



ALL INDIA CIVIL ACCOUNTS OFFICERS
(Senior Accounts Officers and Pay & Accounts Officers) **ASSOCIATION**
(Recognised by Govt. of India as per CCS (RSA) Rules, 1993 vide O/o CGA, Min. of Finance's letter No. 23003/1/2020-NGE-CGA /270 dated: 29th August, 2022)
**House No: H-405, Street No. 4, RAJ NAGAR, PART-2,
PALAM COLONY, NEW DELHI- 110077.**
nebaicaoa@gmail.com

President
Geetanjali
9810639937

Secretary General
Kaushal Mishra
9818880211

Finance Secretary
Rajeev Kumar
8968452837

Vice-Presidents

Anita Rawat
9911539190

P Mahesh Kumar
9440305567

Addl. Secretary General

Sreemati Bhowmik
9810869034

Jt. Secretary Generals

Rajeev Kumar
9873815175

Avinash Kumar
8851049471

Asst. Finance Secretary
Santosh Kumar

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Rekha Dahiya

Sumitra Goganio

Virender Sharma

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Kumar Ashish

Debraj Singha Roy

Amol V Sule

Auditor

Rahul Butola

No. AICAOA/NEC/2026-27/26

Date: 30.09.2026

To,

The Controller General of Accounts

Ministry of Finance, Department of Expenditure
Mahalekha Niyantarak Bhawan
E-Block, GPO Complex
New Delhi.

**Subject: Induction of Senior Accounts Officers of CCAS at STS/Level-11
and comprehensive cadre restructuring of CCAS - regarding.**

Respected Madam,

I am directed by the National Executive Committee (NEC) of AICAOA to invite kind attention to **Para 4.1 of the Minutes circulated vide No. E-4231/A-23006/2/2020-NGE-2020/604 dated 23.01.2026** wherein the issue of provision for induction of Senior Accounts Officers (Sr. AOs) at STS level was considered. While considering the request of the Association regarding induction of Senior Accounts Officers into the Senior Time Scale (STS), the following was advised:

"The CGA requested the Association to find a similar provision amongst any of the Organised Accounts Services of the Union of India where recruitment is done through the Civil Services Examination. In case such a provision exists then the proposal will be submitted by the O/o CGA to the Department of Expenditure (DoE) and the Department of Personnel & Training (DoPT) for consideration. In case this provision did not exist then acceding to the request of the Association was not feasible."

In compliance with the above, the NEC has reviewed the matter in detail with reference to the career structure amongst similar Organised Accounts Services of the Union of India and following provisions are respectfully brought to kind notice:

1. Railway Accounts/IRMS: Under the Indian Railway Management Service (Group 'A') Rules, 2022, G.S.R. 119(E) dated 15.02.2022 (copy enclosed), read with the IRMS (Amendment) Rules, 2024, G.S.R. 627(E) dated 09.10.2024 (copy enclosed), the Accounts sub-cadre has a continuous hierarchy of JTS - Level-10, STS - Level-11, JAG - Level-12, NFSG - Level-13 and SAG - Level-14.

It is particularly relevant that the Group 'B' Gazetted post (AAO) in Railway Accounts has been designated Assistant Financial Adviser (AFA) at Headquarters / Assistant Divisional Finance Manager (ADFM) in Divisions and is placed in Level-9 under G.S.R. 206(E) dated 05.03.2019(copy enclosed). The subsequent Indian Railway Management Service (Group 'A') Rules, 2022, G.S.R. 119(E) dated 15.02.2022 (copy enclosed), specifically provide that 50% of the vacancies in Junior Time Scale (Level-10) shall be filled by promotion from Group 'B' officers of IRMS in Level-8 or Level-9 with the prescribed qualifying service.

Further, Schedule-I of the said Rules places Junior Time Scale at Level-10 and Senior Time Scale at Level-11, while Schedule-II, Items 7 and 8 provide the promotional linkage from Level-10 JTS to Level-11 STS. Thus, the promotional structure provides a clear progression from Level-9 Group 'B' (AFA/ADFM) → induction into Level-10 JTS → promotion to Level-11 STS → promotion to Level-12 and further higher levels.

This is an important distinction in the context of CCAS. In Railway Accounts/IRMS, there is no Level-10 to Level-10 promotional stage; the officer moves from Level-9 to Level-10 and thereafter to Level-11. In CCAS, however, the Sr. AO is already in Level-10, while induction into the next Group 'A' stage after rendering almost 14-15 years service also remains at Level-10, resulting in a Level-10 to Level-10 progression without corresponding movement to the next pay level.

Further, Para 334 of IREM Volume-I, revised vide Railway Board RBE No. 33/2018 dated 05.03.2018 (copy enclosed), **provides weightage of one year for every completed two years of continuous Group 'B' service**, subject to a maximum of five years, for determining the year of allotment of promotee Group 'B' officers on induction into Group 'A' JTS. The provision has also been applied recently by Railway Board in respect of 26 promotee IRMS (Accounts) officers appointed to Group 'A' JTS w.e.f. 27.04.2026, vide communication No. E(O)-I/2026/SR-06/07 dated 12.05.2026 (copy enclosed).

Although an AAO/AFA/ADFM (Level-9) is formally inducted into Group 'A' JTS at Level-10, the benefit of weightage of past Group 'B' service coupled with the consequential fixation of **inter-se seniority and year of allotment**, places such officers in seniority with officers of earlier batches. As a result, in maximum cases, the officer derives the practical benefit of being positioned for the subsequent **STS/Level-11 grade** much earlier, with consequential advantages in the higher promotional hierarchy. **Thus, while the formal induction is at Level-10, the combined effect of past-service weightage and inter-se seniority provides, in practical terms, benefits corresponding to progression towards the STS/Level-11 stage. The recent fixation of seniority of 26 promote IRMS (Accounts) officers cited above illustrates the operation of this provision.**

2. IA&AD: The C&AG Circular No. 376-GE.I/35-2025 dated 03.03.2026 provides a recent example of a separate promotional structure for departmental officers. The Circular created 244 Group Officer posts at Level-11, Level-12 and Level-13, comprising 172 posts at Level-11, 54 at Level-12 and 18 at Level-13. The Level-11 posts are to be filled by promotion from departmental Senior Audit Officers/Senior Accounts Officers in Level-10 having the prescribed regular service.

This demonstrates that a separate promotional avenue from the existing Level-10 departmental cadre to Level-11 and further higher levels has recently been provided within another Organised Accounts set-up.

3. CGDA/IDAS: The O/o CGDA, vide letter No. AN-I/1194/IDAS-RR/2022 dated 30.06.2023 (copy enclosed) published a draft amendment proposal to the IDAS Rules containing provision for induction of Senior AOs at STS level. **The proposal is relevant as another departmental precedent where induction of Senior AOs at STS, rather than JTS, was examined and has been incorporated in draft Recruitment Rules of IDAS.**

The Association respectfully submits that in view of these developments, the matter may now be examined not merely as an isolated request for induction into STS, but as a matter requiring a structured review of the CCAS promotional hierarchy. A structured avenue from Level-10 to Level-11 and onwards would provide meaningful career progression to Sr. AOs and give appropriate effect to the Group 'A' status already accorded to the post of Sr. AO.

It is, therefore, requested that the matter may kindly be taken up with the Department of Expenditure (DoE) and Department of Personnel & Training (DoPT) for consideration of an appropriate cadre restructuring proposal and an early decision on the above demands.

In view of the above, AICAOA respectfully requests that this long pending issue may kindly be considered as a comprehensive cadre restructuring exercise and the following may kindly be considered:

- 1. Creation of a separate promotional hierarchy for Sr. AOs at Level-11, Level-12 and onwards, on the lines of the recent restructuring carried out in IA&AD;**
- 2. Provision for induction of eligible AAOs (Level-9) into ICAS, with appropriate restructuring of the cadre and promotional avenues;**
- 3. Induction of eligible Sr. AOs into STS/Level-11 of ICAS, in continuation of the proposal already examined by the O/o CGA and keeping in view the above departmental precedent;**
- 4. As Cadre Review of Sr. AOs is due, initiation of Composite cadre review as per para 5.4 of DoPT's OM No. I-11011/16/2022-CRD dated 30.09.2022 taking into account the structures and promotional avenues already adopted in IA&AD, IDAS and Railway Accounts/IRMS.**
- 5. Grant of Level-11 to existing eligible Sr. AOs as an interim measure, pending completion of the composite cadre review;**

Enclosures: As above.

- (i) G.S.R. 119 (E) dated 15.02.2022.
- (ii) G.S.R. 627 (E) dated 09.10.2024.
- (iii) G.S.R. 206 (E) dated 09.03.2019.
- (iv) RBE No. 33/2018 dated 05.03.2018.
- (v) Railway Board communication No. E(O)-I/2026/SR-06/07 dated 12.05.2026.
- (vi) C&AG Circular No. 376-GE.I/35-2025 dated 03.03.2026.
- (vii) O/o CGDA letter No. AN-I/1194/IDAS-RR/2022 dated 30.06.2023.
- (viii) DoPT OM No. I-11011/16/2022-CRD dated 30.09.2022.

Yours sincerely,



(Kaushal Mishra)
Secretary General

Copy to the Secretary, Deptt. of Expenditure, Ministry of Finance, Room No. 16102, Kartavya Bhawan - I, New Delhi-110001 with a request to accord personal attention and appropriate intervention for an early resolution of the long-pending issue of stagnation and inadequate promotional avenues of Senior Accounts Officers of CCAS.



(Kaushal Mishra)
Secretary General



भारत का राजपत्र The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

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रेल मंत्रालय

(रेलवे बोर्ड)

अधिसूचना

नई दिल्ली, 15 फरवरी, 2022

सा.का.नि. 119(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, भारतीय रेल प्रबंधन सेवा समूह 'क' में भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. संक्षिप्त नाम और प्रारंभ.-

- (1) इन नियमों का संक्षिप्त नाम भारतीय रेल प्रबंधन सेवा (समूह 'क')नियम, 2022 है।
- (2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. परिभाषाएं.- इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो:-

- (क) 'एसीसी' से मंत्रिमंडल की नियुक्ति समिति अभिप्रेत है।
- (ख) 'आयोग' से संघ लोक सेवा आयोग अभिप्रेत है।
- (ग) 'नियंत्रक प्राधिकारी' से भारत सरकार का रेल मंत्रालय अभिप्रेत है।
- (घ) "विभागीय प्रोन्नति समिति, विभागीय पुष्टि समिति और विभागीय छानबीन समिति" से अधिकारियों की प्रोन्नति, पुष्टि पर विचार करने और क्रमशः अकृत्यिक उन्नयन और अकृत्यिक चयन श्रेणी प्रदान करने के लिए इन नियमों की अनुसूची-III के अनुसार किसी श्रेणी में गठित समितियां अभिप्रेत हैं।

- (ङ) 'ड्यूटी पद' से इन नियमों की अनुसूची-1 में वर्णित किसी श्रेणी का कोई भी पद अभिप्रेत है।
- (च) 'परीक्षा' से संघ लोक सेवा आयोग द्वारा आयोजित सिविल सेवा परीक्षा अभिप्रेत है।
- (छ) 'सरकार' से भारत सरकार अभिप्रेत है।
- (ज) 'श्रेणी' से अनुसूची-1 के कॉलम 2 में विनिर्दिष्ट ड्यूटी पदों की श्रेणियां अभिप्रेत है।
- (झ) किसी श्रेणी के संबंध में 'नियमित सेवा' से उस श्रेणी के नियमों के अधीन उसका चयन और उसकी नियुक्ति के पश्चात् की गई सेवा की अवधि अभिप्रेत है और उसके अंतर्गत निम्नलिखित ऐसी अवधि भी है-
- जो इन नियमों के प्रारंभ के समय पहले से ही श्रेणी में शामिल व्यक्तियों की दशा में वरिष्ठता के प्रयोजन के लिए हिसाब में ली गई;
 - जिसके दौरान किसी अधिकारी ने उस श्रेणी में ड्यूटी पद धारण किया होता किंतु उसके छुट्टी पर होने के कारण अथवा अन्यथा ऐसे पद धारण करने के लिए उपलब्ध नहीं था।
- (ञ) वेतन मैट्रिक्स में "स्तर" से रेल सेवा (पुनरीक्षित वेतन) नियम, 2016 की अनुसूची के भाग क की तीसरी पंक्ति में विनिर्दिष्ट स्तर अभिप्रेत है।
- (ट) "वेतन मैट्रिक्स" से तत्स्थानी विद्यमान वेतन बैंड और ग्रेड वेतन या वेतनमान का ऊर्ध्वतः कोष्ठकों में व्यवस्थित वेतन स्तर सहित रेल सेवाएं (पुनरीक्षित वेतन) नियम, 2016 की अनुसूची के भाग क में विनिर्दिष्ट मैट्रिक्स अभिप्रेत है।
- (ठ) 'अनुसूची' से इन नियमों के साथ उपाबद्ध अनुसूचियां अभिप्रेत है।
- (ड) 'सेवा' से भारतीय रेल प्रबंधन सेवा अभिप्रेत है, जिसमें इन नियमों की अनुसूची-1 में वर्णित पद या श्रेणियां अथवा समयमान होंगे।
- (ढ) 'अनुसूचित जातियों', 'अनुसूचित जनजातियों', 'अन्य पिछड़ा वर्गों', 'आर्थिक रूप से कमजोर वर्गों (ईडब्ल्यूएस) और 'दिव्यांग जनों' शब्दों का वही अर्थ होगा जो भारत के संविधान अथवा संसद अधिनियम में है।

3. सेवा का गठन.-

- (क) भारतीय रेल प्रबंधन सेवा के रूप में ज्ञात एक संगठित सेवा, जो नियम 6 के अधीन सेवा में नियुक्त व्यक्तियों से मिलकर बनेगा, इन सेवा नियमों की अधिसूचना के साथ गठित किया जाएगा।
- (ख) सेवा में सम्मिलित सभी पदों को समूह क पदों के रूप में वर्गीकृत किया जाएगा।

4. श्रेणियां, प्राधिकृत पदसंख्या और इसका पुनर्विलोकन.-

- (1) इन नियमों के प्रारंभ की तारीख को ड्यूटी पद के पदनाम, वेतन मैट्रिक्स में स्तर, श्रेणियां, स्वीकृत पदसंख्या वे होंगे जो अनुसूची-1 में यथा-विनिर्दिष्ट हैं।
- (2) उप नियम (1) में अंतर्विष्ट किसी बात के होते हुए भी, सरकार समय-समय पर राजपत्र में अधिसूचना द्वारा-
- क अनुसूची-1 में विनिर्दिष्ट ड्यूटी पदों की संख्या, श्रेणी, पदनाम और वेतन मैट्रिक्स के स्तर में परिवर्धन, परिवर्तन, प्रतिस्थापन या आशोधन कर सकती है;
- ख आयोग के परामर्श से, अनुसूची-1 में वर्णित सेवा में किसी भी ड्यूटी पद को शामिल या सेवा से किसी भी ड्यूटी पद को निकाल सकती है।
- ग आयोग के परामर्श से, उचित श्रेणी पर खंड (ख) के अधीन सेवा में शामिल किसी भी ड्यूटी पद पर अधिकारी को नियुक्त कर सकती है।

5. सेवा के सदस्य.-

निम्नलिखित व्यक्ति सेवा के सदस्य होंगे, अर्थात्-

- (1) नियम 4 के उप-नियम (2) के खंड (ग) के अधीन आने वाले व्यक्ति; और
- (2) नियम 6 के अधीन ड्यूटी पदों पर नियुक्त व्यक्ति।

6. सेवा को भविष्य में बनाए रखना.—

- (1) इन नियमों के प्रारंभ के पश्चात् अनुसूची I में विनिर्दिष्ट किसी भी श्रेणी में किसी भी रिक्ति को निम्नलिखित रीति से भरा जाएगा, अर्थात्:-
 - (क) कनिष्ठ समयमान श्रेणी रिक्तियों का 50% आयोग द्वारा आयोजित सिविल सेवा परीक्षा के माध्यम से सरकार द्वारा विनिर्दिष्ट शैक्षिक अर्हता और आयु सीमा के आधार पर आयोग के परामर्श से सीधी भर्ती द्वारा भरा जाएगा।
 - (ख) कनिष्ठ समयमान में रिक्तियों का 50% अनुसूची-II में विनिर्दिष्ट रीति द्वारा चयन के माध्यम से प्रोन्नति द्वारा भरा जाएगा।
- (2) कनिष्ठ समयमान की श्रेणी में नियुक्ति आयोग के परामर्श से की जाएगी।
- (3) सेवा के वरिष्ठ समयमान और उससे ऊपर की श्रेणियों में नियुक्ति अगली निम्नतर श्रेणी में न्यूनतम अर्हक सेवा रखने वाले अधिकारियों में से और अनुसूची II में यथा विनिर्दिष्ट रीति द्वारा की जाएगी।
- (4) प्रोन्नति के लिए अधिकारियों का चयन, अकृत्यिक चयन श्रेणी के पद पर प्रोन्नति के मामले के सिवाय, जो अनुसूची-III के अनुसार इस प्रयोजन के लिए गठित समिति की सिफारिश पर उपयुक्तता के अध्यधीन वरिष्ठता के आधार पर किया जाएगा।
- (5) उप-नियम 3 के अधीन प्रत्येक मामले में चयन, शीर्ष, एचएजी+ और एचएजी पद के सिवाय, विभागीय प्रोन्नति समिति की सिफारिश पर किया जाएगा। इन मामलों में चयन, मंत्रिमंडल की नियुक्ति समिति के अनुमोदन से समय-समय पर जारी इन पदों पर नियुक्ति करने के लिए अधिकारियों के चयन हेतु मानकों से संबंधित रेलवे बोर्ड के संकल्प द्वारा शासित होगा।

7. वरिष्ठता.—

- (1) सेवा की विभिन्न श्रेणियों में नियुक्त व्यक्तियों की वरिष्ठता और कनिष्ठ समयमान की श्रेणी में सीधी भर्ती किए जाने वाले व्यक्तियों तथा इन नियमों के प्रारंभ की तारीख पर तथा से कनिष्ठ समयमान में प्रोन्नत अधिकारियों के बीच परस्पर वरिष्ठता सरकार अथवा नियंत्रक प्राधिकारी द्वारा समय-समय पर जारी वरिष्ठता संबंधी सामान्य आदेशों अथवा अनुदेशों के अनुसार अवधारित की जाएगी।
- (2) वे मामले जो नियम 7 के उप-नियम (1) के अंतर्गत शामिल नहीं हैं, के लिए वरिष्ठता का अवधारण नियंत्रक प्राधिकारी द्वारा कार्मिक और प्रशिक्षण विभाग अथवा संघ लोक सेवा आयोग के परामर्श से किया जाएगा।

8. अन्य विभागों अथवा संगठनों में प्रतिनियुक्ति.—

इन नियमों में अंतर्विष्ट किसी बात के होते हुए भी, इस सेवा में नियुक्त अधिकारी ऐसी प्रतिनियुक्ति के लिए समय-समय पर सरकार के अनुदेशों अथवा लागू आदेशों के अध्यधीन, किसी अन्य केंद्रीय संगठन अथवा किसी राज्य सरकार अथवा संघ राज्य क्षेत्र अथवा स्वायत्त निकायों अथवा सरकार के सार्वजनिक क्षेत्र के उद्यमों अथवा राज्य सरकारों अथवा किसी अन्य देश, जिसके साथ इस संबंध में सरकार अथवा राज्य सरकार ने लोकहित में करार किया हो, प्रतिनियुक्ति पर भेजे जाने के लिए दायी होगा।

9. भारत के किसी भाग में सेवा करने का दायित्व.—

सेवा में नियुक्त अधिकारी भारत अथवा भारत से बाहर कहीं भी सेवा करने के लिए दायी होंगे।

10. परीक्षा.—

- (1) कनिष्ठ समयमान में सीधी भर्ती द्वारा या तो प्रोन्नति द्वारा सेवा में नियुक्त प्रत्येक अधिकारी दो वर्ष की अवधि के लिए परीक्षाधीन होगा:

परंतु यह कि नियंत्रक प्राधिकारी परीक्षा की अवधि को समय-समय पर सरकार द्वारा जारी आदेशों और अनुदेशों के अनुसार बढ़ा सकेगा।

परंतु यह और कि परिवीक्षा की अवधि को बढ़ाने का विनिश्चय पिछली परिवीक्षा अवधि की समाप्ति के पश्चात् सामान्यतया आठ सप्ताह के भीतर किया जाएगा और ऐसा करने के कारणों सहित उसको लिखित में उक्त अवधि के भीतर संसूचित किया गया हो।

- (2) परिवीक्षा की अवधि या उसमें किए गए विस्तार की समाप्ति पर, यदि अधिकारी को स्थायी नियुक्ति के लिए उपयुक्त माना जाए तो उसे नियमित आधार पर उनकी नियुक्ति में रखा जाएगा और अधिष्ठायी रिक्ति उपलब्ध होने पर, जैसा भी मामला हो, यथासमय उनकी पुष्टि कर दी जाएगी।
- (3) यदि परिवीक्षा की अवधि अथवा उसमें किए गए विस्तार के दौरान, जैसा भी मामला हो, सरकार की यह राय है कि अधिकारी स्थायी नियुक्ति के लिए उपयुक्त नहीं है तो सरकार उस अधिकारी को सेवोन्मुक्त कर सकती है अथवा इस सेवा में उसकी नियुक्ति से पूर्व उसके द्वारा धारित पद पर प्रतिवर्तित कर सकती है।
- (4) परिवीक्षा की अवधि अथवा उसमें अन्य विस्तार के दौरान परिवीक्षा के संतोषजनक पूरा करने की शर्त के रूप में यदि सरकार उपयुक्त समझे तो अधिकारी ऐसा प्रशिक्षण और अनुदेश प्राप्त करें तथा ऐसी परीक्षाएं और परीक्षण (हिंदी में परीक्षा सहित) उत्तीर्ण करें।
- (5) सभी मामले, जो विशिष्ट रूप से इसमें उपबंधित नहीं हैं, परिवीक्षार्थी समय-समय पर यथा संशोधित भारतीय रेल स्थापना संहिताओं अथवा नियमावलियों के उपबंधों तथा नियंत्रक प्राधिकारी द्वारा समय-समय पर जारी लागू अन्य आदेशों द्वारा शासित होंगे।

11. अकृत्यिक उन्नयन.—

- (1) जब कभी राज्य अथवा संयुक्त काडर का भारतीय प्रशासनिक सेवा का अधिकारी केंद्र में वेतन मैट्रिक्स में वेतन स्तर में किसी विशिष्ट श्रेणी में पदस्थापित किया जाता है, जिसके लिए अकृत्यिक उन्नयन लागू हो, तो इस सेवा के सदस्य, जो ऐसी भारतीय प्रशासनिक सेवा के अधिकारी से दो वर्ष या उससे अधिक वरिष्ठ है और अभी तक उस विशिष्ट श्रेणी में प्रोन्नत नहीं किया गया है, को केंद्र में उस विशिष्ट श्रेणी में भारतीय प्रशासनिक सेवा के अधिकारी के पदस्थापन की तारीख से अकृत्यिक आधार पर वही श्रेणी प्रदान की जाएगी।
- (2) वेतन मैट्रिक्स में विशिष्ट स्तर के उन्नयन के लिए 'बैंचमार्क' सहित सभी विहित पात्रता मानदंड और प्रोन्नयन मानकों को वेतन मैट्रिक्स में उच्च स्तर प्रदान करने के लिए छानबीन करते समय पूरा करना होगा।
- (3) अकृत्यिक उन्नयन, अनुसूची III में यथा विनिर्दिष्ट विभागीय छानबीन समिति की सिफारिशों पर प्रदान किया जाएगा।
- (4) अकृत्यिक उन्नयन प्रदान करने की निबंधन और शर्तें सरकार द्वारा उक्त विषय पर समय-समय पर जारी अनुदेशों अथवा आदेशों के अनुसार होंगे।

12. सेवा की अन्य शर्तें.—

ऐसे विषयों की बाबत, जिनके लिए इन नियमों में कोई प्रावधान नहीं किया गया है, सेवा के सदस्यों की सेवा शर्तें, सरकार द्वारा अन्यथा आदेश दिए जाने तक वही रहेंगी, जो समय-समय पर संगठित समूह 'क' केंद्रीय सेवा के अधिकारियों के लिए लागू है।

13. निरर्हता.—

वह व्यक्ति:

- (क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है या विवाह की संविदा की है; या
- (ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है या विवाह की संविदा की है,

सेवा पर नियुक्ति का पात्र नहीं होगा:

परंतु यदि नियंत्रक प्राधिकारी का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार है, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगा।

14. वेतन, छुट्टी और पेंशन का विनियमन.-

विभिन्न श्रेणियों के अधिकारियों का वेतन, वेतनवृद्धि, छुट्टी, पेंशन और सेवा की अन्य शर्तें भारतीय रेल स्थापना संहिता जिल्द-I और जिल्द-II और भारतीय रेल स्थापना नियमावली या सरकार अथवा नियंत्रण प्राधिकारी द्वारा समय-समय पर जारी लागू अन्य सुसंगत अनुदेशों के अनुसार विनियमित होंगी।

15. शिथिल करने की शक्ति.-

जहां नियंत्रक प्राधिकारी की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण है, उन्हें लेखबद्ध करके तथा आयोग से परामर्श करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगा।

16. व्यावृत्ति.-

इन नियमों की कोई बात ऐसे आरक्षणों, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों अथवा अनुदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, अन्य पिछड़ा वर्गों, आर्थिक रूप से कमजोर वर्गों, दिव्यांग जनों, भूतपूर्व सैनिकों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

17. निर्वचन.-

इन नियमों के निर्वचन से संबंधित यदि कोई प्रश्न उठता है तो आयोग के परामर्श से नियंत्रक प्राधिकारी द्वारा इसका विनिश्चय किया जाएगा।

अनुसूची -I

(नियम 2(ङ), 2(ज), 2(ज,ट,ठ,ड), 4(1), 4(2) और 6(1) देखें)

भारतीय रेल प्रबंधन सेवा में शामिल किए गए झूटी पदों की श्रेणियां, पदनाम, स्वीकृत पदों की संख्या और वेतन मैट्रिक्स में स्तर

क्र.सं.	झूटी पद की श्रेणियां	पदनाम@		वेतन मैट्रिक्स में स्तर	पदों की संख्या *
		रेलें	रेलवे बोर्ड		
1.	शीर्ष	--	अध्यक्ष और मुख्य कार्यपालक अधिकारी, सदस्य, महानिदेशक	स्तर 17 (225000 रु.)	7
2.	उच्चतर प्रशासनिक श्रेणी+	महाप्रबंधक	अपर सदस्य	स्तर 16 (205400-224400 रु.)	59
3.	उच्चतर प्रशासनिक श्रेणी	प्रधान मुख्य प्रबंधक	प्रधान कार्यपालक निदेशक	स्तर-15 (182200-224100 रु.)	139
4.	वरिष्ठ प्रशासनिक श्रेणी	मुख्य प्रबंधक	कार्यपालक निदेशक	स्तर 14 (144200-218200 रु.)	791
5.	अकृत्यिक चयन श्रेणी (एनएफएसजी)	उप मुख्य प्रबंधक	निदेशक	स्तर 13 (123100-215900 रु.)	2325 # वरिष्ठ समयमान और उससे ऊपर के कुल पदों का 30% तक अकृत्यिक चयन श्रेणी में होगा
6.	कनिष्ठ प्रशासनिक श्रेणी	उप मुख्य प्रबंधक	लागू नहीं	स्तर 12 (78800-209200 रु.)	

