

F.No.7(46)/E.III(A)/98
GOVT. OF INDIA
Ministry of Finance
Department of Expenditure

New Delhi, the 30th June, 1999.

OFFICE MEMORANDUM

Subject: Caretakers of Govt. buildings hired or owned by Govt.-
grant of special pay & norms to determine the level of
the post - proposal regarding.

The undersigned is directed to say that the Vth Central Pay Commission in Paras 55.37 and 55.38 have made certain recommendations regarding rationalisation of cadre of Caretakers and also norms for caretaking posts for Government buildings hired or owned by the Government. The President has now been pleased to decide as follows:-

- a) Group 'D' and Group 'C' staff borne on the regular establishment and deployed on caretaking duties, which is not to be treated as deputation to an ex-cadre post, may be paid a Caretaking Allowance of Rs.100/= and Rs.200/= per month respectively as compensation for long hours of work required by them. The number of persons entitled to the allowance should not, however, exceed the existing strength of caretaking personnel in Groups 'C' and 'D' in all the applicable scales of pay taken together.
- b) No other additional remuneration in the form of Deputation (Duty) allowance or Special Pay shall be admissible to the personnel so deployed.
- c) In establishments which continue to retain separate posts of Caretakers, these posts shall be merged in the general ministerial cadres in the corresponding scales of pay. In other words, there will be no separate cadre of Caretakers anywhere in the Government.
- d) Where no persons from the cadre is willing to serve as Caretaker, the post may be allowed to be filled up on loan basis instead of deputation basis from other cadres. For filling up the post on loan basis the employees carrying the same scale of pay as applicable to the post or carrying scale next below with three years of service may be made eligible for appointment. On appointment on loan basis the employee may be allowed the scale of pay attached to the post (viz. post of Caretaker) in addition to Caretaking Allowance.

e) The norms and level of Care-taking posts to be as indicated below:-

Floor area of building =====	Scale of Pay (Rs.) =====	No. of Posts =====
a) Up to 2000 sq.mts.	-----	No post to be sanctioned. Group 'C' or 'D' staff may be deployed on part-time basis and allowed care-taking allowance of Rs.200 or Rs.100 p.m. as the case may be.
b) Above 2000 sq.mts. and up to 7000 sq.mts.	3050-75-3950-80-4590	One post.
c) Above 7000 sq.mts. and up to 14000 sq.mts.	4000-100-6000	One post.
d) Above 14000 sq.mts. and upto 20000sq.mts.	5000-150-8000 or 5500-175-9000	One post. Scale to be decided depending on the complexity of the task.
e) Above 20000 sq.mts.	5000-150-8000 or 5500-175-9000	One post+additional post in lower grade as per the these norms.

The orders will take effect from the date of issue.

In so far as the persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

(B. KUMAR)
DEPUTY SECRETARY TO THE GOVT. OF INDIA

To

All Ministries/Depts. of the Govt. of India. (as per the standard list with usual number of spare copies).