

No. 7(4)E.Coord(1)/2001
Government of India
Ministry of Finance(Department of Expenditure)

New Delhi, the 27th March, 2001

OFFICE MEMORANDUM

Subject : Economy in administrative expenditure-Guidelines for abolition of posts.

The undersigned is directed to refer to this Ministry's O.M.No.7(7)/E.Coord/93 dated 3.5.93 on the above mentioned subject and to state that instructions exist for abolition of the posts which have remained vacant or have been held in abeyance for a period of one year or more. Integrated Finance of each Ministry is required to monitor abolition of vacant posts and ensure that abolition orders are issued within one month of the post remaining unfilled or held in abeyance for the period of one year.

2. It has come to notice that these instructions for abolition of posts are not being followed and formal orders are not issued within the stipulated time limit of one month. Financial Advisers in all Ministries/Departments are, therefore, advised to ensure strict compliance regarding issue of formal orders abolishing the posts which have remained vacant/been held in abeyance for a period of one year. No proposal for revival of posts will be considered unless the orders abolishing the posts are issued within the stipulated time limit.

Sd/-
(USHA NATHUR)
Joint Secretary to the Govt of India

To,
All Financial Advisers in Ministries/Departments of Govt. of India.

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