7.	वरिष्ठ समयमान	वरिष्ठ प्रबंधक अथवा मंडल प्रबंधक	लागू नहीं	स्तर 11 (67700-208700 रु.)	1395
8.	कनिष्ठ समयमान	सहायक प्रबंधक	लागू नहीं	स्तर 10 (56100-177500 रु.)	450

*कार्यभार के आधार पर परिवर्तन किया जा सकता है।

@ कार्य की प्रकृति के आधार पर नए पदनाम जोड़े जा सकते हैं।

(क) संवर्ग के समग्र पदसंख्या में कोई वृद्धि नहीं है।

(ख) अकृत्यिक चयन श्रेणी में संचालित किए जाने वाले पदों की संख्या कनिष्ठ प्रशासनिक श्रेणी में कुल स्वीकृत पदों की संख्या से अधिक नहीं होगी।

अनुसूची II

(नियम 2(क), 2(ख), 2(झ), 6(1) और 6(3) देखें)

भारतीय रेल प्रबंधन सेवा के उच्चतर ड्यूटी पद (पदों) या श्रेणी (श्रेणियों) में प्रोन्नति के लिए नियुक्ति की पद्धति, चयन का क्षेत्र और न्यूनतम अर्हक सेवा

क्र.सं.	ड्यूटी पद, श्रेणी का नाम और वेतन मैट्रिक्स में स्तर	नियुक्ति की पद्धति	चयन का क्षेत्र और प्रोन्नति के लिए न्यूनतम अर्हक सेवा
(1)	(2)	(3)	(4)
1.	शीर्ष (स्तर 17)	प्रोन्नति द्वारा और एसीसी के अनुमोदन से समय-समय पर जारी किए गए रेलवे बोर्ड के संकल्पों द्वारा शासित की जाएगी।	जैसा कॉलम सं. 3 में दिया गया है।
2.	उच्चतर प्रशासनिक श्रेणी+ (स्तर 16)	प्रोन्नति द्वारा और एसीसी के अनुमोदन से समय-समय पर जारी किए गए रेलवे बोर्ड के संकल्पों द्वारा शासित की जाएगी।	जैसा कॉलम सं. 3 में दिया गया है।
3.	उच्चतर प्रशासनिक श्रेणी (स्तर 15)	प्रोन्नति द्वारा और एसीसी के अनुमोदन से समय-समय पर जारी किए गए रेलवे बोर्ड के संकल्पों द्वारा शासित की जाएगी।	जैसा कॉलम सं. 3 में दिया गया है।
4.	वरिष्ठ प्रशासनिक श्रेणी (स्तर 14)	चयन के आधार पर प्रोन्नति द्वारा।	कनिष्ठ प्रशासनिक श्रेणी अर्थात् अकृत्यिक चयन श्रेणी सहित वेतन मैट्रिक्स के स्तर 12 में आठ वर्ष की नियमित सेवा या समूह 'क' में सत्रहवर्ष की नियमित सेवा वाले अधिकारी जिसमें से चार वर्ष की नियमित सेवा कनिष्ठ प्रशासनिक श्रेणी की अकृत्यिक चयन श्रेणी सहित कनिष्ठ प्रशासनिक श्रेणी में होनी चाहिए।
5.	अकृत्यिक चयन श्रेणी (एनएफएसजी) (स्तर 13)	उपयुक्तता के अधीन वरिष्ठता के आधार पर नियोजन द्वारा	कनिष्ठ प्रशासनिक श्रेणी के ऐसे अधिकारी, जिन्होंने उस परीक्षा, जिसके आधार पर अधिकारी को भर्ती किया गया था, अगले वर्ष या उस वर्ष जिसमें उसे समूह 'क' में प्रोन्नत किया गया था, जैसा भी मामला हो, के वर्ष से संगठित वर्ष की 1 जनवरी से समूह 'क' की नियमित सेवा के 14वें वर्ष में प्रवेश कर चुका है।

6.	कनिष्ठ प्रशासनिक श्रेणी (स्तर 12)	चयन के आधार पर प्रोन्नति द्वारा।	वरिष्ठ समयमान में वेतन मैट्रिक्स के स्तर 11 में सेवा के ऐसे अधिकारी, जिन्होंने उस श्रेणी में पांच वर्ष की नियमित सेवा की है।
7.	वरिष्ठ समयमान (स्तर 11)	चयन के आधार पर प्रोन्नति द्वारा।	कनिष्ठ समयमान में ऐसे अधिकारी, जिन्होंने वेतन मैट्रिक्स के स्तर 10 में समूह 'क' में चार वर्ष की नियमित सेवा पूरी की हो।
8.	कनिष्ठ समय मान (स्तर 10)	केंद्रीय सरकार या संघ लोक सेवा आयोग द्वारा समय-समय पर यथा अधिसूचित आयु, शैक्षिक अर्हताओं और अन्य शर्तों के अनुसार सिविल सेवा परिक्षा के माध्यम से 50% सीधी भर्ती द्वारा।	संघ लोक सेवा आयोग द्वारा समय-समय पर यथा अधिसूचित।
		चयन के माध्यम से प्रोन्नति द्वारा 50% ।	वेतन मैट्रिक्स के स्तर 8 या स्तर 9 में भारतीय रेल प्रबंधन सेवा (आईआरएमएस) के ऐसे समूह 'ख' अधिकारी, जिन्होंने उस श्रेणी में न्यूनतम तीन वर्ष की नियमित सेवा की है।

टिप्पण: जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा है, वहां उनसे वरिष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परंतु यह तब जबकि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली है।

अनुसूची-III

(नियम 2(क), 2(ख), 2(घ), 6(4) और 11(3) देखें)

भारतीय रेल प्रबंधन सेवा की समूह 'क' झूटी पदों पर प्रोन्नति या पुष्टि के मामलों पर विचार करने के लिए विभागीय प्रोन्नति समिति एवं वेतन मैट्रिक्स के विशिष्ट स्तर में वेतन के मामलों पर विचार करने हेतु छानबीन समिति, जिनके लिए अकृत्यिक उन्नयन लागू है।

क्र. सं.	झूटी पद जिसके लिए प्रोन्नति, पुष्टि या अकृत्यिक उन्नयन किया जाना है।	कॉलम सं. 2, में वर्णित संबंधित झूटी पद के लिए समूह 'क' विभागीय प्रोन्नति समिति की संरचना।	पुष्टि के लिए विभागीय प्रोन्नति समिति।	कार्मिक एवं प्रशिक्षण विभाग के तारीख 24.04.2009 एवं 25.09.2009 के कार्यालय ज्ञापन सं. एबी.14017/64/2008-एस्ट.(आरआर) के अनुसार अकृत्यिक उन्नयन के लिए छानबीन समिति की संरचना।
(1)	(2)	(3)	(4)	(5)
1	शीर्ष	मंत्रिमंडल की नियुक्ति समिति के अनुमोदन से समय-समय पर जारी रेलवे बोर्ड के संकल्पों द्वारा शासित होगा।	लागू नहीं।	लागू नहीं
2	उच्चतर प्रशासनिक श्रेणी +	मंत्रिमंडल की नियुक्ति समिति के अनुमोदन से समय-समय पर जारी रेलवे बोर्ड के संकल्पों द्वारा शासित होगा।	लागू नहीं।	लागू नहीं

3	उच्चतर प्रशासनिक श्रेणी	मंत्रिमंडल की नियुक्ति समिति के अनुमोदन से समय-समय पर जारी रेलवे बोर्ड के संकल्पों द्वारा शासित होगा।		लागू नहीं।	जैसा कि कॉलम सं. 3 में दिया गया है।
4	वरिष्ठ प्रशासनिक श्रेणी	अध्यक्ष एवं मुख्य कार्यपालक अधिकारी, रेलवे बोर्ड	अध्यक्ष	लागू नहीं।	छानबीन समिति की संरचना विभागीय प्रोन्नति समिति के समान होगी जैसा कि कॉलम सं. 3 में दिया गया है।
		अध्यक्ष एवं मुख्य कार्यपालक अधिकारी, रेलवे बोर्ड द्वारा नामनिर्दिष्ट बोर्ड के कोई दो सदस्य।	सदस्य		
5	अकृत्यिक चयन श्रेणी	अध्यक्ष एवं मुख्य कार्यपालक अधिकारी, रेलवे बोर्ड	अध्यक्ष	लागू नहीं।	छानबीन समिति की संरचना विभागीय प्रोन्नति समिति के समान होगी जैसा कि कॉलम सं. 3 में दिया गया है।
		अध्यक्ष एवं मुख्य कार्यपालक अधिकारी, रेलवे बोर्ड द्वारा नामनिर्दिष्ट बोर्ड के कोई दो सदस्य।	सदस्य		
6	कनिष्ठ प्रशासनिक श्रेणी	अध्यक्ष एवं मुख्य कार्यपालक अधिकारी, रेलवे बोर्ड	अध्यक्ष	लागू नहीं।	छानबीन समिति की संरचना विभागीय प्रोन्नति समिति के समान होगी जैसा कि कॉलम सं. 3 में दिया गया है।
		अध्यक्ष एवं मुख्य कार्यपालक अधिकारी, रेलवे बोर्ड द्वारा नामनिर्दिष्ट बोर्ड के कोई दो सदस्य	सदस्य		
7	वरिष्ठ समयमान	संबंधित क्षेत्रीय रेल या उत्पादन इकाई के महाप्रबंधक द्वारा नामनिर्दिष्ट उच्चतर प्रशासनिक श्रेणी स्तर का अधिकारी	अध्यक्ष	लागू नहीं।	छानबीन समिति की संरचना विभागीय प्रोन्नति समिति के समान होगी जैसा कि कॉलम सं. 3 में दिया गया है।
		संबंधित क्षेत्रीय रेल या उत्पादन इकाई के महाप्रबंधक द्वारा नामनिर्दिष्ट वरिष्ठ प्रशासनिक श्रेणी स्तर के कोई दो अधिकारी।	सदस्य		
8	कनिष्ठ समयमान	अध्यक्ष या सदस्य, संघ लोक सेवा आयोग।	अध्यक्ष	संबंधित क्षेत्रीय रेल अथवा उत्पादन इकाई के महाप्रबंधक द्वारा नामनिर्दिष्ट उच्चतर प्रशासनिक श्रेणी स्तर का अधिकारी।	लागू नहीं।
		रेलवे बोर्ड के स्थापना निदेशालय में कार्यपालक निदेशक।	सदस्य	संबंधित क्षेत्रीय रेल अथवा उत्पादन इकाई के महाप्रबंधक द्वारा नामनिर्दिष्ट वरिष्ठ प्रशासनिक श्रेणी स्तर के कोई दो अधिकारी	
		रेलवे बोर्ड के प्रबंधन सेवाएं निदेशालय में कार्यपालक निदेशक।	सदस्य		

[फा. सं. 2020/ई(जी)/आरआर/23/1]

नवीन कुमार, संयुक्त सचिव (गोपनीय)

MINISTRY OF RAILWAYS**(Railway Board)****NOTIFICATION**

New Delhi, the 15th February, 2022

G.S.R. 119(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the Indian Railway Management Service Group ‘A’, namely:-

1. **Short title and commencement.-**

(1) These rules may be called the Indian Railway Management Service (Group ‘A’) Rules, 2022.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions.-** In these rules, unless the context otherwise requires:-

- a) ‘ACC’ means the Appointment Committee of the Cabinet.
- b) ‘Commission’ means the Union Public Service Commission.
- c) ‘Controlling Authority’ means the Ministry of Railways, Government of India.
- d) “Departmental Promotion Committee, Departmental Confirmation Committee and Departmental Screening Committee” means committees to consider promotion, confirmation of officers and grant of Non-Functional Upgradation and Non-Functional Selection Grade respectively, in any grade constituted in accordance with Schedule III to these rules.
- e) ‘duty post’ means any post in a Grade mentioned in Schedule I to these rules.
- f) ‘Examination’ means the Civil Services Examination conducted by the Union Public Service Commission.
- g) ‘Government’ means the Government of India.
- h) ‘Grade’ means the Grades of duty posts specified in Column 2 of the Schedule I.
- i) ‘regular service’ in relation to any Grade means the period of service in that grade rendered after selection and appointment thereto under the rules and includes any period—
 - i. taken into account for the purpose of seniority in the case of those already in the grade at the time of commencement of these rules;
 - ii. during which an officer would have held a duty post in that grade but for being on leave or otherwise not being available for holding such post.
- j) “level” in the pay matrix means the level specified in third row of Part A of the Schedule to the Railway Services (Revised Pay) Rules, 2016.
- k) “pay matrix” means matrix specified in Part A of the Schedule to the Railway Services (Revised Pay) Rules, 2016, with levels of pay arranged in vertical cells as assigned to corresponding existing pay band and grade pay or scale.
- l) ‘Schedule’ means the Schedules appended to these rules.
- m) ‘Service’ means the Indian Railway Management Service, which shall consist of the posts or grades or time scales mentioned in Schedule I to these rules.
- n) The expressions ‘Scheduled Castes’, ‘Scheduled Tribes’, ‘Other backward Classes’, ‘Economically Weaker Sections (EWSs)’ and ‘Persons with disabilities’ shall have the meanings respectively assigned to them in the Constitution of India or Acts of Parliament.

3. **Constitution of Service.-**

- (1) An Organised Service known as the Indian Railway Management Service consisting of persons appointed to the Service under rule 6 shall stand constituted with the notification of these rules.

- (2) All the posts included in the Service shall be classified as Group A posts.

4. **Grades, Authorised Strength and its review.-**

- (1) The designations, levels in the pay matrix, grades, sanctioned strength, of the duty post on the date of commencement of these rules shall be as specified in Schedule I.
- (2) Notwithstanding anything contained in sub-rule (1), by notification in Official Gazette, the Government may, from time to time-
- make addition, alteration, substitution or modification to the number of duty posts, grade, designation and level in the pay matrix specified in Schedule I;
 - in consultation with the Commission, include in the Service any duty post or exclude from the Service any duty post mentioned in Schedule I;
 - in consultation with the Commission, appoint an officer to a duty post included in the service under clause (b) to the appropriate grade.

5. **Members of the Service.-**

The following persons shall be the Members of the Service, namely:-

- Persons covered under clause (c) of sub-rule (2) of rule 4; and
- Persons appointed to the duty posts under rule 6.

6. **Future maintenance of the Service.-**

- (1) Any vacancy in any of the grades specified in Schedule I after the commencement of these rules shall be filled in the following manner, namely:-

- 50 per cent of the vacancies in the grade of Junior Time Scale shall be filled by direct recruitment through Civil Services Examination conducted by the Commission on the basis of the educational qualifications and age-limit specified by the Government in consultation with the Commission.
- 50 per cent of the vacancies in the Junior Time Scale shall be filled by promotion through selection, in the manner specified in Schedule II.

- (2) The appointment in the grade of Junior Time Scale shall be made in consultation with the Commission.

- (3) The appointment in the grades of Senior Time Scale and above of the Service shall be made by promotion from amongst the officers in the next lower grade possessing minimum qualifying service and in the manner as specified in Schedule II.

- (4) The selection of officers for promotion shall be made by selection except in the case of promotion to post of Non Functional Selection Grade which shall be on the basis of seniority subject to suitability on the recommendation of the committee constituted for this purpose in accordance with Schedule-III.

- (5) The selection in each case under sub-rule 3 shall be on the recommendation of the Departmental Promotion Committee except in case of post in Apex, HAG+ and HAG. Selection in these cases shall be governed by Railway Board Resolution regarding norms for selection of officers for appointment to these posts, issued from time to time with the approval of the Appointments Committee of the Cabinet.

7. **Seniority.-**

- (1) The seniority of persons appointed to various grades of the Service and inter seniority between the direct recruits in the grade of Junior Time Scale and the officers promoted to Junior Time Scale on and from the date of commencement of these rules shall be determined in accordance with the general orders or instructions on seniority issued by the Government or Controlling Authority from time to time.

- (2) For the cases not covered under sub rule (1) of rule 7, the seniority shall be determined by the Controlling Authority in consultation with the Department of Personnel and Training or Union Public Service Commission.

8. Deputation to other departments or organizations.-

Notwithstanding anything contained in these rules, officers appointed to the Service shall be liable to be sent on deputation to any other Central organisation or any of the State Governments or Union Territories or the autonomous bodies or Public Sector Enterprises of Government or State Governments or any foreign country having an agreement in this regard with the Government or State Government in public interest, subject to the Government instructions or orders in force from time to time for such deputation.

9. Liability for service in any part of India.-

The officers appointed to the Service shall be liable to serve anywhere in India or outside.

10. Probation.-

(1) Every officer on appointment to the Service, either by direct recruitment or by promotion in Junior Time Scale, shall be on probation for a period of two years:

Provided that the Controlling Authority may extend the period of probation in accordance with the orders and instructions issued by the Government from time to time.

Provided further that any decision for any extension of period of probation shall be taken ordinarily within eight weeks after expiry of the previous period of probation and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

(2) On completion of the period of probation or an extension thereof, officers shall, if considered fit for the permanent appointment, be retained in their appointment on regular basis and be confirmed in due course against the available substantive vacancy, as the case may be.

(3) If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an officer is not fit for permanent appointment, the Government may discharge or revert the officer to the post held by him prior to his appointment in the Service, as the case may be.

(4) During the period of probation or any extension thereof, the officers may be required to undergo such training and instructions and to pass such examination and tests (including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of probation.

(5) In all matters not specifically provided for herein, the probationers will be governed by the provisions of the Indian Railway Establishment Codes or Manuals as amended from time to time and other orders in force issued by the Controlling Authority from time to time.

11. Non-Functional Up-gradation.-

(1) Whenever any Indian Administrative Service officer of the State or Joint Cadre is posted at the Centre to a particular grade carrying pay in a specific level in the pay matrix for which Non-functional upgradation is applicable, the members of this Service, who are senior to such Indian Administrative Service officer by two years or more and have not so far been promoted to that particular grade, would be granted the same grade on non-functional basis from the date of posting of the Indian Administrative Service officer in that particular grade at the Centre.

(2) All the prescribed eligibility criteria and promotional norms including 'benchmark' for up-gradation to a particular level in the pay matrix shall have to be fulfilled at the time of screening for grant of higher level in the pay matrix.

(3) Grant of Non-Functional Up-gradation shall be made on the recommendations of the Departmental Screening Committee as specified in Schedule III.

(4) The terms and conditions for grant of Non-Functional Up-gradation shall be as per the instructions or orders issued by the Government on the subject from time to time.

12. Other Conditions of Service.-

The conditions of service of the members of the Service, in respect of matters for which no provision is made in these rules shall, unless the Government otherwise orders, be the same as are applicable from time to time to officers of the Organized Group 'A' Central Service.

13. Disqualification.-

No person.-

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who having a spouse living has entered into or contracted marriage with any other person,

shall be eligible for appointment to the service.

Provided that the Controlling Authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

14. Regulation of Pay, Leave and Pension.-

The pay, increments, leave, pension and other conditions of service of officers of the various grades shall be regulated in accordance with the Indian Railway Establishment Code Volume I and Volume II and Indian Railway Establishment Manual or other relevant instructions in force from time to time issued by the Government or Controlling Authority.

15. Power to Relax.-

Where the Controlling Authority is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons.

16. Saving.-

Nothing in these rules shall affect reservations, relaxation of age-limit and other concessions required to be provided to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Economically Weaker Sections, Persons with disabilities, Ex-Servicemen and other special categories of persons in accordance with the orders or instructions issued by the Government from time to time in this regard.

17. Interpretation.-

If any question relating to interpretation of these rules arises, it shall be decided by the Controlling Authority in consultation with the Commission.

SCHEDULE – I

(See Rules 2(e), 2(h), 2(j,k,l,m), 4(1), 4(2) and 6(1))

The grades, designations, number of sanctioned posts and level in the pay matrix of duty posts included in the Indian Railway Management Service

S.N.	Grades of duty post	Designation@		level in pay matrix	number of posts*
		Railways	Railway Board		
1.	Apex	--	Chairman and Chief Executive Officer, Member, Director General	level 17 (Rs. 225000)	7
2.	HAG+	General Manager	Additional Member	level 16 (Rs.205400-224400)	59
3.	HAG	Principal Chief Manager	Principal Executive Director	level-15 (Rs.182200-224100)	139
4.	Senior Administrative Grade	Chief Manager	Executive Director	level 14 (Rs. 144200-218200)	791
5.	Non-Functional Selection Grade (NFSG)	Deputy Chief Manager	Director	level 13 (Rs. 123100-215900)	2325 # Up to 30% of total

6.	Junior Administrative Grade	Deputy Chief Manager	Not Applicable	level 12 (Rs. 78800-209200)	posts of Senior Time Scale and above will be in Non Functional Selection Grade
7.	Senior Time Scale	Senior Manager or Divisional Manager	Not Applicable	Level 11 (Rs. 67700-208700)	1395
8.	Junior Time Scale	Assistant Manager	Not Applicable	Level 10 (Rs. 56100-177500)	450

*Subject to variation dependent on workload.

@ Subject to new designations being introduced based on nature of work.

(a) There is no increase in overall strength of the Cadre.

(b) The no. of posts to be operated in Non Functional Selection Grade shall not exceed the total no. of sanctioned posts in Junior Administrative Grade.

SCHEDULE II

(See Rule 2(a), 2(b), 2(i), 6(1) and 6(3))

Method of appointment, field of selection and the minimum qualifying service for promotion to the higher duty posts(s) or Grade(s) of the Indian Railway Management Service.

S.N.	Name of the duty post, grade and level in pay matrix	Method of appointment	Field of selection and the minimum qualifying service for promotion.
(1)	(2)	(3)	(4)
1.	Apex (level 17)	By promotion and shall be governed by Railway Board's Resolutions issued from time to time with the approval of ACC	Same as given in column number 3
2.	HAG+ (level 16)	By promotion and shall be governed by Railway Board's Resolutions issued from time to time with the approval of ACC.	Same as given in column number 3
3.	HAG (level 15)	By promotion and shall be governed by Railway Board's Resolutions issued from time to time with the approval of ACC	Same as given in column number 3
4.	Senior Administrative Grade(level 14)	By promotion on the basis of selection.	Officers in Junior Administrative Grade with eight years regular service in the grade i.e. in level 12 of pay matrix including Non-Functional Selection Grade or with seventeen years regular service in Group 'A' out of which at least four

			years regular service should be in the Junior Administrative Grade, including service rendered in the Non functional Selection Grade of the Junior Administrative Grade.
5.	Non-Functional Selection Grade (NFSG) (level 13)	By placement on the basis of seniority subject to suitability.	Officers in the Junior Administrative Grade who have entered the fourteenth year of regular service in Group 'A' on the 1st January of the year calculated from the year following the year of examination on the basis of which the officer was recruited or the year in which the officer was promoted to Group 'A' as the case may be.
6.	Junior Administrative Grade (level 12)	By promotion on the basis of selection.	Officers of the service in Senior Time Scale in level 11 of pay matrix who have completed five years regular service in the grade.
7.	Senior Time Scale (level 11)	By promotion on the basis of selection.	Officers in Junior Time Scale who have completed four years regular service in Group 'A' in level 10 of pay matrix.
8.	Junior Time Scale (level 10)	50 per cent by direct recruitment through the Civil Services Examination as per age, educational qualifications and other conditions as notified by the Central Government or Union Public Service Commission from time to time.	As notified by Union Public Service Commission from time to time.
		50 per cent by promotion through selection.	Group 'B' officers of Indian Railway Management Service (IRMS), in level 8 or level 9 of pay matrix with minimum three years regular service in the grade.

Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility Service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

SCHEDULE-III

(See Rule 2(a), 2(b), 2(d), 6(4)) and 11(3)

Departmental Promotion Committee for considering the cases of promotion or confirmation in Group 'A' duty posts of Indian Railway Management Service and Screening Committee for considering the cases carrying pay in a specific level in the pay matrix for which Non-Functional Upgradation is applicable.

