for examination of the Cadre Review proposal:**

- a. Whether representatives of the service association(s) consulted.
- b. Whether the proposal has been referred to Department of Personnel and Training with the due approval of the Integrated Finance Division and the Minister in charge.
- c. A certificate to the effect that no court case is pending which will have bearing on the proposed cadre review.
- d. Name of the contact officer(s) who can furnish additional information, if needed.
- e. A copy of recruitment rules with latest amendments.
- f. A copy of Civil list/seniority list.
- g. Whether an attempt has been made in the proposal to encadre all the posts which have similar functions and responsibilities.
- h. Any recommendation of Pay Commission or Parliamentary Committees or Audit Report or any other Expert Group on the Service may also be included.
- i. As per instruction issued by the Department of Expenditure, the cadre review proposal should not result in any increase in the number of posts.
- j. Information as per performa prescribed in the Monograph.

## Model Cadre Review Proposal

Copy No. \_\_\_\_\_

SECRET  
No. 11011/3/2013-( )  
Government of India  
Ministry of Planetary Affairs

New Delhi, Dated the August, 2014

### NOTE FOR THE COMMITTEE OF SECRETARIES

**Subject : Cadre Review of the "Solar Family Exploration Service" under the Ministry of Planetary Affairs.**

#### **1. Introduction & Background**

- 1.1 The proposal under consideration is for review of cadre of the Solar Family Exploration Service', which is an Organised Group 'A' Service under the Ministry of Planetary Affairs. The officers of the Service are responsible for managing the material supply chains to provided procurement and logistics support for the solar missions of the Govt. of India. The Service was constituted in the year \_\_\_\_\_. Recruitment Rules of the Service were framed in the year and were amended on 19.02.1987. The First Cadre Review of the Service was done in the year \_\_\_\_\_, the second in the year \_\_\_\_\_, the third in 2006 and this is the \_\_\_\_\_ Cadre Review of the Service.
- 1.2 Cadre Strength of the Service, at the time of inception was ----- and the present sanctioned strength of the Service is-----.The major changes in the strength undergone in the service since inception are as under:

(As on 1<sup>st</sup> Jan.)

Grade	Inception	1 <sup>st</sup> Cadre	2 <sup>nd</sup> Cadre	.....	Any other major
	Year	Review	Review	.....	increase
	Year	Year	Year	.....	Year
Apex					
HAG+					
HAG					
SAG					
JAG					
STS					
JTS					
Total					

### 1.3 Functions & Responsibilities of the Service.

(This should include the work allocation of the service)

Apart from postings in the main Ministry, i.e., the M/o Planetary Affairs, the officers of the Solar Family Exploration Service are also posted in its field formations and some other important Ministries/Departments like PMO, Ministry of Science & Technology and organizations like ISRO, etc. The seniormost post in the service is -----at the Apex level in the Ministry of Planetary Affairs.

The distribution of posts in different offices (grade wise) is as follows :

**Table 1**

	Apex	HAG	SAG	JAG	STS	JTS	Total
Ministry							
Headquarters/Board							
D/O Moon Mission							
D/o Mars Mission							
D/o Venus Mission							
D/o Saturn Mission							
PMO							
ISRO							
Other Ministries							
Field offices							
Total							

1.5 The field offices are situated at Bangaluru, Hyderabad, Mumbai, Chennai,, Kolkata..... These offices are headed by the ....., which is an level post. He reports to the ....., an .....level officer in the Ministry of Planetary Affairs. The cadre post of the service in PMO, ISRO and other Ministries are at SAG/JAG level  
The present **Organizational Structure** in the Ministry is as follows :-

The present **Organizational Structure** in the Field formation) is as follows:-

1.6 The Direct recruitment to the service is done at JTS level through Civil Services Examination/Engineering Services Examination conducted by the Union Public Service Commission and the minimum qualification for the service is graduate/graduate in Engineering. The ratio prescribed for direct recruitment to promotion is 1:1.

1.7 The feeder grades comprises of ....., ..... and the cadre strength of the feeder grades is \_\_\_\_\_. The details of the strength in each of the feeder grades are as under:

**2 Functional justification for Cadre Review as given by the Department :** The officers of the service are playing a very important role to achieve the goals outlined for development of Solar Mission of the Govt. of India. In last five years i.e. after the last cadre review there are major changes undergone in the workload and mandate of the organization.

- a. The main reason leading to the decision of cadre review along with supporting information.
- b. Change in the mandate of the organization and role of the service in future.

