F. No. 7(15)/E.III(A)/2000
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 11th April, 2000.

Office Memorandum

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

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The undersigned is directed to refer to this Ministry's O.M.No. 7(46)/E.III/98 dated 30.6.1999 laying down revised norms and guidelines for posts of Caretakers. These orders were issued duly taking into account the recommendations of the 5th Pay Commission in this regard. The number, level/pay scale of the post of Caretakers in different Ministries/Departments/Offices of the Government of India should therefore have been brought in conformity with the norms/pay scales prescribed in the above order. However, it has come to the notice of this Ministry that even after the issue of norms for determining the level/pay scale of the posts of Caretakers, the posts of Caretakers in some Ministries/Departments are being created/continued at the level/pay scale different from those stipulated in the O.M. of 30.6.1999.

2.   It has therefore been decided that a review should be made as to whether posts of Caretakers in the Ministries/Departments/Office are in accordance with this Department's O.M. dated 30.6.1999. In case of any deviations necessary steps would need to be initiated to ensure that the number, level and pay scales of the posts of Caretakers conform to the norms/pay scales prescribed in the O.M. dated 30.6.1999.

3.   Details of the posts of Caretakers and their pay scales may kindly be furnished to this Ministry in the proforma attached.

(Usha Mathur)
Joint Secretary to the Govt. of India

To

All Financial Adviser (as per list attached)

Subject: Caretakers of Govt. buildings hired or owned by Government – Review of the level/pay scales allowed to Caretakers – regarding.

Name of the Ministry -
Name of the Department -
Name of the office -

S.No.	Designation of the Caretaking Post	No. of Posts	When Created from time to time	Pay scale allowed	Pay scale applicable on the basis of norms in terms of OM dt. 30.6.90	Deviation if any from the norms/reasons therefor	Action taken after review