Sl. No.	The Duty Post for which promotion, confirmation or Non Functional Upgradation is to be made.	Composition of Group 'A' Departmental Promotion Committee to the respective Duty Post mentioned in Column Number 2.	Departmental Promotion Committee for confirmation.	Composition of Screening Committee for the Non-Functional Upgradation in terms of DOP&T's OM No. AB.14017/64/2008-Estt.(RR) dt.24.04.2009 and 25.09.2009.
(1)	(2)	(3)	(4)	(5)
1	Apex	Shall be governed by Railway Board's Resolutions issued from time to time with the approval of ACC.	Not Applicable.	Not Applicable

2	HAG+	Shall be governed by Railway Board's Resolutions issued from time to time with the approval of ACC.		Not Applicable.	Not Applicable
3	HAG	Shall be governed by Railway Board's Resolutions issued from time to time with the approval of ACC.		Not Applicable.	Same as given in Column Number 3.
4	Senior Administrative Grade	Chairman and Chief Executive Officer, Railway Board	Chairman	Not applicable.	Composition of Screening Committee is same as Departmental Promotion Committee, given in Column Number 3.
		Any two Board Members to be nominated by Chairman and Chief Executive Officer, Railway Board.	Member		
5	Non- Functional Selection Grade	Chairman and Chief Executive Officer, Railway Board	Chairman	Not applicable.	Composition of Screening Committee is same as Departmental Promotion Committee, given in Column Number 3.
		Any two Board Members to be nominated by Chairman and Chief Executive Officer, Railway Board.	Member		
6	Junior Administrative Grade	Chairman and Chief Executive Officer, Railway Board	Chairman	Not applicable.	Composition of Screening Committee is same as Departmental Promotion Committee, given in Column Number 3.
		Any two Board Members to be nominated by Chairman and Chief Executive Officer, Railway Board.	Member		
7	Senior Time Scale	Higher Administrative Grade level officer to be nominated by the General Manager of the Zonal Railway or Production Unit concerned.	Chairman	Not applicable.	Composition of Screening Committee is same as Departmental Promotion Committee, given in Column Number 3.
		Any two Senior Administrative Grade level officers to be nominated by the General Manager of the Zonal Railway or Production Unit concerned.	Member		
8	Junior Time Scale	Chairman or Member, Union Public Service Commission.	Chairman	Higher Administrative Grade level officer to be nominated by the General Manager of the Zonal Railway or Production Unit concerned.	Not Applicable.

		Executive Director in Establishment Directorate of Railway Board.	Member	Any two Senior Administrative Grade level officers to be nominated by the General Manager of the Zonal Railway or Production Unit concerned.	
		Executive Director in Management Services Directorate of Railway Board.	Member		

[F. No. 2020/E(G)RR/23/1.]

NAVIN KUMAR, Jt. Secy. (Confidential)



भारत का राजपत्र The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
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NEW DELHI, WEDNESDAY, OCTOBER 9, 2024/ ASHVINA 17, 1946

रेल मंत्रालय

(रेलवे बोर्ड)

नई दिल्ली, 09 अक्टूबर, 2024

सा. का. नि. 627 (अ).— राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए भारतीय रेल प्रबंधन सेवा (समूह 'क') नियम, 2022 का निम्नलिखित और संशोधन करते हैं अर्थात्:-

- इन नियमों का संक्षिप्त नाम भारतीय रेल प्रबंधन सेवा (संशोधन) नियम, 2024 है।
 - ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।
- भारतीय रेल प्रबंधन सेवा (समूह 'क') नियम, 2022 के उप नियम(2) में, (जिसे इसमें इसके पश्चात् उक्त नियम कहा गया है),
 - खंड (च) के स्थान पर निम्नलिखित खंड रखा जाएगा, अर्थात्:-

'परीक्षा' से संघ लोक सेवा आयोग द्वारा आयोजित सिविल सेवा परीक्षा और इंजीनियरी सेवा परीक्षा अभिप्रेत है।
 - उप नियम 2(ड) को उपनियम 2(ण) के रूप में पुनः संशोधित किया जाएगा।

(iii) खंड (ड) के पश्चात् निम्नलिखित खंड अंतःस्थापित किया जाएगा:-

(ढ) 'उप-काडर' से सेवा के कोई भी आठ वर्ग, अर्थात्, यातायात, लेखा, कार्मिक, सिविल, विद्युत, यांत्रिक, सिगनल एवं दूरसंचार और भंडार अभिप्रेत हैं।

3. उक्त नियमों के नियम 6 के उपनियम (1) के खंड (क) के स्थान पर निम्नलिखित खंड रखा जाएगा, अर्थात्:-

कनिष्ठ समयमान श्रेणी में रिक्तियों को 50% आयोग के परामर्श से सरकार द्वारा निर्दिष्ट शैक्षिक अर्हता और आयु-सीमा के आधार पर यातायात, कार्मिक और लेखा के उप काडर के लिए आयोग द्वारा आयोजित सिविल सेवा परीक्षा और सिविल, विद्युत, यांत्रिक, सिगनल एवं दूरसंचार और भंडार के काडर के लिए इंजीनियरी सेवा परीक्षा के माध्यम से सीधी भर्ती से भरा जाएगा।

4. उक्त नियमों की अनुसूची-I के स्थान पर, निम्नलिखित अनुसूची रखी जाएगी, अर्थात्:-

अनुसूची-I

[नियम 2(ड), 2(ज), 2(ज,ट,ठ,ड), 4(1), 4(2) और 6(1) देखें]

भारतीय रेल प्रबंधन सेवा में शामिल झूटी पदों की श्रेणियां, पदनाम, स्वीकृत पदों की संख्या और वेतन मैट्रिक्स में स्तर:-

क्र. सं.	झूटी पदों की श्रेणियां	पदनाम @		वेतन मैट्रिक्स में स्तर	पदों की संख्या *
		रेलें	रेलवे बोर्ड		
1.	शीर्ष	--	अध्यक्ष रेलवे बोर्ड और मुख्य कार्यपालक अधिकारी, सदस्य, महानिदेशक	स्तर 17 (रु. 225000)	7
2.	उच्चतर प्रशासनिक श्रेणी+	महाप्रबंधक	अपर सदस्य	स्तर 16 (रु. 205400-224400)	59
3.	उच्चतर प्रशासनिक श्रेणी	प्रधान मुख्य प्रबंधक	प्रधान कार्यपालक निदेशक	स्तर 15 (रु. 182200-224100)	345
4.	वरिष्ठ प्रशासनिक श्रेणी	मुख्य प्रबंधक	कार्यपालक निदेशक	स्तर 14 (रु. 144200-218200)	1333
5.	अकृत्यिक चयन श्रेणी (एनएफएसजी)	उप मुख्य प्रबंधक	निदेशक	स्तर 13 (रु. 123100-215900)	3270 वरिष्ठ समयमान और उससे ऊपर के कुल पदों का 30% तक अकृत्यिक चयन श्रेणी में होगा #
6.	कनिष्ठ प्रशासनिक श्रेणी	उप मुख्य प्रबंधक	लागू नहीं	स्तर 12 (रु. 78800-209200)	
7.	वरिष्ठ समय मान	वरिष्ठ प्रबंधक/मंडल प्रबंधक	लागू नहीं	स्तर 11 (रु. 67700-208700)	1797
8.	कनिष्ठ समय मान	सहायक प्रबंधक	लागू नहीं	स्तर 10 (रु. 56100-177500)	1647
कुल					8458

* कार्यभार के आधार पर परिवर्तन किया जा सकता है।

@ कार्य की प्रकृति के आधार पर नए पदनाम जोड़े जा सकते हैं।

(क) काडर की समग्र संख्या में कोई वृद्धि नहीं है।

(ख) अकृत्यिक चयन श्रेणी में प्रचालित किए जाने वाले पदों की संख्या कनिष्ठ प्रशासनिक श्रेणी में कुल स्वीकृत पदों की संख्या से अधिक नहीं होगी।

उप काडर वार संख्या निम्नानुसार है:-

भारतीय रेल प्रबंधन सेवा काडर									
श्रेणी	यातायात	कार्मिक	लेखा	सीविल	विद्युत	यांत्रिक	सिगनल	भंडार	कुल
शीर्ष	7								7\$
उच्चतर प्रशासनिक श्रेणी+	5	2	4	5	4	5	3	2	30+29*=59
उच्चतर प्रशासनिक श्रेणी	42	18	40	85	42	50	39	29	345
वरिष्ठ प्रशासनिक श्रेणी	163	65	129	333	171	203	155	114	1333
कनिष्ठ प्रशासनिक श्रेणी/ अकृत्यिक चयन श्रेणी	392	171	286	858	450	486	348	279	3270
वरिष्ठ समय मान	234	113	250	384	190	274	231	121	1797
कनिष्ठ समय मान	264	111	118	295	220	337	194	108	1647
कुल	1101	481	828	1961	1078	1356	971	653	8458 \$*#

\$ शीर्ष काडर-बाह्य

* उच्चतर प्रशासनिक श्रेणी+ काडर-बाह्य

01.01.2015 के बाद सृजित 29 राजस्व पद शामिल हैं।

5. उक्त नियमों की अनुसूची-II में

(क) शीर्ष के स्थान पर निम्नलिखित शीर्ष रखा जाएगा, अर्थात्:

“भारतीय रेल प्रबंधन सेवा के 08 उप काडरों में उच्चतर ड्यूटी पदों या ग्रेडों पर प्रोन्नति पर नियुक्ति की पद्धति, चयन का क्षेत्र और न्यूनतम अर्हक सेवा।”

(ख) स्तंभ (3) के क्रम संख्यांक 8 में, "केंद्रीय सरकार या संघ लोक सेवा आयोग द्वारा समय-समय पर यथा अधिसूचित आयु, शैक्षिक अर्हताओं और अन्य शर्तों के अनुसार सिविल सेवा परीक्षा के माध्यम से 50 प्रतिशत सीधी भर्ती द्वारा" प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात:-

"केंद्रीय सरकार या संघ लोक सेवा आयोग द्वारा समय-समय पर यथा अधिसूचित आयु, शैक्षिक अर्हताओं और अन्य शर्तों के अनुसार सिविल सेवा परीक्षा और इंजीनियरी सेवा परीक्षा के माध्यम से 50 प्रतिशत सीधी भर्ती द्वारा";

(ग) स्तंभ 4 के क्र.सं. 8 में, "वेतन मैट्रिक्स के स्तर 8 या स्तर 9 में भारतीय रेल प्रबंधन सेवा (आईआरएमएस) के ऐसे समूह 'ख' अधिकारी, जिन्होंने उस श्रेणी में न्यूनतम तीन वर्ष की नियमित सेवा की है।" प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात:-

"भारतीय रेल के सभी विभागों अर्थात् कार्मिक, लेखा, यातायात, यांत्रिक इंजीनियरी, सिविल इंजीनियरी, सिगनल एवं दूरसंचार इंजीनियरी, विद्युत इंजीनियरी और भंडार विभाग के समूह 'ख' अधिकारी, जिन्होंने वेतन मैट्रिक्स के स्तर 8 या स्तर 9 की श्रेणी में न्यूनतम चार वर्ष की नियमित सेवा की हो"

टिप्पण 1: इन नियमों की अधिसूचना की तारीख को नियमित आधार पर पद धारण करने वाले, स्तर 8 या स्तर 9 की पोषक श्रेणियों के विद्यमान पदधारियों की प्रोन्नति के लिए पात्रता सेवा तीन वर्ष बनी रहेगी।

टिप्पण 2: भारतीय रेल प्रबंधन सेवा के कनिष्ठ समयमान में प्रोन्नति कोटा के लिए उपलब्ध रिक्तियों को इन विभागों की संयुक्त समूह 'ख' के संख्याबल में समूह 'ख' के संख्याबल के प्रतिशत के भाग के अनुपात में आठ उप-काडरों में संवितरित या समनुदेशित किया जाएगा।"

6. उक्त नियमों की अनुसूची-III में, शीर्ष के स्थान पर निम्नलिखित शीर्ष रखा जाएगा, अर्थात् :

"भारतीय रेल प्रबंधन सेवा के 8 उप-काडरों के समूह 'क' झूटी पदों पर प्रोन्नति या पुष्टि के मामलों पर विचार करने के लिए विभागीय प्रोन्नति समिति और वेतन मैट्रिक्स में एक विनिर्दिष्ट स्तर में वेतन वाले मामलों पर विचार करने के लिए छानबीन समिति, जिसके लिए अकृत्यिक उन्नयन लागू है।"

(फा. सं. 2022/ई(जी)/आरआर/23/1-भाग(2))

अन्विता सिन्हा, कार्यपालक निदेशक, स्थापना (राजपत्रित संवर्ग)

टिप्पण: मूल नियम भारत के राजपत्र, असाधारण, भाग 2, खंड-3, उप-खंड-(i) में सा.का.नि. सं.119 (अ) तारीख 15 फरवरी, 2022 द्वारा प्रकाशित किए गए थे।

MINISTRY OF RAILWAYS

(RAILWAY BOARD)

New Delhi, the 9th October, 2024

G.S.R. 627(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following further amendments to the Indian Railway Management Service (Group 'A') Rules, 2022, namely:-

1.

- (i) These rules may be called the Indian Railway Management Service (Amendment) Rules, 2024.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. In the Indian Railway Management Service (Group 'A') Rules, 2022, (hereinafter referred to as the said rules), in rule 2,-

1. for clause (f), the following clause shall be substituted, namely:-
“ ‘Examination’ means the Civil Services Examination and Engineering Services Examination conducted by the Union Public Service Commission.”

2. clause (n) shall be renumbered as clause (o)

3. after clause (m), the following clause shall be inserted, namely:-

“(n) ‘sub-cadre’ means any of the eight streams of the Service, namely, Traffic, Accounts, Personnel, Civil, Electrical, Mechanical, Signal and Telecommunication and Stores.”

3. In the said rules, in rule 6, in sub-rule (i), for clause (a), the following clause shall be substituted, namely:-

“(a) Fifty per cent of the vacancies in the grade of Junior Time Scale shall be filled by direct recruitment through Civil Services Examination for the sub-cadres of Traffic, Personnel and Accounts and through Engineering Services Examination for the sub-cadres of Civil, Electrical, Mechanical, Signal and Telecommunication and Stores, conducted by the Commission on the basis of the educational qualifications and age-limit specified by the Government in consultation with the Commission”;

4. In the said rules, for Schedule- I, the following Schedule shall be substituted, namely:-

“SCHEDULE-I

(See Rules 2(e), 2(h), 2(j,k,l,m), 4(1), 4(2) and 6(1))

The grades, designations, number of sanctioned posts and level in the pay matrix of duty posts included in the Indian Railway Management Service:-

S.N.	Grades of duty post	Designation @		Level in pay matrix	Number of posts*
		Railways	Railway Board		
1.	Apex	--	Chairman and Chief Executive Officer, Member, Director General	Level 17 (Rs. 225000)	7
2.	HAG+	General Manager	Additional Member	Level 16 (Rs. 205400-224400)	59
3.	HAG	Principal Chief Manager	Principal Executive Director	Level 15 (Rs. 182200-224100)	345
4.	Senior Administrative Grade	Chief Manager	Executive Director	Level 14 (Rs. 144200-218200)	1333
5.	Non-Functional Selection Grade (NFSG)	Deputy Chief Manager	Director	Level 13 (Rs. 123100-215900)	3270 Up to 30% of total Posts of Senior Time Scale and above will be in Non Functional Selection Grade #
6.	Junior Administrative Grade	Deputy Chief Manager	Not Applicable	Level 12 (Rs. 78800-209200)	
7.	Senior Time Scale	Senior Manager or Divisional Manager	Not Applicable	Level 11 (Rs. 67700-208700)	1797
8.	Junior Time Scale	Assistant Manager	Not Applicable	Level 10 (Rs. 56100-177500)	1647
TOTAL					8458

* subject to variation dependent on workload

@ Subject to new designations being introduced based on nature of work.

(a) There is no increase in overall strength of the cadre.

- (b) The number of posts to be operated in Non-Functional Selection Grade shall not exceed the total number of sanctioned posts in Junior Administrative Grade.

Sub- cadre wise strength is as under:-

IRMS CADRE									
Grade	Traffic	Personnel	Accounts	Civil	Electrical	Mechanical	Signal	Stores	Total
Apex	7								7\$
HAG+	5	2	4	5	4	5	3	2	30+29*=59
HAG	42	18	40	85	42	50	39	29	345
SAG	163	65	129	333	171	203	155	114	1333
JAG/NFSG	392	171	286	858	450	486	348	279	3270
STS	234	113	250	384	190	274	231	121	1797
JTS	264	111	118	295	220	337	194	108	1647
Total	1101	481	828	1961	1078	1356	971	653	8458 \$*#

\$ Apex Ex-cadre

* HAG⁺ Ex-cadre.

inclusive of 29 revenue posts created after 01.01.2015”;

5. In the said rules, in Schedule-II,-

- (a) for the heading, the following heading shall be substituted namely:-

“Method of appointment, field of selection and the minimum qualifying service for promotion to the higher duty posts(s) or Grade(s) in the 08 Sub cadres of Indian Railway Management Service”.

- (b) against S.N. 8, in column (3), for the entries “50 per cent by direct recruitment through the Civil Services Examination as per age, educational qualifications and other conditions as notified by the Central Government or Union Public Service Commission from time to time”, the following entries shall be substituted, namely:-

“50 per cent by direct recruitment through the Civil Services Examination and Engineering Services Examination as per age, educational qualifications and other conditions as notified by the Central Government or Union Public Service Commission from time to time”;

- (c) against S.N. 8, in column (4), for the entries “Group ‘B’ officers of Indian Railway Management Service, in level 8 or level 9 in the pay matrix with minimum three years regular service in the grade”, the following entries shall be substituted, namely:-

“Group ‘B’ officers of all Departments viz. Personnel, Accounts, Traffic, Mechanical Engineering, Civil Engineering, Signal and Telecommunication Engineering, Electrical Engineering and Stores Departments of Indian Railways, in level 8 or level 9 in the pay matrix with minimum four years regular service in the grade.

Note 1: Eligible service for promotion for existing incumbents in the feeder grades in level-8 or level-9, holding the post on regular basis on the date of notification of these rules, shall continue to be three years.

Note 2: Vacancies available for promotion quota in Junior Time Scale of Indian Railway Management Service shall be distributed or assigned amongst the eight

Sub cadres in proportion to their percentage share of Group 'B' strength in the combined Group 'B' strength of these Departments."

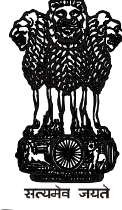
6. In the said rules, in Schedule-III, for the heading, the following heading shall be substituted namely:-

"Departmental Promotion Committee for considering the cases of promotion or confirmation in Group 'A' duty posts of the 8 Sub cadres of Indian Railway Management Service and Screening Committee for considering the cases carrying pay in a specific level in the pay matrix for which Non-Functional Up gradation is applicable."

(F.No. 2022/E(G)RR/23/1-Part(2))

ANVITA SINHA, Executive Director, Estt.(Gaz. Cadre)

Note: The principal rules were published in the Gazette of India, Part II, Section-3, Sub-Section (i), Extraordinary, *vide* G.S.R. No. 119(E), dated the 15th February, 2022.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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रेल मंत्रालय

(रेलवे बोर्ड)

अधिसूचना

नई दिल्ली, 5 मार्च, 2019

सा.का.नि. 206(अ).— राष्ट्रपति भारत के संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और भारतीय रेलवे लेखा विभाग (सहायक लेखा अधिकारी) भर्ती नियम, 1979 का अधिक्रमण करते हुए इस प्रकार के अधिक्रमण से पहले की उन बातों के सिवाय जिन्हें किया गया है या करने का लोप किया गया है, को छोड़कर भारतीय रेल के लेखा विभाग में सहायक वित्त सलाहकार अथवा सहायक मंडल वित्त प्रबंधक के पदों की भर्ती की पद्धति को विनयमित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. संक्षिप्त नाम तथा प्रारम्भ- (i) इन नियमों का संक्षिप्त नाम भारतीय रेल लेखा विभाग (सहायक वित्त सलाहकार या सहायक मंडल वित्त प्रबंधक) समूह 'ख' राजपत्रित, भर्ती नियम, 2019 है।
(ii) वे राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।
2. पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर.- पदों की संख्या, उनका वर्गीकरण और वेतन मैट्रिक्स में स्तर वह होगा जो इन नियमों के साथ संलग्न अनुसूची के कॉलम (2) से (4) में विनिर्दिष्ट किए गए हैं।
3. भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि.- भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उनसे संबंधित अन्य बातें वे होंगी जो संलग्न अनुसूची के कॉलम (5) से कॉलम (13) में विनिर्दिष्ट हैं।
4. निरर्हता :- कोई भी व्यक्ति, -
(क) जिसने किसी ऐसे व्यक्ति से जिसका पति या पत्नी जीवित हो, विवाह किया हो या विवाह की संविदा की हो; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया हो या विवाह की संविदा की हो,

उक्त पदों पर नियुक्ति के लिए पात्र नहीं होगा :

परंतु यदि केंद्रीय सरकार इस बात से संतुष्ट है कि ऐसे विवाह उस व्यक्ति और विवाह के अन्य पक्षकार को लागू होने वाली स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार है, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. शिथिल करने की शक्ति.- जहां केंद्रीय सरकार की राय में ऐसा करना आवश्यक या समीचीन है तो वहां वह उसके लिए जो कारण है, उन्हें लेखबद्ध करके और संघ लोक सेवा आयोग से परामर्श करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

6. व्यावृत्ति.- इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी जिनका केंद्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य विशेष प्रवर्गों के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन या अचयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक एवं अन्य अर्हताएं	क्या सीधी भर्ती के लिए निर्धारित आयु एवं शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
सहायक वित्त सलाहकार (मुख्यालय में) अथवा सहायक मंडल वित्त प्रबंधक (मंडल में)	323*(2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है	रेल सेवा समूह 'ख' राजपत्रित अनुसूचिवीय	स्तर-9 (रु.53100-167800)	चयन पद	लागू नहीं होता	लागू नहीं होता	लागू नहीं होता

परिवीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति या आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जाने वाली रिक्तियों की प्रतिशतता	प्रोन्नति अथवा प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में, वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति हो, तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
(9)	(10)	(11)	(12)	(13)
दो वर्ष	प्रोन्नति द्वारा: (i) 70% चयन के माध्यम से प्रोन्नति द्वारा और (ii) 30% सीमित विभागीय	प्रोन्नति: (i) 70% रिक्तियां लेखा विभाग के समूह 'ग' कर्मचारी जो वेतन मैट्रिक्स स्तर-6 (रु. 35,400-1,12,400) तथा	समूह 'ख' विभागीय प्रोन्नति समिति (प्रोन्नति पर विचार करने के लिए) जिसमें शामिल है:-	संघ लोक सेवा आयोग से परामर्श किया जाना आवश्यक नहीं है।

	प्रतियोगी परीक्षा के माध्यम से प्रोन्नति द्वारा	उसके ऊपर के स्तर में सेवारत हैं तथा जिन्होंने लेखा विभाग में कम से कम तीन वर्ष की नियमित सेवा वेतन मैट्रिक्स स्तर-6 (रु. 35,400-1,12,400) तथा उससे ऊपर के स्तर में की हो (जिसमें तदनुरूपी पूर्व-संशोधित ग्रेड में दी गई नियमित सेवा शामिल है) एवं जिन्होंने भारतीय रेल स्थापना नियमावली जिल्द I के परिशिष्ट-3 में विनिर्दिष्ट परीक्षा पास की हो, द्वारा चयन के माध्यम से प्रोन्नति (जिसमें लिखित परीक्षा और मौखिक परीक्षा एवं सेवा के अभिलेख का मूल्यांकन शामिल होगा) द्वारा भरी जाएंगी टिप्पण: जहाँ ऐसे कनिष्ठ कर्मचारियों के संबंध में जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहाँ उनके वरिष्ठ कर्मचारियों के बारे में भी विचार किया जाएगा बशर्ते कि उनकी अर्हक या पात्रता सेवा अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक से या दो वर्ष से इनमें से जो भी कम हो, कम न हो और उन्होंने अपने ऐसे कनिष्ठ कर्मचारियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, के साथ अगले उच्चतर ग्रेड में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो (ii) 30% रिक्तियां लेखा विभाग के समूह 'ग' कर्मचारी जो वेतन मैट्रिक्स स्तर-6 (रु. 35,400-1,12,400) तथा उसके ऊपर के स्तर में सेवारत हैं तथा जिन्होंने लेखा विभाग में कम से कम पांच वर्ष की नियमित सेवा वेतन मैट्रिक्स स्तर-6 (रु. 35,400-1,12,400) तथा उसके ऊपर में की हो (जिसमें तदनुरूपी पूर्व-संशोधित ग्रेड	1. प्रधान वित्त सलाहकार – अध्यक्ष; 2. संबंधित क्षेत्रीय रेल अथवा उत्पादन इकाई के प्रधान मुख्य कार्मिक अधिकारी अथवा मुख्य कार्मिक अधिकारी – सदस्य; और 3. संबंधित क्षेत्रीय रेल अथवा उत्पादन इकाई के महाप्रबंधक द्वारा नामित किए गए किसी भी विभाग (उपरोक्त क्रम सं. 1 और 2 में दिए गए अधिकारी के विभाग से भिन्न) के उच्चतर प्रशासनिक श्रेणी अथवा वरिष्ठ प्रशासनिक श्रेणी स्तर अधिकारी – सदस्य	
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		में दी गई नियमित सेवा शामिल है) एवं जिन्होंने भारतीय रेल स्थापना नियमावली जिल्द 1 के परिशिष्ट-3 में विनिर्दिष्ट परीक्षा पास की हो, द्वारा सीमित विभागीय प्रतियोगिता परीक्षा (जिसमें लिखित परीक्षा और मौखिक परीक्षा एवं सेवा के अभिलेख का मूल्यांकन शामिल होगा) के माध्यम से भरी जाएगी.		
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[फा. सं. 2006/ई(जी)आरआर/3/2]

डा. आनंद सिंह खाटी, प्रधान कार्यपालक निदेशक स्था.(राजपत्रित संवर्ग)

MINISTRY OF RAILWAYS
(RAILWAY BOARD)

NOTIFICATION

New Delhi, the 5th March, 2019

G.S.R. 206(E).— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of the Indian Railways Accounts Department (Assistant Accounts Officer) Recruitment Rules, 1979, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Assistant Financial Adviser or Assistant Divisional Finance Manager in the Accounts Department of the Indian Railways, namely: —

1. Short title and commencement. —(1) These rules may be called the Indian Railways Accounts Department (Assistant Financial Adviser or Assistant Divisional Finance Manager) Group 'B', Gazetted Recruitment Rules, 2019.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. Number of post, classification and level in pay matrix. — The number of post, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
3. Method of recruitment, age-limit, qualifications, etc. — The method of recruitment, age-limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the aforesaid Schedule.
4. Disqualification. — No person, —
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax. — Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.
6. Saving. — Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post.	Number of posts.	Classification.	Level in the pay matrix.	Whether selection or non-selection post.	Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Assistant Financial Adviser (at Headquarters) or Assistant Divisional Finance Manager (in Divisions).	323* (2019) * Subject to variation dependent on workload.	Railway Service, Group 'B' Gazetted, Non-Ministerial.	Level-9 (Rs. 53100-167800).	Selection.	Not applicable.	Not applicable.	Not applicable.

