

**No. I-11011/1/2009-CRD**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**

**3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
New Delhi-110003**

**December 14, 2010**

**Office Memorandum**

Subject: Consolidated guidelines on cadre review of Central Group 'A' Services.

The undersigned is directed to say that provisions governing the process of cadre review of Central Group 'A' Services are contained in various Office Memoranda issued by the Department of Personnel and Training and the Department of Expenditure. As a part of this Department's endeavour to keep the personnel policies relevant to current and future needs, these provisions have been reviewed in consultation with various stakeholders and it has been decided to issue a consolidated and revised set of guidelines on cadre review. The revised guidelines are given below. Besides, the broad issues concerning cadre review have been elaborated in the revised Monograph on Cadre Review of Central Group 'A' Services enclosed herewith. The list of existing Central Group 'A' Services is at Annex-I.

**2. Formulation of Proposal**

- (i) The proposal would be formulated, to the extent possible, in consultation with the representatives of service association (s). While drafting the proposal, all issues like expected changes in the Organization's activities, automation, amendment in the business processes, recruitment planning, plugging the skill gaps, cadre structure, career progression, financial implications etc. must be analyzed and made part of the proposal. These issues and their impact on cadre structure have been discussed in Section-5 and Section-6 of the Monograph.
- (ii) Full functional justification for each creation of post/upgradation should be given. A job evaluation exercise may be undertaken for each category of posts so as to ensure that different grades are assigned corresponding level of functions and responsibilities.
- (iii) It may be ensured that the cadre review would not have an adverse impact on the feeder grade.

### **3. Reference to Department of Personnel and Training/Department of Expenditure**

- (i) The proposal should be referred to Department of Personnel and Training with the approval of Integrated Finance Division and the Minister in charge.
- (ii) The Cadre Controlling Authority would also give a certificate that there is no Court Case pending having a bearing on the cadre review.
- (iii) The name (s) of contact officer (s) for further/additional information may be clearly indicated in the reference.
- (iv) The proposal should be examined vis-à-vis the checklist given in Section-6 of the Monograph to ensure that the proposal is complete in all respect.

### **4. Financial Implications**

- (i) The proposal having additional financial implications would be entertained strictly on functional considerations like consistent increase in workload, horizontal expansion in activities etc.
- (ii) While calculating the additional expenditure, the impact of Non-Functional Upgradation may be taken into account. The calculation sheet must be enclosed with the proposal.

### **5. Procedure for cadre review**

- (i) Every cadre should be reviewed once every five years. The review should be first carried out by the Cadre Controlling Authority, preferably in consultation with the representatives of the service/cadre in question. However, if it is convinced after such a review that no change in the cadre structure is required, the decision should be conveyed to DoPT with the approval of Minister in charge.
- (ii) The cadre review proposal would be prepared by the Cadre Controlling Authority in the form of a Note for Committee of Secretaries. DoPT would obtain the approval of Secretary (P) and then refer it to Department of Expenditure for approval of Secretary (Expenditure).
- (iii) The Note would then be placed before the Cadre Review Committee by DoPT.
- (iv) Based on the recommendation of Cadre Review Committee, the proposal would be submitted for MOS (PP)'s approval. It would then be referred to the Department of Expenditure for Finance Minister's approval.

(v) The Cadre Controlling Authority would then take approval of Cabinet. The Note for Cabinet should ideally be prepared within a month of the Cadre Review Committee's approval.

6. **Composition of Cadre Review Committee**-The Cadre Review Committee would comprise the following functionaries:

- |  |          |
|--|----------|
| (i) Cabinet Secretary  | Chairman |
| (ii) Secretary of the Ministry controlling the cadre           | Member   |
| (iii) Secretary, Department of Personnel and Training          | Member   |
| (iv) Secretary, Ministry of Finance, Department of Expenditure | Member   |
| (v) The senior most member of the service/cadre concerned      | Member   |

7. **Restriction on direct recruitment**-There is a restriction on direct recruitment to the extent that it should not exceed 3% of the total cadre strength. The authority to relax the condition rests with DoPT. It has now been decided to do away with this restriction. The Cadre Controlling Authorities are, however, advised not to resort to any bulk recruitment as it would create a bulge in the structure leading to stagnation at later stage. This may be kept in view while projecting recruitment planning.

