No:F.7(1)-E(Coord)/84
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, 20th June, 1984.

OFFICE MEMORANDUM

Subject: Ban on creation of posts - Guidelines for processing of cases.

The undersigned is directed to refer to this Ministry's O.M. of even number dated 3rd January, 1984 and 13th January, 1984 in terms of which no new posts can be created till 30th September, 1984, except in the most exceptional circumstances and vacancies are not to be filled for the period, except where recruitment action has been taken. Clarifications are being sought by various Ministries/Deptts. regarding the type of cases in which the aforesaid ban orders could be relaxed and the procedure for processing of various kinds of cases.

2. Besides keeping in view the spirit of the ban orders issued vide this Ministry's O.M.No.7(2)-E.(Coord)/79 dated 6th July, 1979, and No.F.7(18)-E(Coord)/79, dated 7th September, 1979, the proposals regading creation of various kinds of posts ought to be examined more closely and where creation of posts is considered to be absolutely necessary in most exceptional circumstances, the proposals may be got approved at the appropriate level in the Administative Ministry and submitted for orders through the Financial Advisers concerned for approval as under:-

S1.No. Category of posts 1 2	Authority to which proposals are to be put up
 (1) (a) Posts on the -} Plan side } (b) Posts for new } organisations -} (2) (a) Operational posts in the Railways, Posts & Telegraphs, Civil aviation, India Meteorological Deptt. (b) Posts required for fulfilling statutory requirements (c) Operational and Technical staff directly connected with security and vigilance functions. (d) Posts required as a result of reorganisation of the structure of the organisation 	s.)>> submitted for approval of Finance Minister.

after detailed study resulting } in substantial savings.

(3) Proposals relating to

Proposals relating to All proposals to be creation of other posts submitted to the Cabinet (including non-plan posts) indicating matching savings after obtaining Finance Minister's approval. ...p2/-

-2-

Note: All proposals of upgradation of existing posts are treated@@ as proposals for creation of new posts in a new pay scale.00

- It has also since been decided that the ban orders on filling up of vacancies would not apply to :
 - cases where advanced recruitment action has been taken, offer of appointments, leading to the finalisation of the panel or issue of the afore-mentioned ban orders of 3rd January, 1984;
 - (b) vacancies to be filed up on compassionate grounds or by appointment of handicapped persons in accordance with the procedure laid down by the Deptt. of Personnel and A.R. and subject to the percentage quota laid down in the relevant orders; and
 - vacancies to be filled up by re-deployment of surplus personnel through the Central (Surplus Staff) Cell administered by the Deptt. of Personnel and A.R./ Directorate General of Employment and Training; and
 - regularisation of casual labour in accordance with the Deptt. of Personnel and A.R.'s orders on the subject.
- While forwarding proposals for creation of various posts, the most exceptional circumstances in justification of the proposals should be set out unambiguously and approvals obtained in the Administrative Ministry at a level appropriate to the level at which approval in the Ministry of Finance is necessary.
- Ministry of Home Affairs etc. are requested to take a note of the above instructions for necessary action both in regard to the proposals for creation of posts in the Ministries/Deptt. as also for proposals relating to creation of posts in the attached and subordinate, offices.

Sd/-(R.C. PURI)