Period of probation, if any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
(9)	(10)	(11)	(12)	(13)
Two years.	By promotion: (i) 70% by promotion through selection and (ii) 30% by promotion through Limited Departmental Competitive Examination.	(i) 70% of the vacancies shall be filled by promotion through selection (which shall include a written test, viva voce and assessment of record of service) of Group 'C' employees of Accounts Department working in level-6 (Rs. 35400-112400) and above in the pay matrix with three years of regular service in level-6 (Rs. 35400-112400) and above in Accounts Department (including regular service rendered in the corresponding pre-revised grades) and who have qualified the examination as specified in Appendix-3 of the Indian Railway Establishment Manual Volume I. Note.- Where juniors who have completed their qualifying or eligibility service and are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service	Group 'B' Departmental Promotion Committee (for considering promotion) consisting of:- 1. Principal Financial Adviser- Chairman; 2. Principal Chief Personnel Officer or Chief Personnel Officer of the concerned Zonal Railway or Production Unit – Member; and 3. Higher Administrative Grade or Senior Administrative Grade level officer of any Department (other than the Departments represented by officer at serial number 1 and 2 above) to be nominated by the General Manager of the concerned Zonal Railway or Production Unit – Member.	Consultation with Union Public Service Commission not necessary.

		or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service. (ii) 30% of the vacancies shall be filled through a Limited Departmental Competitive Examination (which shall include a written test, viva voce and assessment of record of service) from amongst Group 'C' employees of Accounts Department working in level-6 (Rs. 35400-112400) and above in the pay matrix with five years of regular service in level-6 (Rs. 35400-112400) and above in the pay matrix in Accounts Department (including regular service rendered in the corresponding pre-revised grades) and who have qualified the examination as specified in Appendix-3 of the Indian Railway Establishment Manual Volume I.		
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[F. No. 2006/E(G)RR/3/2]

Dr. ANAND SINGH KHATI, Principal Executive Director, Establishment (Gazetted Cadre)



**Government of India
Ministry of Railways
(Railway Board)**

RBE NO. 33/2018

No.E(O)I/2014/SR-6/11CC pt.

New Delhi, Dt. 05.03.2018.

The General Managers,
All Indian Railways and PUs.
All Training Institutes, Indian Railways.

Sub: Fixation of Inter-se-seniority of Direct Recruit Group A officers and Promotee Gr. B officers (of eight organized Railway Services), on induction to Group 'A' Junior Scale.

The undersigned is directed to refer to the subject mentioned above and to state that the fundamental principles of inter-se seniority of direct recruits and promotee officers circulated vide Board's letter No. E(O)I/99/SR6/2 dated 28.02.2003 as contained in IREM-I, stands superseded/modified in pursuance of Hon'ble High Court Patna's order dated 12.05.2017 in Civil Writ Petition No. 10669 of 2016 arising out of order dated 03.05.2016 in O.A. No. 050/00460/2015 in R K Kushwaha Vs. Union of India.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution the President have further decided that principles for inter-se-seniority of Direct Recruit Group 'A' officers and Promotee Group 'B' officers inducted into Group 'A' Junior Scale effective from the panel year 2012-13, stands modified/amended as per **Annexure -I**.

This shall be applicable in all cases of fixation of inter-se seniority of Promotee officers of 2012-13 panel onwards and Direct Recruit 2006 Examination onwards.

**(B Majumdar)
Jt. Secretary (E)**

Copy to :

1. Sr. PPS/PPS/PS to CRB, FC, MS, MRS, MTR, ME, MT, Secretary, DG(Personnel), AM(Staff), JS(C), EDE(GC)
2. The Secretary General, IRPOF, Room No. 268, Rail Bhawan, New Delhi.
3. The President, FROA, Room No. 256-A, Rail Bhawan, New Delhi.

ANNEXURE-I

327. General.- The rules contained in paragraph, 328 to 336 of this Section lay down the principles that may be followed for determining the relative seniority of Group 'A', Junior Scale officers of all the services on Indian Railways except the officers of Medical, Railway Protection Force, Chemists and Metallurgists, Printing and Stationery, Rajbhasha departments and other miscellaneous categories.

328. The Seniority of officers, appointed to various Indian Railway Services Group 'A' , Junior Scale shall be determined on the basis of the year of allotment to be specifically made in each case in accordance with the principles in the following paragraphs.

329. Unless otherwise stated, officers appointed to the Indian Railway Services Group 'A' (earlier referred to as Class-1) on the basis of competitive examinations held by the Union Public Service Commission upto 2005 Examination batch and Special Class Railway Apprentices (SCRAs) upto 2002 Examination batch, shall count service for seniority, from the date they commence earning increments in the regular scale as Junior Scale Officers in Group 'A' (earlier referred to as Assistant Officers) subject to the condition that the inter-se seniority of officers in each service recruited as probationers in a particular year shall be regulated by their place in the order of merit.

330. Unless otherwise stated, officers appointed to the Indian Railway Services (Group 'A') on the basis of competition examinations held by the Union Public Service Commission (UPSC) w.e.f. 2006 Examination year and Special Class Railway Apprentices (SCRAs) w.e.f. 2003 examination, shall count service for seniority from the year of allotment. The year of allotment of a direct recruit officer shall be the year following the year in which the competitive examination was held. The year of allotment of an SCRA will be fifth year following the year of examination. Provided that if a direct recruit officer is permitted to join probationary training with direct recruit officer of a subsequent year of allotment, then he shall be assigned that subsequent year as the year of allotment. The inter-se seniority of officers in each service recruited as probationers in a particular year will be regulated by their place in the order of merit, which shall be determined on the basis of marks obtained by them during the probationary training and at the competitive examination conducted by the Union Public Service Commission (Apprenticeship training in the case of SCRAs). For this purpose, the marks obtained in the competitive examination conducted by UPSC (Apprenticeship training in the case of SCRAs) and those obtained during probationary training shall be reduced/ increased to the base of 2050 and 1250 respectively.

Provided further that if two or more probationers have secured equal number of marks in the aggregate, their order of merit shall be the order of their dates of birth, the older ranking senior.

331. Deleted

332. Deleted

333. Deleted



334. In the case of Group 'B' officers permanently promoted to Junior Scale of Group 'A' services:

1. Officers of a particular department promoted from the earlier panel shall rank senior to offices promoted from the later panel.

2. If two or more than two officers are promoted from the same panel, the relative seniority of officers shall be in the order of their position in the panel.

3. The year of allotment of a promotee officer shall be determined by giving weightage with reference to the year for which the meeting of the Committee to make selection, to prepare the select list on the basis of which he was appointed to the Service, was held and with regard to the continuous service rendered by him in Group 'B' both officiating and permanent upto the 31st day of December of the year for which meeting of the Committee to make selection was held to prepare the select list on the basis of which he was appointed to the Service, in the following manner:-

a. For the total number of years of continuous service in Group 'B', both officiating, and permanent, with reference to the year for which the meeting of the Committee to make selection, to prepare the select list on the basis of which he was appointed to the Service, was held he shall be given a weightage of one year for every completed two years of service, subject to maximum of 5 years. Provided the year of allotment of senior in the panel shall not be less than the junior of the same panel.

4. The integrated seniority of the officers on All Indian Railways basis, shall be determined as under:-

i. The integrated seniority shall be on the basis of the year of allotment, the officers having earlier year of allotment being senior. SCRA and Direct Recruit of the same allotment year shall rank inter-se in the same order, i.e, SCRA followed by Direct Recruit officer of the same allotment year.

ii. The inter-se seniority of officers having same year of allotment shall be in the order of the panel.

335. Deleted

336. Officers permanently appointed to the Group 'A' Junior Scale from the category mentioned at paragraphs 334 above, against quotas of vacancies reserved for them shall be placed below the direct recruits of the same year of allotment, i.e, a promote allotted to year 2006 after admissible weightage will be placed below the Direct Recruit allotted to year 2006.

337.No Change

338.No. Change

339.No Change

340.No Change

341.No Change



GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(GP)2025/3/1

New Delhi, dated: 06.05.2026

NOTIFICATION

The President is pleased to appoint the under mentioned 26 Group 'B' officers of Accounts Department of Indian Railways, belonging to the different Zonal Railways as mentioned against each, to Group 'A'/Junior Time Scale of Indian Railway Management Service (Accounts) with effect from 27.04.2026:-

PANEL FOR 2026

SN	Name of the officer	Railway	Remarks
1	DHARMA SAHU	ECOR	
2	LAXMI PRASAD NAYAK	SECR	
3	B.V. SUDHAKAR BABU	SCR	
4	SANJAY KR. SINHA	NFR	
5	GIRIJA NAIR	SECR	
6	PANKAJ KUMAR VERMA	NFR	
7	SANKAR DUBE	NFR	
8	DILIP BORAH (ST)	NFR	
9	RAJEEV KUMAR	NWR	
10	SUMIT BANERJEE	SER	
11	ABIR MUNSHI	SER	
12	BINAY KUMAR SHARMA	SER	
13	SHAILENDRA KUMAR	ECR	
14	C.S. SOWMYANARAYANAN	SR	
15	B. SENTHIL KUMAR	SR	
16	K. HEMA	SCR	
17	B. NAGARAJU (ST)	SCR	
18	BACCHAN SINGH PAWAR (ST)	NER	Promoted against ST vacancy
19	SADASHIV DATTATRAY MUKANE (ST)	CR	Promoted against ST vacancy
20	JAGADEESAN PREMILA (SC)	SR	Promoted against SC vacancy
21	HARISH N. JANSARI (SC)	WR	Promoted against SC vacancy
22	JONTI HIRA {SC/PwBD(OH)}	NFR	Promoted against SC/PwBD(OH) vacancy
23	UMESH KUMAR {SC/PwBD(OH)}	NER	Promoted against SC/PwBD(OH) vacancy
24	MICHAEL REBELLO {PwBD(OH)}	SWR	Promoted against GEN/PwBD(OH) vacancy
25	TAUQEER AHMAD SIDDIQUI	NER	
26	SIDHARTH KUMAR SRIVASTAVA	NER	

2. The appointment of the above officers shall also be subject to further orders that may be passed by the Hon'ble Supreme Court in the Jarnail Singh batch of cases.


(Ram Nath Singh)
Dy. Director-III, Estt. (GP)
Railway Board

The Manager
Government of India Press
Minto Road,
New Delhi.

Copy forwarded to:-

1. The General Managers of All Indian Railways, Production Units and CORE, Prayagraj.



(Ram Nath Singh)
Dy. Director-III, Estt. (GP)
Railway Board

No. E(GP)2025/3/1

New Delhi, dated: 06.05.2026

1. The Director of Audit, All Indian Railways.
2. Dy. C&AG (Railways), Room No.222, Rail Bhavan, New Delhi.
3. PED (Accounts), EDE(GC), JS(G) and DS Estt.(S), Railway Board.
4. E (O)-I, E(O)-III and E(GR)-I Branches, Railway Board.
5. The Secretary General, Indian Railways Promotee Officers' Federation, Room No.268, Rail Bhavan, New Delhi.



(Ram Nath Singh)
Dy. Director-III, Estt. (GP)
Railway Board

No. E(GP)2025/3/1

New Delhi, dated: 06.05.2026

Copy to the Secretary, UPSC, New Delhi with reference to Commission's letter No. 1/2(13)/2026-PD-4 dated 27.04.2026.



(Ram Nath Singh)
Dy. Director-III, Estt. (GP)
Railway Board

Government of India (भारत सरकार)
Ministry of Railways (रेल मंत्रालय)
Railway Board (रेलवे बोर्ड)

No. E(O)-I/2026/SR-06/07

New Delhi, dated: 12.05.2026.

The General Managers,
All Indian Railways, Production Units,
DG/IRIFM, Secunderabad.

Sub: Fixation of inter-se seniority of promotee IRMS (Accounts) officers at Group 'A', Junior Scale level on their substantive appointment to Group 'A' w.e.f. 27.04.2026, appearing in the promotion panel for the year 2026.

Ref: Railway Board's Notification No.E(GP)2025/3/1 dated 06.05.2026.

Vide notification under reference, 26 Group 'B' officers of Accounts Department (included in the promotion panel for the year 2026) were substantively appointed to Group 'A' Junior Scale of Indian Railway Management Service (Accounts) w.e.f. 27.04.2026. In terms of para 334 of Indian Railway Establishment Manual Volume 1, revised vide Board's letter dated 05.03.2018 (RBE-33/2018), regarding principles for determining relative seniority of Group 'B' officers on permanent promotion to Group 'A' Junior Scale on the Indian Railways and taking into consideration all relevant factors, the inter-se seniority and the allotment year of these officers will be as per Annexure 'A'.

2. All the officers in the promotion panel of 2026 will get 2021 as their year of allotment and will be placed below Shri R.K. Patnaik of 2025 Promotion panel (who was assigned 2020 as the year of allotment), whose seniority list was circulated vide Board's letter No.E(O)-I/2025/SR-06/18 dated 26.09.2025.


(Anil Kumar C V)
Deputy Secretary Estt.(S)
Railway Board
Tel: 011-47845574
Email: anilkumar.cv@gov.in

Copy to:-

1. EO & JS(G), Railway Board.
2. CRB & CEO CC, E(GP), E(Trg.) and E(O)III Branches, Railway Board.
3. Secretary General, Indian Railway Promotee Officers' Federation, Room No. 268, Rail Bhavan, New Delhi.
4. President, Federation of Railway Officers Association, Room No. 476-K, Rail Bhavan, New Delhi.
5. Guard File.

Room No. 533-F, Rail Bhavan, Raisina Road, New Delhi- 110001.

(Annexure 'A' to Board's letter No.E(O)-I/2026/SR-6/07 dated 12.05.2026)

Inter-se seniority position of officers of Accounts Department on their substantive appointment in Gr 'A' Junior Scale of IRMS (Accounts) from Gr. 'B' w.e.f. 27.04.2026.

Promotion Panel Year 2026:

S. No.	NAME (S/Shri)	CAT	RLY	DOB	Method of Recruit.	Promotion Panel Year	Allotment Year/ Batch
1	DHARMA SAHU	GEN	ECOR	20-05-1967	P	2026	2021
2	LAXMI PRASAD NAYAK	GEN	SECR	20-04-1968	P	2026	2021
3	B.V. SUDHAKAR BABU	GEN	SCR	17-05-1970	P	2026	2021
4	SANJAY KR. SINHA	GEN	NFR	15-01-1969	P	2026	2021
5	GIRIJA NAIR	GEN	SECR	30-03-1967	P	2026	2021
6	PANKAJ KUMAR VERMA	GEN	NFR	31-12-1974	P	2026	2021
7	SANKAR DUBE	GEN	NFR	05-01-1973	P	2026	2021
8	DILIP BORAH	ST	NFR	18-10-1969	P	2026	2021
9	RAJEEV KUMAR	GEN	NWR	13-01-1970	P	2026	2021
10	SUMIT BANERJEE	GEN	SER	15-06-1967	P	2026	2021
11	ABIR MUNSHI	GEN	SER	21-10-1966	P	2026	2021
12	BINAY KUMAR SHARMA	GEN	SER	25-06-1966	P	2026	2021
13	SHAILENDRA KUMAR	GEN	ECR	25-06-1966	P	2026	2021
14	C.S. SOWMYANARAYANAN	GEN	SR	26-02-1970	P	2026	2021
15	B. SENTHIL KUMAR	GEN	SR	03-07-1966	P	2026	2021
16	K. HEMA	GEN	SCR	12-11-1970	P	2026	2021
17	B. NAGARAJU	ST	SCR	01-07-1976	P	2026	2021
18	BACCHAN SINGH PAWAR	ST	NER	12-11-1966	P	2026	2021
19	SADASHIV DATTATRAY MUKANE	ST	CR	27-09-1969	P	2026	2021
20	JAGADEESAN PREMILA	SC	SR	03-01-1969	P	2026	2021
21	HARISH N. JANSARI	SC	WR	04-07-1970	P	2026	2021
22	JONTI HIRA	SC/ PwBD (OH)	NFR	30-10-1978	P	2026	2021
23	UMESH KUMAR	SC/ PwBD (OH)	NER	15-07-1977	P	2026	2021
24	MICHAEL REBELLO	GEN/ PwBD (OH)	SWR	05-12-1968	P	2026	2021
25	TAUQEER AHMAD SIDDIQUI	GEN	NER	17-09-1978	P	2026	2021
26	SIDHARTH KUMAR SRIVASTAVA	GEN	NER	08-12-1972	P	2026	2021



OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, Deen Dayal Upadhyay Marg, New Delhi – 110 124.

(For exclusive use in IA&AD and not to be quoted or published elsewhere)

No. **376** - GE.I / 35-2025

Dated **03.03.2026**

To,

All the Heads of Departments in the IA&AD

Subject: Cadre Re-structuring – Creation of post of Group Officers (Group A -Non-IA&AS) in Pay Matrix Level 11, 12 and 13 in the Indian Audit and Accounts Department. .

With an objective to enhance the effective functioning of Group Officers, the “Committee on rationalization of sanctioned strength of Group Officers in IA&AD” has recommended operationalization of the post of Group Officer (Non-IA&AS), with functional responsibilities of Group Officers, at Pay Matrix Levels 11, 12 and 13, with all-India transfer liability. The recommendation of the Committee has been accepted by the Comptroller and Auditor General of India.

2. Accordingly, the Comptroller and Auditor General of India has approved creation of 244 posts of Group officers (Non-IA&AS), as below:

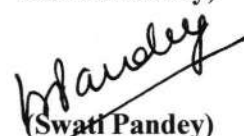
SNo	Name of the posts	Number of posts	Classification	Level in the Pay Matrix
1	Deputy Accountant General/ Deputy Director (Non-IA&AS)	172	General Central Service, Group ‘A’ Gazetted (Non-IA&AS, Non-Ministerial)	Level-11
2	Sr. Deputy Accountant General/ Director (Non-IA&AS)	54	General Central Service, Group ‘A’ Gazetted (Non-IA&AS, Non-Ministerial)	Level-12
3	Sr. Deputy Accountant General (NFSG)/ Director (NFSG) (Non-IA&AS)	18	General Central Service, Group ‘A’ Gazetted (Non-IA&AS, Non-Ministerial)	Level-13
	Total	244		

3. Based on recommendations of the Committee, it has also been decided to initiate process of operationalization of 99 posts initially (in the first phase) as Deputy Accountant General /Deputy Director at Pay Matrix Level-11 with immediate effect, with following eligibility criteria and other terms and conditions:

- (i) The method of recruitment will be by ‘Promotion’ only.
- (ii) A Combined Eligibility List shall be prepared from among departmental officers borne on the Group ‘A’ Cadre of Senior Audit Officers/Senior Accounts Officers/Senior Administrative Officers (Pay Matrix Level-10) in the Indian Audit and Accounts Department, who have completed 05 years regular continuous service (including service as Audit Officer/Accounts Officer/Administrative Officer), on the first day of January of the year to which the promotions pertain. Officers who have attained the age of 57 years on the above date shall not be eligible.
- (iii) The names of eligible SAOs shall, for the purpose of Combined Eligibility List, be arranged in the order of date of their appointment as Section Officer (AAO w.e.f 01.01.2006) without, however, affecting the inter-se-seniority as SAO in a particular cadre.

- (iv) The other terms and conditions of preparation of Combined Eligibility List, shall be similar to those of Combined Eligibility List prepared for promotion of SAOs to Junior Time Scale (JTS) of IA&AS.
 - (v) There shall be constituted a Departmental Promotion Committee comprising of Deputy Comptroller and Auditor General (HR), who will preside over the committee as Chairman, and two other officers from the Indian Audit & Accounts Service not below the rank of Additional Deputy Comptroller and Auditor General, to be nominated by the Comptroller and Auditor General of India.
 - (vi) On promotion, the officers will have to successfully complete a mandatory training of two weeks, as prescribed by the Capacity Building wing of Headquarters Office.
 - (vii) On promotion, the officers shall be liable to be posted to any field office of the Department, in any part of India.
 - (viii) On promotion, the officers shall not be eligible for consideration for promotion to JTS of IA&AS. An undertaking to this effect has to be submitted before accepting the promotion to Group Officer (Non-IA&AS) cadre.
 - (ix) Other terms and conditions related to promotion shall be as per the MoF/DoPT norms.
4. Capacity Building wing of this office will circulate training plan/module separately.
5. The receipt of this circular may be acknowledged.

Yours sincerely,



(Swati Pandey)

Principal Director

(Personnel, SMU & Coordination)

No. 377 -GE.I/35-2025

Dated: 03.03.2026

Copy for information and necessary action to:

1. All DAIs/ADAs
2. PD & Secretary to C&AG of India.
3. All DGs/PDs at Hqrs. Office.
4. The Director General (Staff).
5. The Principal Director (Capacity Building).
6. The Director (Personnel) / AC (N-I)
7. Sr AOs PD (P)/GE-I/SSR/FMD/



कार्यालय, रक्षा लेखा महानियंत्रक
O/o the Controller General of Defence Accounts
उलान बटार रोड, पालम, दिल्ली छावनी-110010.
Ulan Batar Road, Palam, Delhi Cantt-110010



Phone: - 011-25665536

Fax: 011-25674781

email: an1-pinklist.cgda@nic.in

No. AN-I/1194/IDAS-RR/2022

Date: 30.06.2023

NOTICE

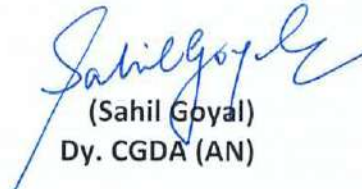
Sub: Inviting comments on the proposed amendment the Indian Defence Accounts Service rules 2021

Consequent upon approval of Hon'ble RM, the Recruitment Rules (RRs) of **Indian Defence Accounts Service** i.e **IDAS Rule 2021** is proposed to be amended. The draft amended Recruitment Rules of Indian Defence Accounts Service i.e. **IDAS (amendment) Rule 2023** containing draft Notification and schedule is being uploaded on the CGDA's website for information of the stakeholders in terms of DOP&T OM No. AB-14017/61/2008-Estt (RR) dated 13.10.2015.

2. All Stakeholders are requested to go through the draft IDAS (amendment) Rule 2023 and furnish their comments, if any, to the undersigned within a period of one month i.e. date of its uploading on website, through email or post, on the following format:

Serial No./Column No. of the proposed Notification/Schedule of RR's to the post of Indian Defence Accounts Service	Comments
--	----------

3. In case, no comments are received till the last date as mentioned above, the department will proceed further for taking necessary action for amendment of aforementioned Rules.


(Sahil Goyal)
Dy. CGDA (AN)

Encl: As above.

To

All Stakeholders
(through CGDA website)

Copy to:

IT&S Section: for uploading the same on website of the Department.


(Sahil Goyal)
Dy. CGDA (AN)

Encl: As above.

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
(FINANCE DIVISION)
NEW DELHI THE March 2023

S.R.O.- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Indian Defence Accounts Service Rules, 2021 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the Indian Defence Accounts Service, namely:

1. **SHORT TITLE AND COMMENCEMENT-** (1) These rules may be called the Indian Defence Accounts Service (Amendment) Rules, 2023.

(2) They shall come into force on the date of their publication in the Official Gazette.
2. **DEFINITIONS-** In the rules, unless the context otherwise requires :-
 - (a) **'Commission'** means the Union Public Service Commission.
 - (b) **'Controlling Authority'** means the Government of India, Ministry of Defence
 - (c) **'Departmental Promotion Committee, Departmental Confirmation Committee'** means Committees for consider promotion or confirmation of officers in any grade, grant of Non-Functional Selection Grade in the Junior Administrative Grade or Non-functional Upgradation in any grade respectively, constituted in accordance with the Schedule III and the Schedule IV to these rules.
 - (d) **'Duty Posts'**- Duty posts are mentioned in Schedule-I to the Rules.
 - (e) **'Examination'** means the Civil Service Examination for recruitment to Central Services Group 'A' and Group 'B'.
 - (f) **'Government'** means the Government of India.
 - (g) **'Other Backward Classes'** having the same meaning and application as laid down in the O.M. No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 of the DOP&T as amended from time to time.
 - (h) **'Schedule'** means as Schedule appended to the Rules.
 - (i) **'Service'** means the Indian Defence Accounts Service.
 - (j) **'Scheduled Castes'** and **'Scheduled Tribes'** shall respectively have the same meanings as in Clause (24) and (25) of article 366 of the Constitution of India.
 - (k) **'Vacancy Year'** will have the same meaning as may be decided by the "Government of India" from time to time.
 - (l) **"Grade"** means a grade of duty posts specified in column 2 of the Schedule I.
 - (m) **"regular service"** in relation to any grade means the period of service in that grade rendered after selection and appointment thereto under the rules and includes any period-
 - a) taken into account for the purpose of seniority in the case of those already in the grade at the time of commencement of these rules;

- b) during which the officer would have held a post in that grade but for being on leave or otherwise not being available for holding such post.