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To

All the cadre controlling authorities

**List of Central Group 'A' Services (Category wise)**

| <b>Non-Technical Services</b> |   |
|-------------------------------|---|
| <b>Sl. No.</b>                | <b>Name of the Service</b>                                    |
| 1.                            | Indian Foreign Service  |
| 2.                            | Indian Customs & Central Excise                               |
| 3.                            | Indian Revenue Service (IT)                                   |
| 4.                            | Indian Audit & Accounts Service                               |
| 5.                            | Indian Railways Traffic Service                               |
| 6.                            | Indian Railways Accounts Service                              |
| 7.                            | Indian Railways Personnel Service                             |
| 8.                            | Indian Civil Accounts Service                                 |
| 9.                            | Indian Defence Accounts Service                               |
| 10.                           | Indian P&T Accounts and Finance Service                       |
| 11.                           | Indian Postal Service   |
| 12.                           | Indian Defence Estates Service                                |
| 13.                           | Indian Information Service                                    |
| 14.                           | Indian Trade Service  |
| 15.                           | Railway Protection Force                                      |
| <b>Technical Services</b>     |   |
| 16.                           | Indian Railways Service of Engineers                          |
| 17.                           | Indian Railways Service of Signal & Telecom Engineers         |
| 18.                           | Indian Railways Service of Mechanical Engineers               |
| 19.                           | Indian Railways Service of Electrical. Engineers              |
| 20.                           | Indian Telecommunication Service                              |
| 21.                           | Indian Ordnance Factories Service                             |
| 22.                           | Indian Railways Stores Service                                |
| 23.                           | Central Engineering Service (Roads)                           |
| 24.                           | Central Water Engineering Service                             |
| 25.                           | Indian Defence Service of Engineers                           |
| 26.                           | Central Engineering Service (CPWD)                            |
| 27.                           | Central Electrical. & Mechanical. Engineering Service. (CPWD) |
| 28.                           | Border Roads Engineering Service                              |
| 29.                           | Central Power Engineering Service                             |
| 30.                           | Indian Supply Service   |
| 31.                           | Indian Inspection Service                                     |
| 32.                           | Indian Naval Armament Service                                 |
| 33.                           | Indian Broadcasting ( Engineers) Service                      |
| 34.                           | P&T Building Works Service                                    |
| 35.                           | Central Architect Service (CPWD)                              |

| <b>Health Services</b> |   |
|------------------------|---|
| 36.                    | Central Health Services                         |
| 37.                    | Indian Ordnance Factory Health Service          |
| 38.                    | Central Reserve Police Health Service           |
| 39.                    | BSF Health Service                              |
| 40.                    | ITBP Health Service                             |
| 41.                    | Indian Railways Medical Service                 |
| <b>Other Services</b>  |   |
| 42.                    | India Legal Service                             |
| 43.                    | Geological Survey of India                      |
| 44.                    | Indian Meteorological Service                   |
| 45.                    | Indian Economic Service                         |
| 46.                    | Indian Statistical Service                      |
| 47.                    | Indian Cost Accounts Service                    |
| 48.                    | Indian Company Law Service                      |
| 49.                    | Defence Research and Dev. Service               |
| 50.                    | Indo Tibetan Border Police                      |
| 51.                    | Central Industrial Security Force               |
| 52.                    | Border Security Force                           |
| 53.                    | Central Reserve Police Force                    |
| 54.                    | Defence Aeronautical. Quality Assurance Service |
| 55.                    | Survey of Indian Gr. 'A' Service                |
| 56.                    | Defence Quality Assurance Service               |
| 57.                    | Indian Broadcasting (Programme) Service         |
| 58.                    | Central Labour Service.                         |