

No. 7(2) E. Coord/95
Ministry of Finance
Department of Expenditure
E. Coord Branch

New Delhi, the 30th May, 1995.

OFFICE MEMORANDUM

Subject: - Procedure to be followed in regard to creation/
continuance of high level posts.

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The undersigned is directed to refer to this Ministry's O.M.No. 7(17)-E.(Coord)/90 dated 28.3.90 on the subject indicated above and to clarify below the correct procedure as per latest instructions/practice for creation/continuance of high level posts:-

Continuance:

Proposals for continuance of posts of Secretaries, Special Secretaries, Additional Secretaries and equivalent posts are required to be referred to the Department of Expenditure on file through IFU for examination/approval of the Secretary(E), Secretary(Personnel) and Cabinet Secretary. For continuance of the Secretary level posts approval of the P.M. has also to be obtained by the administrative Ministry after Cabinet Secretary has cleared. This need not be routed through the Ministry of Finance.

Creation:

(i) Proposals for creation of non-Plan posts of Secretaries, Special Secretaries, Additional Secretaries, Joint Secretaries or equivalent require the approval of the Cabinet (after offering matching savings by abolition of posts of the same group or in immediate line of promotion) and for this purpose administrative Ministries are required to prepare a draft Note for the Cabinet and refer the same to the Department of Expenditure for examination and getting approval of the Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to the Cabinet for approval.

(ii) The proposals for creation of Plan posts of Secretaries, and Special Secretaries also require the approval of Cabinet and the administrative Ministry is required to prepare a draft Note for the Cabinet and refer the same (after getting the approval of EFC/PIB to the Scheme) to the Department of Expenditure for examination and getting approval of Finance Minister before the same is submitted by the administrative Ministry (after incorporating views of Finance Ministry) to the Cabinet for approval. Plan posts of Additional Secretaries, Joint Secretaries or equivalent posts could be created with the approval of the Finance Minister and proposals in this regard are required to be sent to the Department of Expenditure on file alongwith other lower posts, if any, after EFC/PIB's approval to the Scheme, with all requisite details/information (including functional justification for the posts)

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through Integrated Finance for detailed examination and approval in Ministry of Finance.

(iii) Proposals relating to continuance or creation of personal staff of the senior level posts should also be simultaneously projected.

Hindi version is enclosed.



(A.K. HUI)
Director (Pay)

- i) All Financial Advisers.
- ii) All Ministries/Departments of Govt. of India.
- iii) Private Secretaries to Secretary(E), Secretary (Personnel) and Cabinet Secretary.



(A.K. HUI)
Director (Pay)