3. **CONSTITUTION OF THE SERVICE-** (1) There shall be constituted a Service known as Indian Defence Accounts Service consisting of persons appointed to the Service under rules 6 & 7.

(2) All the posts included in the Service shall be classified as Group 'A' posts.

4. **GRADES, AUTHORISED STRENGTH AND ITS REVIEW-** (1) The duty posts included in the various grades of the service, their number and the Pay Level in the Pay Matrix on the date of commencement of these rules shall be as specified in Schedule I.

(2) After the commencement of these rules, the authorised strength of the duty posts in the various grades shall be such as may, from time to time, be determined by the Government.

(3) The Government may, from time to time make such alteration in the sanctioned strength of the duty posts in various grades as deems necessary.

(4) The Government (Ministry of Defence, Department of Expenditure (wherever applicable) and Department of Personnel and Training) through the established procedure may, in consultation with the Commission, include in the service such posts (other than those included in the Schedule I) as may be deemed equivalent to the posts included in the service in status, grades level in the pay matrix and professional context, or exclude from the service any posts included in the said Schedule.

(5) The Controlling Authority may, in consultation with the Commission, appoint an officer, whose post is included in the service under sub-rule (4), to the appropriate grade of the service in a temporary capacity or in a substantive capacity, as it thinks fit and fix his seniority in that grade in accordance with the general orders or instructions issued by the Government from time to time.

5. **MEMBERS OF THE SERVICE-** (1) The following persons shall be the member of the service, namely :

(a) Persons deemed to have been appointed to duty posts under rule 6; and

(b) Persons appointed to duty posts under rule 7.

(2) A person referred to in Clause (a) of the Sub Rule (1) shall be a member of the service in the appropriate grade applicable to him from the date of such appointment.

(3) A person referred to in Clause (b) of the Sub Rule (1) shall be a member of the service in the appropriate grade applicable to him from the date of such appointment.

6. **INITIAL CONSTITUTION OF SERVICE-** The existing officers of Indian Defence Accounts Service holding duty posts in various grades of the service on regular basis or holding lien on such posts on the date of commencement of these rules, shall be deemed to have been appointed to the appropriate duty posts and grades in the service in the substantive or officiating capacity, as the case may be.

7. **FUTURE MAINTENANCE OF THE SERVICE**- (1) Any vacancy arising in any of the grades after initial constitution of the Service under Rule 6 shall be filled in the manner provided hereinafter in these rules.

(2) Initial recruitment in the grade of Junior Time Scale shall be filled by direct recruitment on the basis of the results of the Examination.

(3) Appointment in the Service to the level of STS and above shall be made in the manner specified in Column 3 of Schedule-II from amongst the officers of the **feeder** grade with the minimum qualifying service as specified in Column 4 of the Schedule-II.

(4) The selection of Officers for promotion shall be made by selection, except in the case of placement in NFSG of the JAG which shall be on the basis of seniority, subject to suitability on the recommendations of the Committee constituted for this purpose in accordance with Schedule-III.

8. **APPOINTMENTS** – All appointments to the service shall be made by the Controlling Authority for all the duty posts in various grades of the service.

9. **NON-FUNCTIONAL UPGRADATION**– (1) Whenever an Indian Administrative Service (IAS) officer of the State or Joint Cadre is posted at the Centre to a particular grade carrying a specific pay in Level-11 in the pay matrix(Rs 67700-208700) or level 12 in the pay matrix (Rs 78800-209200) or level 13 in the pay matrix (Rs 123100-215900) or level 14 in the pay matrix (Rs 144200-218200) or 15 in the pay matrix(Rs 182200-224100), the officers belonging to batches of the service, who are senior to Indian Administrative Service officer by two years or more and have not so far been promoted to that particular grade shall be granted the same grade on non-functional basis from the date of posting of the Indian Administrative Service Officers in that particular grade at the Centre, in accordance with the instructions of Government of India, issued on the subject from time to time.

(2) The batch, as referred to in clause (1), in respect of the direct recruit officers in the induction grade, shall be the year following the year in which the competitive examination was held and in subsequent grades the 'Batch' and eligible service in Group 'A' shall remain the same provided the officer is not superseded due to any reason. In case an officer is superseded, the officer shall be considered alongwith the 'Batch' with which his order seniority is fixed.

(3) Officers inducted into the service by promotion as per rule 7(2) of these rules shall also be eligible for the benefit of the Non-Functional Upgradation. They shall be assigned the benefit of 'Batch' corresponding to the batch of the direct recruit officers with whom their seniority is clubbed.

(4) Grant of Non-Functional Upgradation referred to in clause (1) shall be, -

- (i) in accordance with the orders or instructions issued by the Government from time to time.
- (ii) made on the recommendation of the Screening Committee as specified in Schedule-IV.

(5) All the prescribed eligibility criteria and promotional norms including 'benchmark' for upgradation to a particular level in the pay matrix shall have to be fulfilled at the time of screening for grant of higher level in the pay matrix.

10. **SENIORITY**– The relative seniority of members of the Service on commencement of these rules shall be the relative seniority in their respective grades as determined before the date of the commencement of these rules.

Provided that if the seniority of any member of the Service had not been determined before the commencement of these rules, it shall be determined by the Government, in accordance with general instructions on seniority issued by the Government from time to time.

(2) The seniority of persons appointed to various grades of the service on and from the date of commencement of these rules shall be determined in accordance with the general orders or instructions on seniority issued by the Government from time to time.

11. **PROBATION-** (1) Every officer on appointment to the Service, either by direct recruitment or by promotion to the Junior Time Scale from Group 'B' Service, as the case may be, shall be on probation for a period of two years:

Provided that the Controlling Authority may extend the period of probation in accordance with the instructions issued by the Government from time to time.

Provided further that any, decision for extension of the period of probation shall be taken ordinarily within eight week after expiry of the previous period of probation and communicated in writing to the concerned officer together with the reasons for so doing within the said period.

(2) On completion of the period of probation or any extension thereof, officer, shall, if considered fit for permanent appointment be retained in their appointment on regular basis and be confirmed in due course against the available substantive vacancy, as the case may be.

(3) If, during the period of probation or any extension thereof, as the case may be, the Government is of the opinion that an officer is not fit for permanent appointment, the Government may discharge or revert the officer to the post held by him prior to his appointment in the Service, as the case may be.

(4) During the period of probation, or any extension thereof, the officers may be required by the Government to undergo such courses of training and instruction and to pass such examinations and tests, including examination in Hindi as the Government may deem fit, as a condition to satisfactory completion of the probation.

(5) As regards other matters relating to probation, the candidates will be governed by the instructions issued by the Government in this regard from time to time.

12. **Liability to serve in any part of India, outside and other CONDITIONS_OF SERVICE-** (1) Officers appointed to the Service shall be liable to serve anywhere in India including field service in or outside of India.

(2) The conditions of service of the members of the Service in respect of matters for which no provision is made in these rules shall be the same as are applicable, from time to time, to the officers of Central Civil Services in general.

13. **DISQUALIFICATION-** No person, –

(a) Who has entered or contracted a marriage with a person having a spouse living:

OR

(b) Who having a spouse living has entered into or contracted marriage with any person: shall be eligible for appointment to the service;

Provided that the Government may, if satisfied such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

14. **POWER TO RELAX**- Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

15. **SAVING**- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

16. **INTERPRETATION**- If any question arises relating to the interpretation of these rules, it shall be referred to the Government who shall decide the same.

SCHEDULE-I**(See Rule 4)**

The grades, designation, Level in the Pay Matrix and number of posts included in the Indian Defence Accounts Service.

1. Duty Posts: –

Sl. No.	Grade	Designation	Pay Level in the Pay Matrix	Sanctioned Strength*
(1)	(2)	(3)	(4)	(5)
1	APEX Scale	Controller General of Defence Accounts or Special Controller General of Defence Accounts	Level 17 in the pay matrix (Rs 225000).	2
2	Higher Administrative Grade Plus	Additional Controller General of Defence Accounts	Level 16 in the pay matrix (Rs 205400-224400).	3
3	Higher Administrative Grade	Senior Joint Controller General of Defence Accounts/ Principal Controller of Defence Accounts /Principal Integrated Financial Adviser /Principal Controller of Accounts (Factories) and equivalent	Level 15 in the pay matrix (Rs 182200-224100).	25
4	Senior Administrative Grade	Joint Controller General of Defence Accounts/ Controller of Defence Accounts/ Integrated Financial Adviser/ Controller of Finance & Accounts (Factories) and equivalent	Level 14 in the pay matrix (Rs 144200-218200).	80
5	Non Functional Selection Grade of Junior Administrative Grade	Senior Deputy Controller General of Defence Accounts/ Additional Controller of Defence Accounts/ Additional Integrated Financial Adviser/Additional Controller of Finance & Accounts (Factories) and equivalent	Level 13 in the pay matrix (Rs 123100-215900).	120
6	Junior Administrative Grade	Deputy Controller General of Defence Accounts/ Joint Controller of Defence Accounts/ Joint Integrated Financial Adviser/Joint Controller of Finance & Accounts (Factories) and equivalent	Level 12 in the pay matrix (Rs 78800-209200).	
7	Senior Time Scale	Senior Assistant Controller General of Defence Accounts/ Deputy Controller of Defence Accounts/ Deputy Integrated Financial Adviser/Deputy Controller of Finance & Accounts (Factories) and equivalent	Level 11 in the pay matrix (Rs 67700-208700).	160
8	Junior Time Scale	Assistant Controller General of Defence Accounts/ Assistant Controller of Defence Accounts/ Assistant Integrated Financial Adviser/Assistant Controller of Finance & Accounts (Factories) and	Level 10 in the pay matrix (Rs 56100-177500).	167

	equivalent	
Total Duty Posts		557

*Number of posts are subject to variation dependent on workload.

2. Reserves: –

1	Probationers' Reserve	24
2	Deputation Reserve	61
3	Leave Reserve	05
4	Training Reserve	05
	Total Reserve Posts	95
Total authorized strength (Total of Duty posts and Reserve)		652

Note: The number of posts in Non-Functional Selection Grade in the Level-13 in the Pay Matrix (Rs 123100-215900) shall be restricted to thirty percent of senior duty post in the cadre, i.e. post in the Level-11 in the Pay Matrix (Rs 67700-208700) and above. There shall be no increase in the overall strength of the cadre and the number of posts to be operated in Non-Functional Selection Grade shall not exceed the number of posts available in the Junior Administrative Grade (including Non-Functional Selection Grade).

SCHEDULE-II

Method of appointment, field of selection and minimum qualifying Service for appointment of officers on promotion to duty posts included in the various grades of the various Grades of the Indian Defence Accounts Service.

Sl. No.	Grade	Method of Recruitment	Field of Selection and the minimum qualifying service for promotion
(1)	(2)	(3)	(4)
1.	Apex scale (Controller General of Defence Accounts or Special Controller General of Defence Accounts)	By promotion on the basis of selection	<u>Officers in the grade of Higher Administrative Grade Plus in level 16 in the pay matrix of Rs 205400-224400 having a minimum 2 years' combined service in HAG in Level 15 in the pay matrix of Rs 182200-224100 and HAG Plus in Level 16 in the pay matrix of Rs 205400-224400.</u> Note: The senior most Apex level officer shall be designated as Controller General of Defence Accounts
2	Higher Administrative Grade Plus	By promotion on the basis of selection.	Officers of the Service in Higher Administrative Grade in level 15 in the pay matrix (Rs 182200-224100) with one year regular service in the grade.
3	Higher Administrative Grade	By promotion on the basis of selection.	Officers of the service in the Senior Administrative Grade, in Level-14 in the Pay Matrix(Rs 144200-224100) with three years' regular service in the grade; or Officers with twenty-five years' regular service in Group 'A' posts in the service out of which at least one year regular service should be in the Senior Administrative Grade.
4	Senior Administrative Grade	By promotion on the basis of selection.	Officers of the service in the Junior Administrative Grade (Selection Grade), in Level-13 of the Pay Matrix (Rs 123100-215900) with three years of regular service in the grade or Officers of the service in the Junior Administrative Grade, in Level-12 of the Pay Matrix (Rs 78800-209200) with

			eight years' regular service in the grade (including service rendered in the Non-Functional Selection Grade of the Junior Administrative Grade, in Level-13 of the Pay Matrix (Rs 123100-215900): or officers with seventeen years' regular service in Group 'A' posts in the service out of which at least four years' regular service should be in the Junior Administrative Grade, including service rendered in the Non-Functional Selection Grade of the Junior Administrative Grade.
5	Non-Functional Selection Grade of the Junior Administrative Grade	By placement on the basis of seniority subject to suitability.	Officers of the service in the Junior Administrative Grade, in Level-12 in the Pay Matrix (Rs 78800-209200) who have entered the fourteen year of Group 'A' service on the 1 st day of the January of the year calculated from the year following the year of examination on the basis of which he or she was recruited, or the year of inclusion in the select list of Junior Time Scale on promotion.
6	Junior Administrative Grade	By promotion on the basis of selection.	Officers of the service in the Senior Time Scale, in Level-11 in the pay matrix (Rs 67700-208700) with five years' regular service in the grade <u>or who have completed nine years of Group 'A' IDAS service.</u>
7	Senior Time Scale	By promotion according to seniority based on suitability.	Officers of the service in the Junior Time Scale in Level-10 of the Pay Matrix (Rs 56100-177500) with four years' regular service in the grade <u>or have served five years combined service in Senior Accounts Officers Group 'A' in level 10 and Junior Time Scale.</u> <u>Or</u> <u>Senior Accounts Officers in Group 'A' level 10 in the pay matrix of Rs 56100-177500 with five years of regular service in the grade.</u>

8.	Junior Time Scale	<u>By direct recruitment through examination</u>	<u>Through Civil services examination conducted by the commission.</u>
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Note-1: In case of promotion on the basis of selection, where juniors who have completed their qualifying service/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of requisite/eligibility service by more than half such qualifying service or eligibility service or two years' whichever is less and have successfully completed their probation period for promotion to next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note-2: The crucial date for determining the eligibility of officers for promotion to various grades shall be as per the instruction issued by the Govt. from time to time.

Note 3: The vacancy in STS will first be filled by eligible JTS.

4.	Senior Administrative Grade, Level-14 in the Pay Matrix (Rs 144200-218200)	(i) Chairman or Member, Union Public Service Commission Chairman (ii) Secretary (Defence Finance) or Financial Adviser (Defence Services) - Member (iii) Controller General of Defence Accounts Member	Not Applicable
5.	Non-Functional Selection Grade of the Junior Administrative Grade, Level-13 in Pay Matrix (Rs 123100-215900)	(i) Secretary (Defence Finance) or Financial Adviser (Defence Services) - Chairman (ii) Controller General of Defence Accounts - Member (iii) Joint Secretary (Administration), Ministry of Home Affairs as nominee of Establishment Officer, Department of Personnel and Training - Member	Not Applicable
6.	Junior Administrative Grade, Level-12 in the Pay Matrix (Rs 78800-209200)	(i) Chairman or Member, Union Public Service Commission - Chairman (ii) Secretary (Defence Finance) or Financial Adviser (Defence Services) - Member (iii) Controller General of Defence Accounts - Member	Not Applicable
7.	Senior Time Scale, Level-11 in the Pay Matrix (Rs 67700-208700)	(i) Controller General of Defence Accounts or Additional Controller General of Defence Accounts - Chairman (ii) Principal Controller of Defence Accounts or equivalent posts (HAG level)/Joint Controller General of Defence Accounts or equivalent posts (SAG level) - Member (iii) Additional Financial Adviser, Ministry of Defence (Finance Division) - Member	Not Applicable
8.	Junior Time Scale, Level-10 in the Pay Matrix (Rs 56100-177500)	(i) Controller General of Defence Accounts - Chairman (ii) Additional Financial Adviser or Deputy Financial Adviser, Ministry of Defence (Finance Division) - Member (iii) Principal Controller of Defence Accounts or equivalent posts (HAG level) or Joint Controller General of Defence Accounts or equivalent posts	1) Controller General of Defence Accounts or Additional Controller General of Defence Accounts - Chairman 2) Additional Financial Adviser or Deputy

SCHEDULE-III

Composition of Departmental Promotion Committee or Screening Committee or Confirmation Committee for considering Promotion, placement in Non-Functional Selection Grade of the Junior Administrative Grade and confirmation of Group 'A' officers of Indian Defence Accounts Service.

Sl.N o.	Grade	Departmental Promotion Committee (for considering promotion)/ consisting of or Screening Committee for placement in NFSG of the JAG	Departmental Confirmation Committee (for considering Confirmation) consisting of:-
(1)	(2)	(3)	(4)
1.	Apex scale level 17 in the pay matrix (Rs 225000) (Controller General of Defence Accounts or Special Controller General of Defence Accounts)	(i) Chairman or Member, Union Public Service Commission Chairman (ii) Secretary, Ministry of Defence Member (iii) Secretary (Defence Finance) or Financial Adviser (Defence Services) - Member	Not Applicable
2.	Higher Administrative Grade Plus, Level-16 of Pay Matrix (Rs 205400-224400)	(i) Chairman or Member, Union Public Service Commission Chairman (ii) Secretary (Defence Finance) or Financial Adviser (Defence Services) - Member (iii) Controller General of Defence Accounts Member	Not Applicable
3.	Higher Administrative Grade, Level-15 in Pay Matrix (Rs 182200-224100)	(i) Chairman or Member, Union Public Service Commission Chairman (ii) Secretary (Defence Finance) or Financial Adviser (Defence Services) - Member (iii) Controller General of Defence Accounts Member	Not Applicable

		(SAG level)	-Member	Financial Adviser, Ministry of Defence (Finance Division) -Member 3) Joint Controller General of Defence Accounts or equivalent posts (SAG level) -Member
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SCHEDULE- IV

Composition of Screening Committee for considering cases for Non-Functional Upgradation in respect of officers of the Indian Defence Accounts Service.

Sl. No.	Grade	Screening Committee for considering Non-Functional Upgradation
1.	2.	3.
1.	Higher Administrative Grade, Level-15 in Pay Matrix (Rs 182200-224100)	(i) Secretary (Defence Finance)/Financial Adviser (Defence Services) -Chairperson (ii) Controller General of Defence Accounts -Member (iii) Additional Controller General of Defence Accounts -Member
2.	Senior Administrative Grade, Level-14 in the Pay Matrix (Rs 144200-218200)	(i) Secretary (Defence Finance)/ Financial Adviser (Defence Services) -Chairperson (ii) Controller General of Defence Accounts -Member (iii) Additional Controller General of Defence Accounts -Member
3.	Non-Functional Selection Grade of the Junior Administrative Grade, Level-13 in Pay Matrix (Rs 123100-215900)	(i) Secretary (Defence Finance)/ Financial Adviser (Defence Services) -Chairperson (ii) Controller General of Defence Accounts -Member (iii) Additional Controller General of Defence Accounts -Member
4.	Junior Administrative Grade, Level-12 in the Pay Matrix (Rs 78800-209200)	(i) Secretary (Defence Finance)/ Financial Adviser (Defence Services) -Chairperson (ii) Controller General of Defence Accounts -Member (iii) Additional Controller General of Defence Accounts -Member
5.	Senior Time Scale, Level-11 in the Pay Matrix (Rs 67700-208700)	(i) Secretary (Defence Finance)/ Financial Adviser (Defence Services) -Chairperson (ii) Controller General of Defence Accounts -Member (iii) Additional Financial Adviser, Ministry of Defence (Finance Division) or Director or Deputy Financial Advisor (Coord), Ministry of Defence (Finance Division) -Member

Addl. FA & JS

[F.No.9(3)/C/2010(Pt.)]

No. I-11011/16/2022-CRD
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd Floor, Lok Nayak Bhawan,
New Delhi-110003.

Dated: 30th September, 2022.

Office Memorandum

Subject: Consolidated guidelines on cadre review of Central Civil Services.

The Department of Personnel & Training (DoPT) is the nodal agency of the Government of India for personnel management policies. As such, although cadre management and cadre reviewing are primarily the concern of individual Cadre Controlling Authorities (CCAs), the responsibility for laying down standards in the matter and for coordination rests with the DoPT in accordance with its role as nodal agency for formulation and evaluation of personnel policies in Government of India.

2. The concept of cadre review owes its origin to the recommendations made by the First Administrative Reforms Commission in its Report on Personnel Administration released in 1969. The Government of India had accepted recommendation of the ARC and vide OM No. 5/1/71- PP (Vol VI) dated 6th May 1972, a Cadre Review Committee (CRC) was constituted under the Chairmanship of Cabinet Secretary with Secretary of the Ministry controlling the Cadre, Secretary of DoPT and Secretary of Department of Expenditure (DoE) in Ministry of Finance as members of the Committee. Vide the said OM, the Department has also issued certain broad guidelines for objective cadre management. As a part of this Department's endeavour to keep the personnel policies relevant to current and future needs, various instructions were issued on the cadre review.

3. Cadre review encompasses several key elements of cadre management such as formation of service, manpower projection, recruitment planning, training, deputation, encadrement, decadrement, creation of posts, managing reserves, etc. It helps realign a service to the everchanging organizational needs and maintain congruence between functional needs and legitimate aspirations of the officers. The main thrust of cadre review is on manpower projections and recruitment planning on scientific lines aiming at the same time at rationalization of the existing cadre structure of a Service in accordance with certain predefined principles and a given set of objectives like improving the efficiency, morale and effectiveness of the cadre. However, of late, the cadre management has not been getting due attention or has been misconstrued as a process of upgrading /downgrading or creation of cadre posts only, which over a period of time has led to serious distortions in the cadre/service. Hence, keeping in view the issues noticed by the Department while conducting cadre review of various Central Group 'A' Services after

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issuance of consolidated guidelines on 14.12.2010 and to keep the personnel policies relevant to current and future needs, a revised consolidated Guidelines on cadre review of Central Group 'A' Services is being issued through this OM in supersession of the OMs on the subject, viz. OM No. 5/1/71- PP (Vol VI) dated 6th May 1972, F. No. 5(22)/73-PP dated 12.03.1973, OM No. 5/45/77-PP dated 26 August 1977, OM No. 5/45/77-PP dated 26 August 1977, OM No. 5/22/81-PP-II dated 12.01.1982, OM No. 5/38/86-PP.II dated 28.10.1986, OM No. 2/10/87-PP dated 21st May 1987, OM No. 2/1/87-PP dated 23.11.1987, OM No. 2/42/95-PP (CRD) dated 05.04.1995, OM NO. 1/8/96-CRD dated 2.3.2000, OM No. I. 11011/1/2009-CRD dated 14.12.2010, OM NO. I. 11019/17/2016-CRD dated 15.02.2017 and OM No. I. 11019/10/2017-CRD dated 09.07.2018. Some of the OMs are referred here 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 (**Annexure-I**). The cadre review proposals under consideration of this Department till issue of this OM or already considered by the CRC will not require resubmission, however, the proposals prepared after issue of this OM may be submitted as per its provisions.

4. Cadre Review of Central Group 'A' Services/cadres:

[OM No. I. 11011/1/2009-CRD dated 14.12.2010, Monograph 2010]

4.1. Formulation of Proposal:

(i) While considerable latitude will be available to the cadre authorities in preparing and presenting cadre review proposals, it must be ensured that the necessary statistical data are compiled and updated on a continuing basis in the format given in consolidated guidelines. It is also necessary while presenting review proposals to give a sketch of the historical background of the Service, its inception, its objectives, growth of service in last cadre reviews, the implementation report of last cadre review, status of cadre review of Group 'B' and 'C' cadres/posts in the Department, the functional and organisational structure of the Cadre/Service, special features peculiar to the Service, difficulties and problems faced during the process of cadre management, changes taken place in the cadre structure from time to-time, the reports of any expert committee on the Service and change in role of the Service/organisation. Present as well as the proposed organisational structure of the Department and the Service showing posts at different levels with their designations, pay scales and the functional inter-relationship among them along with organisational chart should be enclosed with the cadre review proposal. The posts to be upgraded should be identified and the justifications for upgradation should be mentioned. Recruitment Rules/Service Rules, as amended till to date, both respect of Service posts as well as its feeder posts, grade-wise seniority lists updated as on first of the 'Current Year' (i.e. Year in which the proposals are being framed) should invariably be attached with the proposal. In the format, the reference year may be taken as beginning from first January of the year in which the proposals are being framed. The cadre review proposal would be prepared by the CCA in the form of a Note for Committee of Secretaries. As

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such, apart from above information, every note should include details of inter-ministerial consultations (if required), financial implications, approval required, annexures of the information in prescribed format (**Annexure II**). A model cadre review proposal for ready reference is at **Annexure-III**.

[OM No. I. 11019/25/2014-CRD dated 12.09.2014]

(ii) 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 mandate of the service, expected changes in the Organization's activities, automation, amendment in the business processes, recruitment planning, plugging the skill gaps, cadre structure, career progression, incumbency, financial implications etc. must be analyzed and made part of the proposal. These issues and their impact on cadre structure have been discussed in the Monograph.

(iii) The proposal may be considered on availability of manpower, functional and strategic requirements. The CCAs should review the vacancies regularly not only for their filling up process but also for the continuance of such posts. It is better to surrender the posts which are not feasible to be filled in long run on permanent basis.

