

No.F. 7(1)/E.Coord.I/2006
Government of India
Department of Expenditure
Ministry of Finance

New Delhi, the 24th February 2006


OFFICE MEMORANDUM

Sub:- Ban on creation of posts - Checklist for processing cases.

The undersigned is directed to refer to OM No.7(2)/E.Coord/2005 dated 23rd November 2005 regarding Budget/Expenditure Management: Economy measures, rationalisation of expenditure, and measures for augmentation of revenues. In para 8 of the OM Ministries/Departments/Autonomous Institutions have been instructed that there shall be a ban on creation of new posts till further orders. Any unavoidable proposals for the creation of posts, including Groups B,C and D posts, will continue to be referred to the Ministry of Finance (Department of Expenditure) for approval. The proposals would necessarily have to be based on new organisation and accompanied by matching savings from existing related establishments. Outsourcing of routine services such as cleaning, maintenance, moving papers/dak etc may be encouraged.

2. The Department of Finance has been receiving various proposals for creation of posts from different Ministries/Departments. A perusal of the proposals reveal that often such proposals are incomplete and do not contain critical details such as name, designation, pay scale, category/grade, functions, workload, Recruitment Rules of the posts and so on. Moreover, details of the organization such as the existing hierarchy, sanctioned and existing posts category-wise, vacancies including date of vacancies, posts abolished in the last five years as a consequence of 10% cut or implementation of Expenditure Reforms Commission (ERC) recommendations, functional justification, matching savings, possibilities of redeployment/outsourcing/hire etc, which are absolutely imperative for appraising the proposals are missing. This leads to back references and delays.

3. Keeping the above in view, a comprehensive checklist has now been devised taking into account the latest extant orders on the subject. All Ministries/Departments are requested to refer fresh proposals for creation of posts complying with the new checklist (copy enclosed) to avoid back references and obviate delays. It may be noted that any proposal which is not sent as per prescribed proforma would be returned. The proposals may invariably contain the approval of the concerned Financial Adviser.


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To

- (i) All Financial Advisers.
- (ii) All Ministries/Departments of the Government of India.

Check-List of Information/Details to be furnished with cases for creation of posts.

The Post

1. Name and Designation of the post.
2. Pay scale of the post.
3. Grade/category of the post.
4. Scientific/technical or administrative nature of the post.
5. Functional justification (For each of the category separately).
6. How were the functions of the post being managed in the absence of its creation.
7. Duties and responsibilities of the post (Job description for each position).
8. Essential and minimum qualifications of the post.
9. Recruitment Rules relevant to the post.
10. Mode of filling up the post.
11. Immediate feeder post in the line of promotion.
12. Immediate promotion post in the hierarchy.
13. Workload of the post (Extract of SIU study, if any).
14. Financial implications for creation of the post.

The Organisation

1. Name of the organisation.
2. Detailed sanctioned strength (category-wise) with pay scales.
3. Detailed actual strength (category-wise).
4. Details of vacancies date-wise.
5. Whether the organisation has been studied by SIU/IWSU. Is so, details.
6. Details of posts abolished in the last five years under various categories like a) deemed abolition; b) 10% cut; c) SIU/IWSU study; d) ERC recommendations; e) DOPT OM dated 16.5.2001 on optimisation of direct recruitment to civilian posts; and f) any other reasons such as periodic reviews, winding up etc.
7. Possibilities of re-deployment/outsourcing/hiring out of services.
8. Matching savings (With specific posts, which are to be surrendered).
9. Costs (Both recurring and non-recurring).
10. Additional information, specific to this proposal.