

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

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

December 14, 2010

Office Memorandum

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

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

2. Formulation of Proposal

(i) The proposal would be formulated, to the extent possible, in consultation with the representatives of service association (s). While drafting the proposal, all issues like expected changes in the Organization's activities, automation, amendment in the business processes, recruitment planning, plugging the skill gaps, cadre structure, career progression, financial implications etc. must be analyzed and made part of the proposal. These issues and their impact on cadre structure have been discussed in Section-5 and Section-6 of the Monograph.

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

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

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

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

4. Financial Implications

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

5. Procedure for cadre review

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

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

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

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

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

Sd/-
(Pratima Tyagi)
Deputy Secretary to the Government of India
Tel:24622461

To

All the cadre controlling authorities

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

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

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