(iv) The identification of each additional post required (either by way of fresh addition to the cadre or through upgradation of an existing post) in terms of specific duties, would be of considerable value in a cadre review proposal. As far as possible, work norms in terms of duties and responsibilities should be unambiguously set out to justify the proposed addition. It must be emphasized in this connection that some amount of increase in work has to be treated as normal and should not lead to any increase in the manpower requirements. Only perceptible and significant increases in activity should be translated into additional personnel requirements. Proposals for increase in cadre strength and introduction of new grades, thus, may generally be avoided and only be moved if there are stringent functional justification. Having estimated the essential additional needs, the levels or grades at which such needs arise should be clearly identified. While making assessment for cadre review proposals, continuance of existing posts and need of the service (zero base review) may also be assessed based on their functional requirement, and if any of the posts/services becomes redundant due to introduction of the advanced technology or changes in mandate of the Govt, such posts/services may be abolished/merged.

(v) The efforts should be made to make the structure sustainable. While suggesting a cadre structure, creation of high percentages of posts at higher level on the cost of lower grades distorting the cadre and affecting the functioning of the organization adversely may be avoided.

(vi) Full functional justification for creation/upgradation of each post should be given. A job evaluation exercise may be undertaken for each category of posts to ensure that different grades are assigned corresponding level of functions and responsibilities.

(vii) It may be ensured that the cadre review would not have an adverse impact on the feeder grade.

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4.2 Reference to Department of Personnel and Training/Department of Expenditure

- (i) The proposal should be referred to DoPT with the approval of Integrated Finance Division and the Minister in charge.
- (ii) The CCA 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 provided in section 5 of the Monograph to ensure that the proposal is complete in all respects.

4.3. 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. keeping in view the economy instructions issued by the DoE from time-to-time.
- (ii) While calculating the additional expenditure, the impact of Non-Functional Upgradation/Non-Functional Selection Grade/Non-Functional Second Grade/Dynamic Assured Career Progression/Flexible Complementing Scheme etc. (wherever applicable) may be taken into account. The calculation sheet must be enclosed with the proposal.

4.4. Procedure for cadre review

- (i) Every cadre should be reviewed once every five years. The review should be first carried out by the CCA, 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 this Department with the approval of Minister in charge.
- (ii) All the Ministries/Departments may nominate a suitable officer for the purpose of cadre review. It will be the responsibility of the nodal officers, so nominated, to provide the necessary progress report in this regard to the Cadre Review Division of the DoPT.
- (iii) The cadre review proposal, so prepared by the CCA in the form of a Note for Committee of Secretaries be referred to the Cadre Review Division of DoPT. The DoPT would examine the proposal based on the various parameters of cadre review and obtain the approval of Secretary (P) on its observations/recommendations and then refer it to DoE for approval of Secretary (Expenditure).
- (iv) The Note would then be placed before the CRC by DoPT. The Cadre Review Division of the DoPT acts as Secretariat to the CRC.
- (v) Based on the recommendation of CRC, the proposal would be submitted for MOS (PP)'s approval. It would then be referred to the DoE for Finance Minister's approval.
- (vi) The CCA would then take approval of Cabinet. The Note for Cabinet should ideally be prepared within a month of the approval of the MoS (PP) and Finance Minister on the recommendation of CRC.
- (vii) Within three months of the approval of the Cabinet, the CCA may initiate amendment in the draft Recruitment Rules/Service Rules to give effect to the cadre review.

4.5. 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 |

Any additional functionaries related with the proposal may also be included, with the approval of Cabinet Sectt., as invitee to participate in the meeting of CRC.

4.6. The list of Central Group 'A' Services/cadres, which are to be reviewed through the above procedure as contained in para 4.1 to 4.5, are annexed as **Annexure-IV**.

4.7. It is reiterated that apart from the cadre review proposal of Central Group 'A' services/cadres listed herein, the above said procedure would be applicable in case of other proposals like formation of new service/Group 'A' cadre, merger of Central Group 'A' Services, Grant of Organised Group 'A' Central Service status, declaration as dying cadres etc. Cadre review does not automatically grant status of Central Group 'A' service/cadre or organised status, unless specific approval for it has been obtained during the exercise. Such proposal may be moved alongwith cadre review proposal or separately, as per requirement.

4.8. Creation of posts outside cadre review: Normally, addition to a cadre by way of increasing the number of posts at different levels should be considered only in the course of five year cadre review. Mid review changes should be avoided as far as possible. Regular cadre reviews carried out at five years intervals must envisage such eventualities while making advance projections for the five year period of additional manpower requirements. Accordingly, the need for creating posts, encadrement and upgradation of posts not envisaged by the CRC before the next cadre review is due, can be expected to be rare. In the event, however, of such eventuality, it may be ensured that the additional posts so created conform to the cadre structure most recently approved by the CRC. The adhoc measures of creation, encadrement, upgradation of posts is not supported if the cadre review is due, however, in case of unavoidable circumstances, if such a proposal is moved, this should be taken up with the Cadre Review Division of the DoPT first before referring to the DoE alongwith the justification and reasons for not waiting for cadre review for consideration of such proposal.

[OM NO. I. 11019/17/2016-CRD dated 15.02.2017]

4.9 Restriction on direct recruitment- The restriction on direct recruitment to the extent that it should not exceed 3% of the total cadre strength imposed in 1998 (OM No. 1/8/98-CRD dated 5.11.1998) was lifted vide OM No. I. 11011/1/2009-CRD dated

Rahige
30/4/22

14th December, 2010 advising the CCAs not to resort to any bulk recruitment as it would create a bulge in the structure leading to stagnation at later stage. The recruitment plan for next five years may invariably be made part of the cadre review proposal and while projecting such recruitment planning attempts may be made to keep it around ideal 3% of the authorized cadre strength per year avoiding clubbing of recruitment. Recruitment planning approved during the cadre review may be followed and for any deviation, fresh plan may be finalized in consultation with the DoPT.

4.10. Maintenance of Statistical Profile: Statistical profile is one of the important tools for not only preparing policy guidelines on cadre management and indication of career progression of a service, but also to examine a cadre review proposal in scientific manner with its impact on other similar services. The statistical profile is maintained half yearly, i.e., 1st January and 1st July of every year. For the purpose the following may be ensured:

- i. All the CCAs will have to provide Statistical Information within a given time frame (1st half yearly report by 31st July and 2nd half yearly report by 31st January). The same may be placed on their respective websites too alongwith details about the Service. The format for Statistical profile is at **Annexure-V**. Difference in cadre strength from the last cadre review may be provided alongwith supporting documents for addition/deletion which includes approval of the Competent Authority and consultation of DoPT.
- ii. The CCA 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 Department.
- iii. The CCA may provide 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 is fully implemented.
- iv. The CCA may upload latest SRs/RRs on the website and provide a copy to the Cadre Review Division of DoPT.
- v. The CCA may appoint nodal officer and provide name of nodal officer to the Cadre Review Division of this Department.
- vi. Notifications regarding Cadre Review/ Organized status etc. would also be uploaded by the CCAs concerned on their respective websites.
- vii. The senior most member of the service (who is also a member of the CRC) may also take up the matter with the concerned CCAs to provide the information within the given time frame.
- viii. For the CCAs who fail to provide timely information, any request of encadrement, upgradation, creation of posts etc. in the cadre would be considered only on the basis of the cadre strength last approved by CRC.

[OM No. I. 11019/10/2017-CRD dated 09.07.2018]

Palur
30/9/22

5. Cadre reviews of Group 'B' and 'C' employees/posts.

[OM No. 2/1/87-PP dated 23.11.1987]

5.1. Agency for conducting cadre reviews:

- (i) The cadre reviews will be carried out by the CCA in consultation with the DoE.
- (ii) The Departmental CRC may be set up by the respective Ministries/Departments controlling the cadres to be reviewed and should comprise the representatives of the following:
 - (a) Attached/Subordinate Office concerned.
 - (b) Integrated Finance Division.
 - (c) The Personnel unit (Administration/Establishment Division) in the Ministry/Department dealing with the personnel aspects of the cadre.
 - (d) Concerned Field Organizations.
 - (e) Any other member considered necessary by the CCA.

5.2. Principles governing cadre reviews:

- (i) The cadre review may be visualized as an exercise for complete manpower planning— considering the annual intake at the entry level, maintenance needs, growth etc. rather than being viewed only as a need for upgradation of posts to provide promotional opportunities to the members of the staff.
- (ii) The cadre review may be conducted on functional cum-structural consideration with due regard to the duties and responsibilities and the need to promote efficiency in the Organisation/Department. Hence, while conducting cadre review the cadre structure may be made pyramidal with enough officers at all the levels for not only effective functioning of the organization but also to fill higher posts. A structural ratio of 3:1 between two consecutive grades (feeder grade: higher level) is better to fill posts.
- (iii) Wherever SIU norms/yardsticks have already been laid down for provision of staff, these should be considered, while conducting cadre review for various categories/grades.
- (iv) The cadre review exercise may be conducted periodically for the groups 'B' and 'C' posts without linking it to the level of stagnation in the cadre.
- (v) While conducting cadre review, time bound promotions may be considered only in exceptional cases, where it is provided for in the Service Rules of respective categories/grades of the concerned staff. The cadre review should be consistent with the needs and requirements of the organization.
- (vi) While conducting cadre review, the Administrative Ministry may consider rationalization of categories/grades through merger, as over the passage of time, there might have been proliferation of categories, levels and grades in each Service. A multi-disciplinary approach may be considered rather than having strait jacket or water tight compartmentalization.

P. K. Singh
30/7/22

(vii) The cadre review exercise may be conducted after every five years. However, if CCA is convinced that no change in the cadre structure is required, the decision should be taken in consultation with the Departmental CRC.

(viii) All the Ministries/Departments may nominate a suitable officer for cadre review of Group 'B' and 'C' posts. It will be the responsibility of the nodal officers, so nominated, to provide the necessary report in this regard to the Cadre Review Division of the DoPT every year (by 31st January)

(ix) The cadre review of Group 'B' and 'C' posts so conducted under the procedure contained in above paras should not result in creation of posts in Central Group 'A' Services or any change in status of the cadres/services from Group 'B'/'C' to 'A' for which Guidelines are applicable as laid out in para 4.

5.3 Role of DoPT in cadre review of Group 'B' and 'C' posts: The primary responsibility for conducting cadre review for Group 'B' and 'C' cadres will be of the concerned CCAs in the respective Ministries/Departments. The DoPT will lay down the policy, issue guidelines and if necessary, review the progress of cadre reviews, conducted by the concerned CCAs/Ministries/Departments. Hence, any new policy issue contained in the cadre review proposal may be referred to Cadre Review Division of this Department.

5.4 Cadre review of Other services/cadres/posts: Apart from the Central Group 'A' Services/cadres listed in para 4.6 and Group 'B' and 'C' posts/employees (para 5), there are Services classified as Central Group 'A' Service in the CCS (CCA) Rules 1965 (as amended from time-to-time). All such services/cadres may also be reviewed through DoPT and the guiding factors for preparation of cadre review proposal in these services/cadres may be same as detailed in para 4. A composite cadre review proposal for all the posts in that Service/cadre may be prepared.

6. Dealing with Isolated posts: In isolated categories where promotion to next grade is not possible, efforts may be made to identify posts after considering the qualifications and experience, duties and responsibilities attached to these posts, for merging them with the existing cadres. While conducting cadre review of various categories of services/cadres/posts, an exercise may be undertaken to identify such isolated posts and to include them for encadrement, if feasible. In case it is not possible to merge them in an existing or proposed hierarchical structure, these posts should not be filled by direct recruitment but by transfer on deputation so that the incumbents of such posts do not stagnate. While conducting cadre review exercise, creation of isolated posts may be avoided, to the extent possible. Often departments create posts for various reasons having similar functional duties and responsibilities as cadre posts. Such posts are manned by both cadre officers and those outside the cadre(s). It should be the constant endeavor of Cadre Authorities to periodically review the position regarding such posts with a view to encadre them keeping in view:

- (a) the nature of functions and responsibilities attached to them.
- (b) the likelihood of their continuing.
- (c) the desirability of deploying cadre officers to such posts.

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7. The above guidelines are being issued in accordance with the role of this Department being nodal department for the manpower planning and policy and hence all the Ministries/Departments may ensure necessary compliance to the above guidelines. At the first stage, all the Ministries/Departments may nominate a nodal officer for the purpose and constitute the Departmental CRC, wherever applicable, within one month of issue of this OM and send a report to this Department (any change in nodal officer or Departmental CRC may be endorsed to this Department). It may also be intimated whether any of the cadres/services under their control (not listed with this OM) are required to be reviewed through the CRC as per the provisions of this OM. Thereafter, the preparation of cadre review proposals, wherever due, may be initiated and attempts may be made to submit the proposal in this regard to this Department or Deptt. of Expenditure (as the case may be) within six months. Calendar issued by this Department for Central Group 'A' Services required to be reviewed through the CRC (para 4.5) from time-to-time may be strictly complied.

[OM No. I. 11019/18/2022-CRD dated 14.02.2022]

HSP Pahuja
30/9/22
(Dr. Harmit Singh Pahuja)

Dy. Secretary to the Government of India

To

1. All the Ministries/Departments of Government of India
2. All Attached and Subordinate Offices of the Ministry of Personnel, Public Grievances and Pensions
3. All Union Territory Governments/Administration
4. Secretary, UPSC/Office of the Comptroller and Auditor General of India
5. Registrar, Supreme Court of India, New Delhi
6. Lok Sabha /Rajya Sabha Secretariat
7. All Sections of the Ministry of Personnel, Public Grievances and Pensions.

Copy to:

1. Cabinet Secretariat.
2. Secretary, Expenditure
3. Secretary, DoPT
4. Spl. Secretary (Pers), Deptt. of Expenditure, North Block
5. Additional Secretary (Cadre Review Division), Deptt. of Personnel & Training, North Block
6. Joint Secretary (Estt.), Deptt. of Personnel & Training, North Block
7. US (CRD)/SO (CRD-I)/SO (CRD-II)
8. Guard File

HSP Pahuja
30/9/22
(Dr. Harmit Singh Pahuja)
Dy. Secretary to the Government of India

Monograph of 2022

Section-1

Introduction

1. Cadre review encompasses several key elements of cadre management such as manpower projection, recruitment planning, training, deputation etc. It helps realign a service to the ever-changing organizational needs and maintain congruence between functional needs and legitimate aspirations of the officers. The main thrust of cadre review is on manpower projections and recruitment planning on scientific lines aiming at the same time at rationalisation of the existing cadre structure of a Service in accordance with certain predefined principles and a given set of objectives like improving the efficiency, morale and effectiveness of the cadre. However, of late, the cadre management has not been getting due attention or has been misconstrued as a process of upgrading /downgrading cadre posts, which over a period of time has led to serious distortions in the cadre/service.

2. There has been a paradigm shift in the concept of governance with the Government reducing its direct involvement in many areas and putting a renewed thrust on social sectors, skill development and human resource development. Role based Governance with Citizen First approach using Digital Technologies to deliver services at grass root level has a bearing on overall role of many organizations and its cadres, sometimes requiring business process re-engineering. A Cadre Review should cover all the aspect of congruence between efficient delivery of services and skill sets/aptitude improvement of the members of Services while being consistent with Minimum Government Maximum Governance requirement.

3. This Monograph attempts to bring out various issues involved in cadre review particularly in the light of above changes for the guidance of cadre controlling authorities. The consolidated guidelines on cadre review are contained in the Department of Personnel and Training's O.M. No. I-11011/16/2022-CRD dated 29.09.2022.

Plan of the Monograph

4. Section 2 attempts to explain various concepts relevant to cadre management such as the concept of service, cadre, cadre structure, and so on. The issues related to general deficiencies of cadre structure and management are discussed in Section 3. The objectives of the cadre review are given in Section 4. Section 5 contains the broad guidelines for formulation of a Cadre Review proposal.

Section 2

Definitions and Concepts

Classification of Central Government Posts

1. The civil service of the Central Government is organised into four groups, viz. Group 'A' (which includes All India Services), Group 'B' and Group 'C'. Such classification broadly corresponds to the rank, status and the degree of the level of responsibility attached to the posts. Group 'A' posts carry higher administrative and executive responsibilities and include senior management positions in the Ministries/Departments and field organizations. The middle and junior levels of Group 'A' along with Group 'B' constitute middle management. Group 'C' posts perform supervisory as well as operative tasks and render clerical assistances in Ministries and field organizations and also for carrying out routine duties. The Central Services (Classification, Control and Appeal) Rules, 1965 provide a concrete and specific criterion for classification of posts in terms of pay.

The service concept

2. An important characteristic of the civil service system at the Centre is its classification based on the concept of the Service. Under this concept, civilian posts are grouped into distinct homogenous cadres under a common Service named on the basis of specific functions attached to the posts in question. The Study Team on Personnel Administration appointed by the Administrative Reforms Commission (1969) appropriately defined a *cadre* as follows:-

'A cadre comprises persons who have been adjudged suitable and recruited to hold a group of positions requiring similar skills - technical, professional and/or administrative; within a Service there may be more than one grade arranged vertically according to the level of responsibility'

2.1 Having laid down the working definition of a Service or cadre as above, the Study Team went on to spell out the specific requirements for the constitution of a Service as:-

- determining duties and responsibilities of various positions;
- translating these in terms of skill requirements;
- grouping of positions which broadly require similar skills; and
- gradation of position in terms of responsibilities.

2.2 According to the Study Team, the concept so developed further presupposes that within a Service, positions at same level are analogous and any member of the service qualified to hold that grade or position can be posted. Thus, while constituting a Service, positions are not only examined with reference to skill requirement and are graded but it is also determined whether those positions are also inter-changeable. As this Monograph is concerned with Group 'A' Services/Cadres of the Central

Government, the concept will be further explained in the following paragraphs with specific reference to Group 'A' Services.

3. A Central Group 'A' Service represents a group of posts belonging to a distinct functional area arranged in a hierarchical order representing different grades or levels of responsibility. All the posts in the Service carry the same functions involving specific skills. They are thus uni-functional. They only differ in rank and status corresponding to given levels of responsibility attached to different grades of posts. The hierarchical arrangement of posts along with the pay scales attached to different grades constitutes what may be called a cadre and the arrangement itself is known as a cadre structure.

4. Members of a Service are expected to possess an intimate knowledge of the particular area or the function or the skill concerned. For example, the Central Engineering Service (CES) is the name of a service whose members are all civil engineers performing functions in the area of Engineering. To become a member of CES, it is essential that one should possess a basic qualification on the subject matter, i.e. engineering. At successively higher levels in a functional area, as the managerial content and the responsibility steadily increase, the members themselves will belong to different grades corresponding to different levels of responsibility and carrying different scales of pay.

5. There are three All-India Services which are all Group 'A' Services, namely, the Indian Administrative Service, Indian Police Service and Indian Forest Service. These are common to the Centre and the States. The manpower for performing the functions of the Central Government is, however, mainly provided by Central Services and cadres. The Central Group 'A' Services account for the bulk of the Group 'A' posts under the Central Government. They are broadly classified into (I) Non-Technical service, (II) Technical Service (which include engineering services), (III) Health Services and (IV) Other Services (which include some engineering and scientific services).

6. The non-technical services are meant to administer non-technical areas of administration at the Centre like audit, income-tax, posts and railways. The technical services perform similar functions on the technical side of the Central Government in departments like Civil Engineering, Telecom Engineering, Mechanical Engineering, etc. The Group 'A' category also includes officers engaged in research in the scientific and technological fields besides isolated - so called General Central Services - posts in the non-technical fields.

Duty Posts and Reserves

7. A well-structured Group 'A' cadre consists of two distinct parts: (i) Regular Duty Posts and (ii) Reserves. The regular duty posts which constitute the core of the cadre are meant for performing the functions for which the service has been constituted. As mentioned above, the duty posts are structured into different levels of hierarchy in the time scale, junior administrative grade, senior administrative grade, etc. corresponding to different levels of responsibility. Incidentally, it is the

structure of the regular duty posts which is examined in a cadre review along with need of Reserves, if any.

8. The reserves are of four types, viz. (i) probationers reserve (ii) leave reserve (iii) training reserve and (iv) deputation reserve. Every organised service normally provides for probationers reserve in order to cater to the requirements of probation which has to be undergone by direct recruits to the service. Probationers reserve cannot be considered part of regular duty posts of a service as they are not intended to perform the regular service functions. Officers undergoing probationary training are shown against probationer reserve. The strength of reserve depends upon the size of the normal annual intake through direct recruitment and the period of probation required to be put in by direct recruits. The other reserves, namely leave, training and deputation reserves are intended to serve as substitute for regular duty posts in the event of service officers holding duty posts being temporarily away from their cadre on leave, training or deputation. That is, it is expected that at any time there will be some officers who are on leave, deputation or training. In order that the work does not suffer due to their absence, extra posts are provided. The various types of reserves including probationers reserve are usually created in the junior time scale.

➤ **Probationers Reserve**

Direct recruits are normally given initial training for periods ranging from one year to three years or as decided by the cadre controlling authorities, while on probation. The posts against which they are shown during the training period, which includes post-entry institutional as well as on-job training should not be included in the strength of regular duty posts, but should be shown separately as probationers reserve. In case such reserve already forms part of junior duty posts or other reserves, necessary adjustment will have to be made to show it as a separate reserve.

➤ **Other Reserves**

'Other' reserves comprise leave, training and deputation reserves. There is an important difference between the probationers reserve and 'other' reserves. The former is set apart for a definite category of service personnel, viz. fresh recruits directly appointed to the lowest rung of the Service. The latter serve a more general purpose of providing substitutes against vacancies caused due to Service officers proceeding on long leave, training or deputation. Those reserves are needed in order to ensure that the regular duty posts are continuously manned by competent officers and are ordinarily created in the entry grade of the Service.

• **Leave Reserve**

Actual utilisation of leave by officers (for at least 45 days at a time) and the utilisation of the existing leave reserve (if any) by the Department during the preceding 3 to 5 years should normally determine the size of leave reserve. In

addition, the practicability of filling up of leave vacancies, especially where the duty posts are widely scattered over field formations, may also be examined while determining desired size of the leave reserve.

- **Training Reserve**

The imperative need for imparting on the job refresher/ professional training periodically to the personnel at various levels of the Service in order to equip them to meet the growing challenges of developmental administration can hardly be over-emphasised. For this purpose, a training reserve of an appropriate size will have to be provided for the cadre structure. The size is to be worked out on the basis of past experience (of, say, the last 5 years) and a well drawn-out programme for training of officers over the next 5 years.

- **Deputation Reserve**

Officers of organised Service are in constant demand for manning posts on deputations in the Secretariat and other Headquarter Organisations, Public Sector undertakings etc. Spells of deputation to such ex-cadre posts afford the officers an opportunity to apply and test their knowledge, skills and talents in new fields and situations. Deputation also helps in imparting fresh outlook to their work on return to their organisation. However, while sending officers on deputation, it should be ensured that the essential needs of the service are not sacrificed, nor does it give rise to distortions in the recruitment programme or to other cadre management problems. Normally sending officer on deputation should not be allowed in case of existing vacancies in the service particularly in the same grade. As regards the size of the deputation reserve, it may be fixed in the light of past experience and the estimated minimum number of officers likely to be away on deputation during the next five years. Once the size of deputation reserve is fixed, a conscious effort should be made to see that there is neither over-utilisation nor under-utilisation so as to avoid problems in the smooth management of the cadre.

8.1 The DoPT has issued guidelines on percentage of officers on various reserves and that should be kept in mind while finalizing the number of officers in Reserves. At present, the following norms for Reserves are prescribed in the Organised Group 'A' Central Services:

- (i) Training Reserves – Not exceeding 1.5% of Senior Duty Posts
- (ii) Leave Reserves – Not exceeding 1.5% of Senior Duty Posts
- (iii) Deputation Reserves - Not exceeding 5% of Senior Duty Posts

(Fixation of Deputation Reserves should be guided by the number of officers on deputation).

- (iv) Probationary Reserves- It should be equivalent to the period of probation prescribed multiplied with the normal batch of Direct Recruit officers.

The Cadre Controlling Authorities of Organised Group 'A' Central Services are required to keep these norms in view while formulating proposals for cadre review. The Reserve requirements of the services having higher reserve provision than the above should be reviewed in Cadre Review keeping in mind the past utilisation of reserves and the vacancy position.

Recruitment

9. Recruitment is made to a 'Service' rather than to a post, at least in so far as organised services are concerned. In general, recruitment to a Group 'A' Service takes place at the lowest level, i.e. at the level of Junior Time Scale which may be called the entry point. There are generally two sources of recruitment, viz. (a) direct recruitment i.e. recruitment from the open market through an open competitive examination or an interview or a combination of the two and (b) recruitment through promotion from the Group 'B' cadre.

10. Direct recruitment to all non-technical Group 'A' Services is made through a combined competitive examination (Civil Service Examination) conducted by the Union Public Service Commission on an annual basis. Candidates selected for different services as a result of this examination are trained in the functional fields to which they are subsequently allotted. As regards technical services, there is a different type of combined competitive examination also conducted by the U.P.S.C. in different areas of specialization, e.g. Civil Engineering, Economics, etc.

11. In the case of departmental promotion (from Group 'B' feeder cadres) to Group 'A' the promotion quota for the purpose varies from Service to Service. Above the level of Junior Time Scale, posts/vacancies are generally filled through promotion from the next lower levels. There are, however, a few exceptions in which lateral entry (i.e. direct recruitment from open market) takes place at levels higher than junior/senior time scale. Such lateral entry is generally through an interview (without a written test). In a few cases promotion of Group 'B' Officers is effected directly to the senior scale of the concerned Group 'A' Service, the junior scale posts being exclusively confined to direct recruits from the open market.