- c. Business process reengineering redistribution of posts and responsibilities.
- d. Increase in volume of work.
- e. Impact of computerisation and outsourcing of certain works hitherto being undertaken in the Department.
- f. Impact of creation of public sector units for work which were originally being performed by this service

### **2.1 Justification for increase/decrease in posts at different levels.**

The Cadre Review proposal is aimed to meet the functional requirement as well as career expectations of the officers of the Service and keeping in view the same, it is proposed to revise the cadre strength in various grades keeping the overall cadre strength intact. The details are as under:

**(i) Apex Level-** At present there is no post at this level .It is prposed to create/upgrade \_\_\_\_posts at this level to look after the work of \_\_\_\_ ( functional justification).In case the proposal is accepted officers of the \_\_batch will be covered.

**(ii) HAG + Level**

**(iii)HAG Level**

**(iv)SAG Level**

**(v)JAG/NFSG**

**(vi)STS Level**

**(vii)JTS Level**

**(viii) Reserve**

(The Batches to be covered in each grade after the proposed cadre review should also be indicated.)

2.2 Changes in the Organizational Structure after the proposed Cadre Review.

**Table 2**

**Existing**

	Apex	HAG	SAG	JAG	STS	JTS	Total
Ministry							
Headquarters/Board							
D/O Moon Mission							
D/o Mars Mission							
D/o Venus Mission							
D/o Saturn Mission							
PMO							
ISRO							
Other Ministries							
Field offices							
Total							

**Table 3**

**Proposed**

	Apex	HAG	SAG	JAG	STS	JTS	Total
Ministry							
Headquarters/Board							
D/O Moon Mission							
D/o Mars Mission							
D/o Venus Mission							
D/o Saturn Mission							
PMO							
ISRO							
Other Ministries							
Field offices							
Total							

**Table 4– Structure of cadre proposed by the Ministry of Planetary Affairs.**

Sl. No.	Grade	Existing Strength	Proposed Strength	% of SDP		
				Normative	Existing	Proposed
(i)	Apex			3		
(ii)	HAG+					
(iii)	HAG					
(iv)	SAG			17		
(v)	JAG/NFSG			50		
(vi)	STS			30		
SDP						
(vii)	JTS					
(viii)	Reserve					
Total Strength						

### **3 Financial implications/Financial Neutrality**

The cadre restructuring, as proposed above, would entail an additional expenditure of around Rs. \_\_\_\_\_ per annum. The calculation sheet is annexed. (While calculating Financial Implication, the NFSG and NFU may also be taken into account. As far as possible, 'Nil' financial implications may be shown. If some posts are required to be created, which results in financial implications, the same may be neutralized by showing matching savings by curtailing a few posts from some other grade. Hence, as far as possible budget neutrality may be shown).

### **4 Recruitment Planning**



The cadre review proposal should ensure that planned recruitment should be done by the Department taking into account maintenance and growth needs of the cadre and promotional prospects for the holders of the cadre posts.

**4.1 Year wise recruitment position:**

Year of Recruitment	Number of Vacancies for Direct Recruitment	Number of persons actually appointed	Number of vacancies to be filled by promotion	Number of officers actually promoted

**4.2 Year wise recruitment planning:** The detailed recruitment planning for the next five years may be shown.

Year	Number of Vacancies for Direct Recruitment	Number of vacancies to be filled by promotion

**5 Vacancy position:** The details of incumbency position are as under:

(As on 1<sup>st</sup> Jan.)

Grade	Authorized Sanctioned strength	Actual Strength (No. of officers holding)			Total	Last Promoted Officer's Batch
		Cadre post	Ex-cadre posts	Deputation/Leave/Training		
Apex.						
HAG+						
HAG						
SAG						
JAG						
STS						
JTS						
Total						

(In case of vacancy, the steps to mitigate the vacancy level may also be indicated)

**6 Batch wise strength**

(As on 1<sup>st</sup> Jan.)

S. No.	Batch (Year)	Direct Recruits	Promotee	Total

## 7 Proposal for approval :

Approval of Committee of Secretaries is solicited for the cadre review proposal of the Solar Family Exploration Service as summarised below:

The following changes in the Cadre structure :

- i. Creation/abolition of \_\_\_\_ posts at HAG Level
- ii. Increase/decrease of \_\_\_\_ posts at SAG Level
- iii. Reduction/enhancement of \_\_\_\_ posts at JAG Level
- iv. Reduction/enhancement of \_\_\_\_ posts at STS Level and
- v. Reduction/enhancement of \_\_\_\_ posts at JTS Level

The recommendation made above can be summarized as below :

- a)
- b)
- c)

The structure after changes, if accepted, will be as follows.

SI. No.	Grade	Existing Strength	Proposed Strength
(i)	Apex Scale		
(ii)	HAG		
(iii)	SAG		
(iv)	JAG		
(v)	STS		
<b>SDP</b>			
(vi)	JTS		
(vii)	Reserve		
<b>Total Strength</b>			

This has the approval of Integrated Finance Division and Minister Incharge.

(Signature)