

F No. 7(1)/E.Coord-I/2017(Part.III)  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated 4<sup>th</sup> January, 2024

**OFFICE MEMORANDUM**

Sub: Compendium of instructions for Creation, Revival, Continuation, Conversion, Transfer, Up-gradation, Down-gradation and Abolition of posts in Autonomous Bodies under Central Government.

The following compendium of instructions for Creation, Revival, Continuation, Conversion, Transfer, Up-gradation, Down-gradation and Abolition of posts in Autonomous Bodies under Central Government is issued in supersession of all previous instructions/orders.

**2. General:**

2.1 These instructions shall apply to creation, continuation, revival, conversion, transfer, up-gradation, down-gradation and abolition of posts in Autonomous Bodies under Central Government in supersession of all instructions or advice issued till date.

2.2 Any specific exemption allowed to any Autonomous Body under a Ministry or Department on creation, revival, continuation, conversion, transfer, up-gradation and down-gradation of posts is also withdrawn.

2.3 (a) If delegation of powers for creation, revival, continuation, conversion, transfer, up-gradation and down gradation of posts are required or otherwise available under any Authority, the same shall be brought to the notice of this Department separately for further necessary action.

(b) Autonomous Bodies, which are financially self- sustained or receives marginal/negligible grant from Government of India, seeking exemption from these instructions shall submit proposal to Department of Expenditure clearly bringing out the quantum of grant received from Government of India. However, these Autonomous Bodies shall abide by the Pay Level in Pay Matrix as applicable to equivalent posts/ranks in Central Government/approved by Central Government.

2.4 Proposal for creation, revival, continuation, conversion, transfer, up-gradation, down-gradation and abolition of posts [except where powers are delegated to Administrative Ministries/Departments and FAs vide this order] shall be routed through IFD with the approval of Secretary of Administrative Ministry/Department.

2.5 These instructions shall not be applicable to CPSEs, which may follow the instructions issued by Department of Public Enterprises in this regard.