Cadre Structure

12. A typical uni-functional Group 'A' Service has a cadre structure which is constituted in the form of a pyramid with its various layers corresponding to different levels of responsibilities with no functional distinction. The pyramid starts with Junior Time Scale, which is generally a probation-cum-training grade for direct recruits, and passes through Senior Time Scale, Junior Administrative Grade and Senior Administrative Grade (and higher levels). In a number of services, a Selection

Grade also exists as part of Junior Administrative Grade. In some cases, it is functional and in others it is non-functional.

13. The feasibility of evolving a model or ideal pyramid for adoption by cadre authorities for the cadre structures of the Services under their control has been examined in depth. It must be understood that functional justifications and not considerations of promotional opportunities play a paramount role in deciding the proportion of posts in different grades in a given cadre. This stipulation precludes any concept of an ideal pyramid towards which cadre controlling authority could attempt to move. No attempt has been made to build or suggest a model pyramid for the cadre structure of various organised Group 'A' Services.

14. At the same time, certain broad parameters may be suggested for the guidance of the cadre controlling authorities while working out the cadre review proposals.

These are:

- a) All direct recruits shall be promoted to the senior time scale from junior time scale around say 5th or 6th year.
- b) A large proportion of direct recruits in the senior time scale shall be promoted to the JAG (period varying from service to service, often significantly).
- c) A significant proportion of the direct recruits in the JAG shall see their way to SAG and some to HAG/HAG+.

15. In general, the number of posts at the base level, i.e. at the level of time-scale posts, is much larger than those at the middle (JAG) and the top (SAG & above). Officers joining a particular service have certain expectations from the service in terms of going up the ladder through different stages of the hierarchy within reasonable intervals of time. If the cadre pyramid is steep, obviously the promotional opportunities for individual members of the service would be limited. On the other hand, in a structure which is not so steep, one can expect reasonable promotional opportunities for members of the Service. Thus, the degree of realization of career expectations by members of a service is essentially a function of the degree of steepness of the service pyramid. Needless to say, the Services which have better career prospects in terms of promotion tend to be more preferred by the prospective candidates. Two other concepts viz. structural ratios and threshold analysis related to cadre structure are relevant. These are discussed below.

Structural ratios

16. In a cadre structure, different grades have different sizes (in terms of number of posts). The ratios between different grades in the Services i.e. between the sizes of any two grades or combinations of different grades (including the total cadre strength) may be termed as structural

ratios. To illustrate, the following are some of the structural ratios which have been found useful in analyzing the cadre review proposals.

- The ratio of Junior Administrative Grade posts to time-scale posts (junior and senior time scale combined);
- The ratio of all posts in the JAG and above to time-scale posts;
- The ratio of JAG posts to total cadre strength;
- The ratio of Senior Administrative Grade (SAG) posts (and above) to JAG; and
- The ratio of SAG posts (and above) to total cadre strength.

17. These ratios reveal the type of cadre pyramid that a given service has and indicate the extent of promotional opportunities available to its members. Thus, the higher the ratio between Senior Administrative Grade posts and total cadre strength, the better are the promotional opportunities for members of a given Service especially at the level of JAG. On the other hand, the lower the ratio of JAG posts to time-scale posts, the slower would be the promotion prospects of a new entrant to a Service. However, good structural ratios by themselves cannot ensure smooth promotion of the members of the cadre. In practice it is observed that even with very good structural ratios members of some cadres are stagnating in various grades due to over recruitments in the past. On the other hand, in some cadres with not so good structural ratios, vacancies in the higher grades have remained unfilled due to non-availability of eligible officers. The latter situation is due to past under-recruitments. Over or under recruitments and their adverse consequences can be avoided by ensuring regular annual direct recruitment at an optimum fixed rate. In a cadre review, there is little scope for remedying the damages caused to the cadre due to unplanned recruitments in the past.

18. There cannot be an identical cadre structure for every service for obvious reasons and the Department of Personnel and Training has never intended to recommend any. The Fifth Central Pay Commission has suggested an ideal or rather a normative cadre structure as per which on a scale of hundred Senior Duty Posts (Total Strength-Reserves-number of posts at Junior Time Scale), the recommended strength at HAG is three, at SAG is seventeen, at NFSG is twenty, at JAG is thirty and at STS is thirty.

03	HAG
17	Senior Administrative Grade
20	Non Functional Grade
30	Junior Administrative Grade
30	Senior Time Scale

This cadre structure, however, presupposes other elements of cadre management also to be ideal like recruitment, attrition, promotions, provision and utilization of reserve etc. Any deviation in these aspects has to have bearing on cadre structure. However, in some of the grades, like NFSG, DoPT has fixed norms which should be strictly followed. This cadre structure, however, does not propose any normative percentage at Junior Time Scale level. The number of officers at JTS should be guided by requirement of the Service at entry level and careers aspiration of the feeder grade to together provide a base for the Senior Time Scale. As such the strength at JTS may be kept at 30% in a cadre where there is separate provision of Reserves and in case the Reserves are part of JTS, the same should be kept around 40%. However, there is nothing to suggest that the cadre structure be restricted in the same manner as detailed in normative percentage, except at the NFSG level where DoPT has issued ceiling limits on the percentage of posts to be operated at this level. The ceiling of NFSG is 30% of the Senior Duty Posts (i.e. number of posts at Senior Time Scale and above in the cadre). Moreover, functional requirement has, in any case, to be the key criterion and needs to be assessed objectively. There should be thus a serious attempt to anticipate the organization's role five years down the line and to correlate it with the changing needs of the service/cadre.

19. The internal structure of a service depends on the initial structure and the pattern of subsequent recruitment. As stated, it is neither necessary nor desirable to prescribe standard ratios between different levels of the cadre structure of a Service that would satisfy functional requirements and ensure adequate promotional opportunities. Every individual cadre controlling authority will have to carefully consider the cadre structure of the Service under its control on its own merits so as to broadly determine the desirable structure in terms of both functional needs and career opportunities for members of the Service. The basic approach in a cadre review is to balance these two aspects so as to maintain a high level of morale and efficiency consistent with economy.

Threshold analysis

20. This is an analysis of the time taken by an entrant of a given Service (normally at Junior Time Scale level) to reach different levels of the hierarchy i.e. JAG, SAG etc. The thresholds in a given cadre structure can be derived on the basis of past experience. As regards the future, i.e. the threshold likely to be realized at the end of the review period in a structure under revision, the same will have to be estimated on the basis of the proposed strength of different grades and the latest seniority list of the officers of the Service. Threshold analysis is quite useful in correctly assessing the situation regarding promotion prospects. No norms, however, have been or could be laid down in this regard too. One has to base one's perception on the situation prevailing in a number of other services/cadres particularly those which are functionally or otherwise akin to the cadre under review.

Attributes of an ideal cadre

21. The concept of a regular Group 'A' Service, the way it is constituted, and its grade structure have been explained earlier. The various attributes of an ideal cadre of a Central Group 'A' Service are elaborated in the following paragraphs with specific reference to the existing structures, their deficiencies, the need to rectify them through periodical reviews and the methodology of the review exercises.

- a) The functional needs of a regularly constituted service ought to be fully met by cadre posts without having to take recourse to ex-cadre posts. Conversely, cadre posts should entirely cater to the functional requirements of the Service and should not be utilised for performing functions other those for which the Service is intended;
- b) The grades into which the cadre is divided should be clearly distinct in the sense that each carries a distinct level of responsibility within the functional area of the concerned service. The posts within a grade should also be inter-changeable;
- c) The cadre structure should facilitate smooth mobility for its members both horizontally and vertically. Thus, while the posts in the same grade may be inter-changeable, any member of a grade should be capable of moving up and discharging the duties of a post in a higher grade;
- d) An ideal cadre should be capable of fulfilling the legitimate career expectations of the member of the Service. The expectations, however, have to be in harmony with the functional needs of a Service; and
- e) Every cadre structure should have separate provision for various types of reserves like probation, training, leave and deputation.

The Organised Group 'A' Central Service

22. An Organized Group 'A' Service is the Group 'A' Central Service which is constituted and declared consciously as such by the Cadre controlling Authorities through the established procedure and complies with the Attributes of Organised Group 'A' Services. The Attributes of such services are defined by the Cadre Review Division from time-to-time. Such declaration of status as Organized Group 'A' Service for new service/yet to be declared as OGAS follows the procedure prescribed for cadre review. Salient features of such services are as under:

- (i) The highest cadre post in such services is not below the level of Rs. 37400-67000 plus Grade pay of Rs.10000 (SAG);
- (ii) Such services have all the standard grades namely, Rs. 15600-39100 plus Grade pay Rs.5400 (JTS), Rs. 15600-39100 plus Grade pay Rs.6600 (STS), Rs. 15600-39100 plus

Grade pay Rs.7600/Rs. 37400-67000 plus Grade pay of Rs.8700 (JAG/NFSG) and Rs. 37400-67000 plus Grade pay of Rs.10000 (SAG);

- (iii) At least 50% of the vacancies in Junior Time Scale (JTS) in such services are required to be filled by direct recruitment;
- (iv) All the vacancies above JTS and upto SAG level in such services are filled up by promotion from the next lower grade;
- (v) While a service may comprise one or more distinct cadre (s), all such cadres should be governed by composite Service Rules facilitating horizontal and vertical movement of officers of a particular cadre at least up to SAG level. The cadre posts of an Organized Service expressly belong to that service. The posts not belonging to any service are classified as General Central Service and, therefore, an Organized Group 'A' Service cannot have posts/grades classified as General Central Service.
- (vi) Such a service consists of two distinct components, namely Regular Duty Posts and Reserves. The Reserves are generally of four types, viz (i) Probationary Reserves, (ii) Leave Reserve, (iii) Training Reserve and (iv) Deputation Reserve. The various types of reserves are usually created and accounted for in the Junior Time Scale.

Any deviation from these salient features may be examined on case to case basis, owing to respective functional requirements of the service/cadre.

Section 3

General deficiencies of cadre structure and management

It is a common knowledge that a number of organised Group 'A' Central Services have cadre structures that do not accord with one or more of the various requirements of an ideal cadre structure. Certain distortions have crept in some services over a period owing primarily to inadequate cadre management and irregular recruitment. Some of the deficiencies noticed in the cadre structures of organised services are detailed below.

- (i) **Poor recruitment planning:** For smooth and proper cadre management, advance projections of manpower requirements should be undertaken at least once in a period of five years. Improper recruitment planning may lead to under-recruitment, over recruitment or other ad-hoc measures. Promotion blocks occur due to large scale recruitment carried out after a spell of prolonged under recruitment. This causes frustration among service officers resulting in loss of morale and motivation. Unplanned or haphazard recruitment also leads to avoidable strain on organisational facilities during the years of bulk recruitment and under-utilisation of facilities during years of under recruitment.
- (ii) **Lack of functional clarity:** In some cadres, the functional needs and requirements of the service are skipped, and members are assigned functions which are strictly not in the operational area of the concerned service. This distorts the original objectives of the Service, erodes its functional role and renders the Service ineffective. In some cases, a large number of functional posts are found outside a functional Service, e.g. Indian Economic Service. Members of the Service are often deputed to ex-cadre posts in the same functional area. It is desirable that all ex-cadre posts be merged into appropriate Service as far as possible.
- (iii) **Deficient cadre structure-** A well constituted cadre is one that fulfills both the functional objectives of the Service and legitimate career aspiration of its members. It, however, depends on how the cadre has been structured at the time of the constitution of the Service and the manner in which it has been maintained. The cadre controlling authorities are sometimes compelled to resort to ad-hoc measures because functional requirements of the Organization concerned are not accurately anticipated or there are abrupt bottlenecks in promotions. Obviously, in a structure which is too wide at the bottom or even at the middle level tapering off to a very narrow top, promotional avenues for its members are severely restricted causing frustration among them and reducing the effectiveness of the Service.
- (iv) **Poor provision of reserves:** Another serious lacuna of some organised cadres is the lack of provision for one or other types of reserves giving rise to cadre management bottlenecks.
- (v) **Absence of recruitment rules:** There are some services which do not have proper and updated recruitment rules.

(vi) **Non-maintenance of statistical profile:** There are some services which do not maintain up to date statistical profile. This adversely effects cadre management and leads to adhoc arrangements. Up to date maintenance of statistical profile helps in cadre management and makes decision making easier for the cadre controlling authorities.

Section 4

Objectives of a Cadre Review

1. The main objective of a cadre review has traditionally been to strike a healthy balance between the functional requirements and career progression. It need not be emphasized that a satisfied workforce leads to its enhanced efficiency and sense of belongingness and thereby benefits the organization immensely. The purpose of a cadre review is to restructure a cadre in such a manner as to remove the deficiencies, which might have been missed at the time of the constitution of a service or have crept in subsequently, and ensure that the cadre structure satisfies the functional, structural and personnel considerations. Cadre Review provides an opportunity to overcome bottlenecks, remove existing distortions, bring about rationalization of cadre structure and business process re-engineering etc. so as to improve the efficiency and morale of the cadre officers and enhance the effectiveness of the service in the fulfillment of the objectives for which it has been established and assigned roles and duties from time-to-time. Generally speaking, the objectives of a cadre review are to:

- a) estimate future manpower requirements on a scientific basis for a period of 5 years at a time;
- b) plan recruitment in such a way as to avoid future promotional blocks and at the same time prevent gaps from building up;
- c) restructure the cadre to harmonize the functional needs with the legitimate career expectations of its members; and
- d) enhance the effectiveness of the service.

2. However, as discussed above, there has been a continuous and significant change in the very concept of governance. Some issues relevant to cadre management in the context of changes in governance are discussed in the following paragraphs:

(i) **Functional requirement Vs career expectation-** Cadre management is about reconciling expectation of every member of service that (s)he would steadily climb up the ladder and the limitation imposed by pyramidal structure of cadres which allows only a few to reach the top rungs of the ladder. The pyramidal organization structure is dictated by the need that the operational work at the bottom level requires a larger number who are supervised by a few, and who in turn are controlled and directed by even fewer. Equally importantly, a 'promotion' is important from the stand point of individual member as it signifies:

- A financial upgradation (more disposable income);
- Higher responsibilities leading to greater job satisfaction and fulfillment; and
- Improved social standing.

While financial upgradation and improved social standing are important, higher responsibilities and job satisfaction are probably no less important for motivation of members of a

service. Improved social standing is generally associated with designation. Unlike in private sector where an expansion in the business leads to more openings at the top of the ladder, in the government any expansion would increase the strength in terms of functional hierarchy. Ideally, after assessment of functional requirements, the duties and responsibilities attached to various posts may be realigned with a view to optimizing the use of human resource and at the same to ensuring smooth career progression.

The number of subordinates that a superior officer supervises should be a critical criterion for justifying a position at the higher levels. Also, the role and responsibilities of different levels vary with the lower levels (Group B & C) fulfilling operational needs; JTS / STS and JAG providing middle level management and SAG and above providing the leadership to the organization. In a number of cases, the cadre controlling authorities propose increase of posts at higher levels by reducing posts at lower levels to mitigate stagnation. This step adversely affects the effectiveness of the Service due to reduction of officers at the execution level of the cadre. The policy makers and executioners, both are important and this should be kept in mind while formulating proposals. Moreover, functional justification is the key criteria for consideration of such proposals.

(ii) **Zero base reviews:** A zero base review helps in optimum utilization of resources. While assessing the increase in workload or expansion of the Organization, it is equally important to identify the practices and processes that might have or would become redundant or that might be combined to save resources. The cadre controlling authority is best placed to do such an assessment.

(iii) **Stagnation not adequate ground for cadre review:** Stagnation is a relevant but not the sole ground for creation of posts at higher levels. The problem of stagnation stands somewhat mitigated after introduction of Non-Functional Upgradation (NFU) and it needs to be considered while assessing impact of stagnation. It cannot, anyway, be solved by creating posts at higher levels which will only mean that everybody will be doing work one below his level all along the hierarchy. Thus, the cadre restructuring must be supported with functional alignments to avoid under-utilization.

(iv) **Demand for competitive upward mobility-** There is a sense of injustice when a Service sees itself as not having as good a structural ratio or thresholds as some other service. This leads to competitive pressure to match the structural ratio or threshold limits of another service. Such a demand may also arise when the promotional avenues are compared with the following norms:

Grade	Structural Ratio %age of Duty Posts	Year
STS	30	5
JAG	30	9
NFSG	20	14
SAG	17	17
HAG	3	25

However, the comparison of structural ratios and thresholds may not always be logical as each Service is placed differently with reference to its role, capacity and future growth and so on. In some services the need for higher level posts may be dictated by the equation with the client. Similarly, span of control may vary from Service to Service. While a bottom-up approach would be needed in some cases, a top down approach may be required in others

With the introduction of Non-Functional Upgradation (NFU) in Organised Group 'A' Services, the demand for competitive mobility has been met at least in terms of financial upgradation.

(v) **Need for adequate recruitment planning-** By far, the major exercise involved in a cadre review should consist of projection of future manpower requirements. This would indicate the total size of vacancies likely to arise in the cadre over the review period and its distribution into different levels or different grades of the service. The total additional manpower requirement over the review period is the sum total of (i) maintenance needs (ii) growth needs and (iii) a portion of the gap proposed to be made up during the period. Maintenance needs (which arise out of wastages due to retirements, resignations, etc.), can be fairly accurately worked out. In fact, normal wastage due to retirements can perfectly be calculated from date of birth data. Even abnormal, wastage due to resignations, etc. can be estimated with a small margin of error on the basis of past experience. It is, however, not always possible to accurately project growth needs, as this involves an element of forecasting. Nonetheless it is essential for balanced cadre management that growth needs should also be as accurately assessed as possible. It must be emphasised in this connection that some amount of increase in work has to be treated as normal and should not lead to any increase in the manpower requirements. Only perceptible and significant increases in activity should be translated into additional personnel requirements. Having estimated the essential additional needs, the levels or grades at which such needs arise should be clearly identified. It should also be clearly assessed whether the additional requirements would have to be in the nature of creation of new posts or upgrading some of the existing posts.

Increase in work-load could be quantitative or qualitative or both. A quantitative increase in work-load indicates creation of additional posts at required levels. Where the nature of work at certain levels is expected to undergo change, proposals for upgrading could be justified. The identification of each additional post required (either by way of fresh addition to the cadre or through upgrading an existing post) in terms of specific duties, at least at the level of Junior Administrative Grade and above, would be of considerable value in a cadre review proposal. As far as possible, work norms in terms of duties and responsibilities should be unambiguously set out to justify the proposed additions. An organizational chart will be of added value.

Filling up of gaps regularly is an important aspect of cadre management. As far as possible, gaps should be avoided, and in any case, gaps should not be allowed to accumulate over long periods which could induce the cadre authority to resort to ad-hoc measures or other easy solutions to deal with the situation. It should, however, be ensured that gaps in the cadre are made good in a phased manner rather than attempt to wipe out the entire gap in one single sweep. For example, any excessive recruitment in a particular year results in dilution of the quality of recruits in short run and lead to promotion blocks at a later stage.

(vi) **Need for managing reserves** - If the cadre structure already has provision for various types of reserves like probation, leave, training and deputation, it should be examined as to (a) how such reserves have been utilized in the past and (b) what would be the future pattern of utilization. The review should provide an opportunity to identify posts which are usually being manned by reserves due to inadequate provision of duty posts for existing activities or because of expansion of regular activities or both.

If no provision exists for reserves in the initial constitution of the Service, it should be examined as to the extent that different types of reserves will now have to be provided for in the revised structures in the light of past experience and anticipated requirements over the review period.

(vii) **Encadrement of ex-cadre posts**- Often departments create for various reasons, a number of posts having more or less similar functional duties and responsibilities as the cadre posts. Such posts are manned by both cadre officers and those outside the cadre(s). It should be the constant endeavour of Cadre Authorities to periodically review the position regarding such posts with a view to encadre them keeping in view:

- (a) the nature of functions and responsibilities attached to them.
- (b) the likelihood of their continuing;
- (c) the desirability of deploying cadre officers to such posts.

(viii) **Budget Neutrality** -The requirement of budget neutrality has to be understood in the correct perspective. While discouraging any liberal creation of posts, it seeks to ensure that any increase in the net expenditure has to be in correspondence with increase in output or horizontal expansion in activities.

(ix) **Skill gap**- Since on an average, the interval between two successive cadre review is more than five years, it is essential to visualize the Organizational role five years hence and to assess the skill gaps of officers that would be required to be plugged by way of capacity building. Therefore, this factor should invariably form a part of cadre review proposal.

(x) **Constitution of New Service**: The cadre review exercises being carried out in respect of a number of Central Group 'A' Services and the guidelines formulated and circulated for the purpose have not only succeeded in bringing out a positive attitude among the various cadre controlling

authorities as already mentioned, they have also created an awareness among members of various other cadres, which have not been constituted into a Service or an organised service on the principles of scientific management. A number of departments have constituted regular service/cadres wherever they were functionally viable. The cadre controlling authorities also explore the feasibility of merger of services, wherever feasible, to explore the scientific cadre management and better utilization of the officers. The Cadre Review Division has been processing such proposals for formation of a service and grant of Organised Group 'A' Service status in the same manner as prescribed for cadre review. For formulation of a service/cadre, the basic concept of service as elaborated above may be kept in mind and while formulating the proposal of grant of Organised Group 'A' Service status, the attributes of the same should be followed to the extent possible.

(xi) **Creation of Posts without cadre review:** Normally addition to a cadre by way of increasing the number of posts at different levels should be considered only in the course of five year cadre review. Mid review changes should be avoided as far as possible. Regular cadre reviews carried out at five years intervals must envisage such eventualities while making advance projections for the five year period of additional manpower requirements. Accordingly, the need for creating posts, encadrement and upgradation of posts not envisaged by the Cadre Review Committee before the next cadre is due, can be expected to be rare. In the event, however, of such eventuality, it may be ensured that the additional posts so created conform to the cadre structure most recently approved by the Cadre Review Committee. The adhoc measures of creation, encadrement, upgradation of posts are not supported if the Cadre Review is due, however, there cannot be any rigidity in this regard and in case of unseen exigencies, if such a proposal is moved, this should be taken up with the Cadre Review Division of the DoPT as well as the Department of Expenditure alongwith the justification and reasons for not being able to wait for the next cadre review.

(xiii) **Declaration of dying service/cadre:** In a number of cases, due to business process re-engineering, automation of business process, change in mandate etc., the Department may no longer require a Central Group A service. In such cases, declaration of such service as dying cadre is done. Any such proposal may be finalized ideally through the process of cadre review so that its impact is examined.

(xiv) **Dealing with vacancies:** In a number of cadres, there are large number of vacancies which rise to adoption of adhoc measures for filling them. The cadre controlling authorities should review the vacancies regularly not only for their filling up process but also for the continuance of such posts. It is better to surrender the posts which are not feasible to be filled in long run rather than continuing them through adhoc measures after assessment of its impact on the functioning of the organisation.

Section-5

Broad Guidelines for formulation of cadre review proposal

The overall approach to cadre strength review has recently been reexamined and experience has shown that Cadre Controlling Authorities do not always present coherent proposals with plausible functional justification. Often they tend to justify their proposals for upgradation or creation of additional posts in terms of improving promotional prospects of the members of the Service. It has been repeatedly emphasized in the earlier chapters of this Monograph that improvement of promotional opportunities is not the sole objective of cadre management. Any changes proposed in the respective strength of different grades of a cadre under review will have to be backed by adequate functional justification. It is thus established that there is a need to bring in a qualitative shift in the manner the cadre reviews are done and that the issues discussed above need to be considered while formulating a cadre review proposal. In house assessment of the cadre as a whole, fundamental changes proposed, long term issues, planning etc should be carried out preferably by forming a Committee. A checklist of issues that must be elucidated in a proposal for cadre review is given below.

1. Functional Aspect

1.1 **Organizational Changes-** A cadre review provides an opportunity to take a fresh look at the cadre in the light of changes that have taken place within the organization as also in the outside environment. It should be examined whether the organization has undergone any material changes on account of the following:

- (a) **Outsourcing-** The functions outsourced or planned to be outsourced and the impact on the manpower requirements should be spelt out clearly.
- (b) **Automation of business processes-** The proposal should take into account the increasing use of ICT Tools in the areas like accounting, tendering, inventory management, internal processing, data management etc and its impact on the cadre strength.
- (c) **Business Process Reengineering-** Likewise, it needs to be examined if the reengineering of business processes done or intended would have an impact on the cadre strength. The changes in business processes may require redistribution of posts and responsibilities leading to significant structural changes in the cadre.
- (d) **Change in the mandate-** As discussed earlier, the Government has withdrawn itself from direct involvement in many areas and is encouraging Public Private Partnership in still others. It thus becomes imperative to see if there has been any shift in the mandate itself.

1.2 **Justification for higher/additional posts-** The cadre review should consider the needs of the whole organization and not merely that of the Service. All Group A services occupy the top layer

of civil services. These layers are interdependent and therefore the needs of the Service should be seen in the overall organizational context.

2. Personnel Aspect

2.1 Recruitment Planning- Rate of recruitment to a cadre depends upon function of the Service and maintenance and growth needs of the Service. A third important factor that determine recruitment size is the quantum of 'gaps', i.e. the number of vacancies remaining unfilled for a period of one year or more. It would be convenient to discuss recruitment plan under the three main heads representing the three basic components, viz. maintenance needs, growth needs and gaps. While drawing up the recruitment plan, promotion prospects will also have to be kept in view.

(i) Estimation of maintenance needs

Maintenance needs arise out of normal (due to retirements on superannuation) and abnormal (due to resignations) deaths, dismissals, etc.) wastages. In particular some Group 'B' officers likely to be promoted to the Service during the next five years may be retiring within the period of review. To smooth out violent annual fluctuations, if any, an average of the next 5 years should be taken to represent the maintenance requirements of the Service/cadre on account of normal retirement. As regards abnormal needs to resignation, dismissals, deaths, etc., this may be estimated on the basis of actual experience during the past five years.

(ii) Estimation of growth needs

Each cadre controlling authority should have a reasonable estimate of the future growth rate of personnel say, over the next 5 years. The actual retirements for the next five years (i.e. the period of the five-year review) will have to be worked out as possible. In general, the growth needs of a service will have to be assessed under the following components: -

(a) Normal growth of work in the current functional fields;

(b) New functions/schemes likely to be undertaken

(c) Policy-induced changes relating to:

i) Organisation/Structure;

ii) Personnel Policy; and

iii) Administrative/procedural reforms.

Rate of increase in work load within the existing functions of the service may be studied with reference to past trends and projected progress of on-going schemes/programmes during the next five years. Normal growth in work should not generally lead to any significant increase in number of posts unless it can be demonstrated on the basis of quantitative norms that increase in work has a direct bearing on staff strength.

Along with progress of on-going schemes, some of which may taper off during the next few years and thereby reduce the requirement of staff on them, a careful study should be made of new programmes/ projects and activities likely to be taken up during the next five years. Necessary correlation between financial and physical targets and staff requirements should be established.

Policy changes in the personnel field also have an impact on future growth of personnel. Some policy decisions may have been taken or likely to be taken which will have an important bearing on the functions, organisation and structure of the Department/Service. Likely impact of all such changes on the cadre strength should be carefully assessed.

A note of caution may be sounded here. The projection of future requirements is not necessarily an extrapolation of past trends for the simple reason that the past conditions might not hold good in the future. Policy changes recently introduced or likely to be introduced often influence the future behaviour pattern of the trend which may not be amenable to quantification. Nevertheless, backed by enlightened judgement and past experience, the cadre authority should still be in a position to assess the growth rate within a reasonable narrow margin of error.

(iii) Under Recruitment resulting in 'gap'

A 'gap' may be defined as the size of regular vacancies in the cadre persisting continuously for more than a recruitment year, even though such vacancies might have been filled by ad-hoc appointments. Regular vacancies are long-term vacancies which are required to be filled on a regular basis in accordance with the Recruitment Rules. The main causes of the gaps which usually accumulate in the lowest rung of the service are:-

- a) Non-availability of suitable candidates;
- b) Deliberate under-recruitment so as to avoid promotion blocks at a later stage or for other reasons; and
- c) Defects in recruitment planning, such as failure to make proper allowance for abnormal wastage, delays etc.

A careful examination of the causes should be made so as to arrive at a reasonable figure by which the gap should be reduced and recruitment increased over the next five years.

(iv) Adverse effects of over or under recruitment.

Under recruitment and ad-hoc appointments should be avoided as far as possible, as these will create distortions in the cadre. In any case, it should be ensured that ad-hoc appointments do not persist for more than a year at the most. Where ad-hoc appointments are sizeable and have been continuing for long periods creating problems for the Cadre Authority and adversely affecting the morale of officers concerned, bold measures may have to be thought of, say in the directions of a radical restructuring of the cadre, a reassessment of promotion quotas and review of recruitment rules.

Over recruitment is as harmful, if not more, as under recruitment. The former leads to future blockades in promotions. The scope of undoing the damages done by past over-recruitment is very limited. The first objective of recruitment planning should, therefore, be to ensure that recruitment is made regularly every year and the rate of annual intake by direct recruitment and promotion from Group 'B' is kept within a fixed optimum rate. A study carried out by the Cadre Review Division has indicated that the optimum rate of annual intake should be 3% of the authorised cadre strength.

If a cadre is suffering from gross under recruitments in the past, the aforesaid optimum rate may fall short of the number required to fill the big gap in the cadre. A special method should be adopted on a one-time basis to ensure that gap is filled without creating future blockades in promotion. An appropriate method would be to hold a limited departmental competitive examination of the eligible Group 'B' officers for filling the gap by promotion.

To summarize, a long-term perspective recruitment planning is the key ingredient of cadre review and apart from the changes in the functions described above, it should also consider the maintenance needs of the cadre, growth needs of the cadre, quality of recruits, promotional prospects of recruits etc. The rate of annual recruitment should be worked out so that gaps in the cadre are adequately taken care of in a phased manner and there is no excessive recruitment in particular years leading to dilution in the quality of recruits or block in promotion at a later stage. The five-year recruitment plan is therefore made part of the cadre review proposal.

2.2 Capacity Building- A scientific plan for the development and deployment of officers in a cadre should be devised. This plan should spell out in detail the requirement in terms of skills/specialties, desirable experience etc. for different positions, and the various training programmes required for the attainment of this objective. The placement of officers, in and outside

the cadre, should be in line with the skills/experience acquired by them. It should, therefore, be done after a careful screening of eligible personnel in relation to the type of posts to be filled up.

2.3 Promotional Avenues- Promotion prospects are a vital factor affecting the morale and efficiency of the service personnel and hence the effectiveness of the cadre in discharging the role assigned to it. This aspect will, therefore, have to be kept in view while formulating proposals for review a cadre. The Cadre Authority will do well, therefore, to keep under constant observation the trends of promotion/stagnation in the cadre. An assessment may be made of the anticipated promotion prospects (as a result of cadre review) vis-a-vis existing (past) promotion trends. A realistic estimate of likely vacancies in each grade for the next five years, drawing up a programme of DPC meetings at regular intervals and strict adherence to planned recruitment programme will reduce the chances of occurrence of artificial bottlenecks and infuse in the minds of the Service personnel a sense of confidence in their future. A diligent assessment of promotional avenues (threshold analysis) both before and after the cadre review should be reflected in the proposal. It should also be ensured that the feeder grades, if any, are not impacted adversely.

2.4 Recruitment/Service Rules-The changes required in the Recruitment/Service Rules because of cadre review may be analyzed. A copy of updated Recruitment/Service Rules should be enclosed.

3. Structural Aspect- There cannot be a uniform structure for all the cadres and functional requirement will always have overriding consideration. The normative cadre structure discussed above only provides broad parameters to help in the analysis. The cadre should be appropriately divided into Duty Posts and Reserves. It should have allowances for various reserves like Probation, Deputation, Training, Leave etc. While the Probation Reserve depends on the average annual intake and number of years prescribed for probation, the remaining Reserve should be projected on the basis of actual utilization in past.

4. Financial Aspect-The introduction of Non-Functional Upgradation (Parity with IAS) has lessened the significance of matching savings. It, however, may be noted that any proposal involving additional financial expenditure should either be matched up with an increase in output or expansion in the organization's business. The calculation sheet must be enclosed with the proposal.

5. Statistical Aspect- In addition to the above said issues, cadre review requires certain additional information also. To facilitate collection and analysis of such information, certain formats have been devised and appended at the end of this Section. Any cadre review proposal must have these formats duly filled and analyzed, as discussed below:

(i) The additional requirements in terms of the number of posts at different levels over the review period should be estimated methodically as explained in the Guidelines and provided for in the accompanying formats. In particular, the growth needs should be estimated as accurately as possible and identified by different levels of responsibility so as to justify the proposals for creation /

upgradation of posts. Such identification will have to be done at least for the grades of JAG, SAG and above separately and their likely deployment shown over the next five years.

(ii) As it takes considerable time for the proposals to be fully processed and placed before the Cadre Review Committee, the updated data should be made available to the Department of Personnel and Training for incorporation in the proposal for consideration by the Cadre Review Committee. It is, therefore, essential that various types of data furnished in the Format of the Guidelines be invariably maintained by cadre authorities on their own and be updated as on first of January each year. The data so updated may be made available to the Department of Personnel & Training (Cadre Review Division) each year, irrespective of whether or not a particular cadre is under review or proposed to be taken up for review shortly.

(iii) It may be ensured that the data given in the Format and gaps tally with the final proposals for the reviewed structure. The various items of information provided in the forms should be checked and cross-checked with the write-up so that consistency is ensured between various sets of data. An arithmetical tally of existing number of posts (by different levels), posts to be created and / or upgraded, wastages, gaps proposed to be filled, etc. will have to be invariably carried out as this will give a clear picture of recruitment planning.

(iv) The utilization of reserves, especially the leave and training reserves is mostly shown, to be 'NIL' by cadre authorities. If that were really the case, it will have to be explained as to what happens to the reserves already provided for and created, i.e. how they are being utilized. If leave and training reserves, say, are in effect utilized to man regular duty posts, it could be because either the authorized strength of the regular cadre is short of the needed size or the sanctioned strength does not match the requirements of the Service in full. In any case, suitable adjustments will have to be made in the proposals for cadre review.

(v) The recruitment rules with latest amendments should invariably be enclosed to the proposal papers as also the organisational and functional charts. The organisational charts should indicate the current position as also the position expected to obtain if the proposals are approved by the Cadre Review committee.

(vi) Seniority lists will have to be maintained accurately and upgraded as on 1st January each year showing the last batch covered for promotion to senior time scale, JAG, and SAG levels. This will help in monitoring the implementation of the decisions concerning the last cadre review. ER sheets of the officers should be maintained.

(vii) The financial implications of the proposal formulated by the Cadre Controlling Authority (in respect of the cadre under its control) should be accurately worked out. This must be done based on the difference in cadre size resulting from the proposals and not the presumption of cadre officers (already working in different grades) securing promotion as a result of the review and thus being

placed in a higher scale. The latter course does not always give a correct picture of the exact financial implications of the cadre review proposal. The impact of NFSG and NFU (wherever applicable) should also be worked out.

(viii) Orders sanctioning creation of new posts should invariably be endorsed to the Department of Personnel & Training (Cadre Review Division). Besides, the cadre should prepare a calendar for the DPC and the same should be sent along with the six-monthly implementation report. DPC should be held in time and the same should be monitored strictly. The implementation report of the last cadre review should also be provided to the Cadre Review Division

Form : 1 – A

PERFORMA FOR CADRE STRENGTH REVIEW

Name of Service/Cadre
 Department Controlling the Cadre

Cadre Structure : No. of posts sanctioned as on 1st January 1990 – 1st January of the Current Year.

A. REGULAR DUTY POSTS

S. No.	1990		2000		2010		2020		No. of posts sanctioned as on first January of the two previous years and the current year						
	Grade (Scale of Pay)	No. of posts	Grade (Scale of Pay)	No. of posts	Grade (Scale of Pay)	No. of posts	Grade (Scale of Pay)	No. of posts	Year before last year	Last year	Current Year				
											Permanent	Tempy.	TOTAL		
1	2	3	4	5	6	7	8	9	10	11	12	13	14		

1. Apex

2. H.A.G.+

3. H.A.G.

4. S.A.G.

5. J.A.G.

6. S.T.S.

7. J.T.S.

RESERVES

Description	No. as on 1 st January				Current Year
	2000	2010	2020		
1	2	3	4		5

1. Probationers

2. Training

3. Leave

4. Deputation

Total (B)

B. AUTHORISED CADRE STRENGTH

GRAND TOTAL (A + B)

NOTE :

- (a) In 'A', in columns 8 to 12 (Regular Duty Posts), figures of actual number of officers in position may be indicated in brackets for each of three years.
- (b) In 'B' (Reserves), number of posts in different scales may be shown separately where a reserve is in more than one scale of pay. Normally, Reserves will be in the lowest grade of the Cadre.
- (c) Where probationers reserve is part of Regular Duty posts or Training reserve this may be clearly indicated.

FORM : 1-B

STAFFING OF CADRE POSTS AS ON 1ST JANUARY OF CURRENT YEAR

Grade	No. of Posts Sanctioned	No. of Posts filled	No. filled by cadre officers	No. filled by deputationists as per recruitment rules	No. filled by departmental candidates on ad hoc basis for periods of						Remarks
					Up to 1 year	1-3	3-5	5-10	Over 10 years	Total	
1	2	3	4	5	6	7	8	9	10	11	12

FORM : 1-C

POSTS OUTSIDE THE CADRE (DEPARTMENT-WISE) HAVING SIMILAR FUNCTIONS AS CADRE POSTS

Sl. No.	Grade (Scale of Pay)	No. of posts outside cadre existing for periods (in years) of								No. of posts held by cadre officers		
		Up to 2 years	2-5	Over 5 years	Total	Permanent	Temporary					
1	2	3	4	5	6	7	8	9				

Brief reasons for keeping such posts outside cadre (to be indicated on a separate sheet).

FORM : II-A

Method of Recruitment (Position as on 1st January of current year)

Grade	Method of Recruitment			Remarks
	Direct	Departmental promotion	Any other (specify method)	
1	2	3	4	5

Posts higher than

SAG

1.

2.

SAG

JAG

Selection Grade

Ordinary Grade

Time Scale

Sr. Scale

Jr. Scale

FORM : II-B

Recruitment during the last five years or since Inception of the service (whichever is later)

Year

Grade and Scale	Total no. of vacancies	Direct Recruitment			Departmental Promotion			
		No. to be filled by direct recruitment	No. actually recruited	Difference between Col. (3) and (4)	No. to be filled in through promotion	No. actually promoted	Difference between Col. (6) and (7)	No. taken by other method (specify)
1	2	3	4	5	6	7	8	9

FORM : II-C

(A) Under Recruitment (position as on 1st January of current year)

Grade/Scale of pay	Duration of Vacancies	No. of Vacancies			Total
		Direct recruitment quota	Departmental promotion quota	Others	
1	2	3	4	5	6

1. (i) Upto 2 years
 (ii) 2-3 years
 (iii) More than 3 years
2. (i)
 (ii)
 (iii)
3. (i)
 (ii)
 (iii)
4. (i)
 (ii)
 (iii)
5. (i)
 (ii)
 (iii)
- Totals (i)
 (ii)
 (iii)

(B) Reasons for under recruitment (may be indicated briefly on a separate sheet)

.....

FORM : III-A

MAINTENANCE NEEDS

Grade/Scale of pay from which wasted out	Cause of Wastage	Total No. of officers washed out during the preceding 4 years and the current year						Remarks
		20-	20-	20-	20-	20 (Current Year)		
1	2	3	4	5	6	7	8	

..... (a) Retirement on Superannuation

(b) Resignation

(c) Other Reasons

..... (a)

(b)

(c)

Note : The number of promotes may be mentioned in brackets under each item.

ANTICIPATED RETIREMENT OVER THE NEXT 5 YEARS

YEAR	No. of officers superannuating on or before first January						TOTAL
	Higher levels	SAG	SG	JAG	Sr. Scale	Jr. Scale	
1	2	3	4	5	6	7	8

20

20

20

20

20

Total

Promoted officers may be shown separately in the figures of total number of officers

FORM : IV – A

Year (Last 5 years)	No. of officers on leave for periods (in days) of						Total No. of officers in leave	No. of substitutes posted	Remarks
	Less than 45	45-60	60-90	90-120	120 & above				
1	2	3	4	5	6	7	8	9	

20-

20-

20-

FORM : IV – B

Year (Last 5 years)	No. of officers deputed for training for period (in days) of						No. of substitutes posts	Remark
	Up to 45	46-90	91-180	Above 180	Total			
1	2	3	4	5	6	7	8	

20-

20-

20-

20-

20-

FORM : IV-C

DEPUTATION

Grade of the officers on Deputation with scale of pay	No. of officers on Deputation on 1 st January of the 5 preceding years						Remarks
	20__	20__	20__	20__	20__	20__	
1	2	3	4	5	6	7	

FORM : V-A

Length of Service of officers in each grade as on 1st January of current year

Grades	Total No. of officers who have put in a total service (in years) of								Total
	Less than 5	8-9	10-14	15-19	20-24	25-29	30 and above		
1	2	3	4	5	6	7	8	9	

1
2
3
4
5
6

.....
Total

FORM : V-B

Grade wise past promotion trends (position as on 1st January of current year) (May be filled in case of Direct Recruits)

Grade (Scale of pay)	Total Service (in years) put in before promotion to the grade (indicated in Col. 1)		Remarks
	Minimum	Maximum	
1	2	3	4

Apex

HAG+

HAG

SAG

Selection Grade

JAG

Senior Time Scale

FORM : V-C

AGE – COMPOSITION AS ON 1ST JANUARY OF CURRENT YEAR

Age Group (years)	No. of officers in the grade of						Remarks
	Higher levels		SAG	SG	JAG	Senior Time Scale	
	I	II				Junior Time Scale	

Upto 26

26 to 30

30 to 35

35 to 40

40 to 45

45 to 50

Above 50

Total

Number of promote officers may be indicated in brackets.

FORM : V-D

**NUMBER OF CADRE OFFICERS OCCUPYING EX-CADRE POSTS IN THE SENIOR TIME SCALE AND ABOVE AS
ON 1ST JANUARY OF THE CURRENT YEAR**

Scale of Pay (Senior Scale)	At the Central Sectt.	Outside the Central Sectt.	
		Public Sector Undertakings	Other offices (Give details)
1	2	3	4

FORM : VI A

GROWTH NEEDS OVER THE NEXT 5 YEARS

Item	Total requirements of personnel over the next 5 (five) years due to growth					
	1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
1	2	3	4	5	6	7

a) Normal growth in quantum of work.

b) New scheme (Specify each)

- 1.
- 2.
- 3.

c) Policy induced changes

1. Structural/Organizational
2. Personnel
3. Administrative/Procedural Reforms

TOTAL

FORM : VI-B

GRADEWISE BREAKUP OF GROWTH NEEDS OVER NEXT 5 YEARS

Grade/ Scale of pay	No. of posts required during					Total
	1 st year	2 nd year	3 rd year	4 th year	5 th year	
1	2	3	4	5	6	7

Note : Indicate separately number of new posts in each grade and number of posts resulting from upgradation, etc.

FORM: VII-A

PROJECTED REQUIREMENTS OF PERSONNEL FOR THE NEXT 5 YEARS

Item	Additional requirements over the next 5 (five) years				
	1 st year	2 nd year	3 rd year	4 th year	5 th year
					Total

- | | |
|------|--|
| i) | Replacement needs |
| | a) Normal retirements |
| | b) Other causes of wastages |
| | Sub total |
| ii) | Growth needs |
| iii) | Gap on account of post under recruitment |
| iv) | Increase in reserves |
| | a) Leave reserve |
| | b) Training reserve |
| | c) Deputation reserve |
| | Sub total |

Total:

FORM : VII-B

RECRUITMENT PLAN FOR NEXT 5 YEARS

Year					
No. of vacancies proposed to be notified to UPSC					
No. of Group 'B' officers proposed to be appointed to Group 'A'					
Remarks					

FORM : VIII

SUMMARY STATEMENT OF EXISTING AND PROPOSED STRUCTURE OF THE SERVICE/CADRE

Grade	Scale of Pay	Sanctioned Strength as on 1 st January as on 1 st January of current year	Proposed strength as on 1 st January of the year after next year
1	2	3	4

(A) Regular Duty Posts

Posts higher than SAG

1.
2.

SAG

JAG

Selection Grade
Ordinary Grade

Time Scale

Sr. Scale
Jr. Scale

TOTAL :

(B) RESERVES

1. Probationer's reserve
2. Training reserve
3. Leave reserve
4. Deputation reserve

TOTAL :

GRAND TOTAL :

FORM : IX

GRADE-WISE PROMOTION PROSPECTS (PROJECTED COMPARED WITH PAST)

Grade/Scale of pay	Length of Service (years) in the lower grade before promotion to the grade indicated in Col.1			
	Before Cadre Review		After Cadre Review	
	Minimum	Maximum	Minimum	Maximum
1	2	3	4	5

Senior Time Scale

JAG Ordinary

JAG Selection

SAG

HAG

HAG+

Apex

Note : The latest seniority list should form the basis for estimating future promotion prospects. (A copy of Seniority list may be attached).

FORM : IX – A

**Statement showing batch-wise and grade-wise break-up of number of officers holding Cadre, Ex-cadre posts, etc.
as on 1st January of current years**

Year of * Allotment	Number of Direct Recruits	Number of Promotee Officers	Total	JTS	STS	JAG	SAG	Higher Post
1	2	3	4	5	6	7	8	9

.....

* Commencing from the year of allotment of the oldest serving direct recruit or, if the service is newly constituted and the senior most officer of the cadre is a promotee, from the years of allotment of such promotee.

Model Cadre Review Proposal

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 1st Jan.)

Grade	Inception	1 st Cadre	2 nd Cadre		Any other major increase
	Year	Review Year	Review 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, anlevel 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 proposed 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 1st Jan.)

Grade	Authorized Sanctioned strength	Actual Strength (No. of officers holding)				Last Promoted Officer's Batch
		Cadre post	Ex-cadre posts	Deputation/Leave/Training	Total	
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 1st 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.

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

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

(Signature)

Annexure-IV to the O.M. No. I-11011/16/2022-CRD dated 30.09.2022

**Services/cadres required to be reviewed through the Cadre Review Committee
(para 4.6)**

(Note: This list is only for the purpose of cadre review)

S. No.	Name of the Service (Ministry Wise)
	Ministry of External Affairs
1.	Indian Foreign Service
	Ministry of Finance
2.	Indian Revenue Service (C&IT)
3.	Indian Revenue Service
4.	Indian Economic Service
5.	Indian Audit & Accounts Service
6.	Indian Civil Accounts Service
7.	Indian Cost Accounts Service
	Ministry of Railways
8.	Indian Railway Management Service • Indian Railways Traffic Service • Indian Railways Accounts Service • Indian Railways Personnel Service • Indian Railways Service of Engineers • Indian Railways Service of Signal Engineers • Indian Railways Service of Mechanical Engineers • Indian Railways Service of Electrical Engineers • Indian Railways Stores Service
9.	Indian Railway Protection Force Service
10.	Indian Railways Health Service
	Ministry of Information & Broadcasting
11.	Indian Information Service
	Ministry of Communications
12.	Indian P&T Accounts and Finance Service
13.	Indian Postal Service
14.	Indian Telecommunications Service
15.	Indian Radio Regulatory Service
	Ministry of Defence
16.	Indian Defence Accounts Service
17.	Indian Defence Estates Service
18.	Indian Defence Service of Engineers
19.	Indian Naval Armament Service
20.	Border Roads Engineering Service
21.	Indian Naval Material Management Service
22.	Defence Research and Development Service
23.	Defence Aeronautical Quality Assurance Service
24.	Defence Quality Assurance Service
	Ministry of Commerce
25.	Indian Trade Service
26.	Indian Petroleum & Explosives Safety Service
	Ministry of Road Transport & Highways
27.	Central Engineering Service (Roads)
	Ministry of Jalshakti
28.	Central Water Engineering Service

	Ministry of Urban Development
29.	Central Engineering Service (CPWD)
30.	Central Electrical & Mechanical Engineering Service (CPWD)
31.	Central Architect Service (CPWD)
	Ministry of Power
32.	Central Power Engineering Service
	Ministry of Skill Development
33.	Indian Skill Development Service
	Ministry of Health
34.	Central Health Service
	Ministry of Law & Justice
35.	Indian Legal Service
	Ministry of Mines
36.	Central Geological Service Group 'A'
37.	Geological Survey of India Chemical Service Group 'A'
38.	Geological Survey of India Geophysical Service Group 'A'
39.	Geological Survey of India Engineering Service Group 'A'
	Ministry of Statistics & Programme Implementation
40.	Indian Statistical Service
	Ministry of Corporate Affairs
41.	Indian Corporate Law Service
	Ministry of Home Affairs
42.	Indo Tibetan Border Police (General Duty Cadre Group 'A')
43.	Central Industrial Security Force (General Duty Cadre Group 'A')
44.	Border Security Force (General Duty Cadre Group 'A')
45.	Central Reserve Police Force (General Duty Cadre Group 'A')
46.	Sashastra Seema Bal (Combatised General Duty Cadre Group 'A')
47.	Medical cadre of CRPF
48.	Medical cadre of ITBP
49.	Medical cadre of BSF
50.	Medical cadre of SSB
	M/o Science & Technology
51.	Survey of India Group 'A' Service
	Ministry of Labour & Employment
52.	Central Labour Service
In the following Services (which are declared dying or posts have been transferred to other organisations/PSUs or on deemed deputation in PSUs), requirement of cadre review may be decided on case-to-case basis)	
53.	Indian Ordnance Factories Service
54.	Indian Ordnance Factory Health Service
55.	Indian Supply Service
56.	Indian Inspection Service
57.	Indian Broadcasting (Programme) Service
58.	Indian Broadcasting (Engineering) Service
59.	P&T Building Works Service
60.	Group 'A' posts of Scientists in Ministry of Earth Science (earlier Indian Meteorological Service)

DATA FORMAT FOR CADRE STRENGTH, STRUCTURAL RATION AND THRESHOLD ANALYSIS FOR CENTRAL GROUP 'A' SERVICES AS ON 1ST JANUARY/1ST JULY

CADRE CONTROLLING AUTHORITY :

NAME OF THE SERVICE :

NAME OF THE SERVICE : 1											2	3	4	5	6	7	8
Pay Matrix as per 7th CPC (pre-revised pay scales have been indicated within brackets)			Authorised Sanctioned Strength of Cadre (Ex-Cadre Posts to be shown separately)	Officers in position on cadre posts	Officers on deputation/ 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#						
					D	L	T										
Apex Scale																	
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 Band4)}																	
Junior Administrative Grade (JAG)																	
Level-13 A {Rs.37,400-67,000 + G.P.8,900 (Pay Band 4)}																	
Level-13 {Rs.37,400-67,000 + G.P.8,700 (Pay Band 4)}																	
Level-12 {Rs.15,600-39,100 + G.P.7,600 (Pay Band3)}																	
Senior Time Scale (STS)																	
Level-11 {Rs.15,600-39,100 + G.P.6,600 (Pay Band 3)}																	
Junior Time Scale (JTS)																	
Level-10 {Rs.15,600-39,100 + G.P.5,400 (Pay Band 3)}																	
Rserve (JTS) \$																	
1. Leave Reserve																	
2. Training Reserve																	
3. Deputation Reserve																	
4. Probation 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.