

New Delhi, the 3rd May, 1993

OFFICE MEMORANDUM

Subject : *Economy in administrative expenditure of the Government*  
- *Ban on creation of posts/filling up of vacancies*  
- *Guidelines for processing of cases.*

The undersigned is directed to refer to this Ministry's O.M.No. F.7(1)-E. Coord/84 dated the 20th June, 1984 as amended from time to time on the subject indicated above and to state that instructions already exist for ban on creation/filling up of posts and the procedure for relaxation thereof in exceptional circumstances. Some doubts which arose in this regard were also clarified from time to time. Further clarifications are, however, being sought by various Ministries/Departments etc. regarding the following two points. The matter has been considered in this Ministry and the correct position is clarified below against each point:—

POINTS

- (a) Whenever higher level posts are abolished, whether junior level posts are also to be abolished as a consequence thereof.
- (b) If a post is vacant or held in abeyance for some time, whether the post can be filled up or revived, as the case may be, by the administrative Deptt/Ministry.

CLARIFICATIONS

Yes, whenever higher level posts are abolished, it will be necessary to abolish personal/supporting staff of that higher level post(s) **simultaneously**. In addition to such abolition, it will also be desirable to have a work study conducted to determine what other restructuring and abolition of lower level posts would be required as a result of abolition of the higher post(s).

If a post is held in abeyance or remains unfilled for a period of one year or more, it would be deemed to be abolished. Integrated Finance of each Ministry/Department may monitor abolition of such posts and ensure that abolition orders are issued within one month of the post remaining unfilled/held in abeyance for the period of one year. If the post is required subsequently, the prescribed procedure for creation of new posts will have to be followed, i.e. as briefly set out below:—

PLAN POSTS

GROUP 'A' POSTS

Approval of Finance Minister will be required.

GROUP 'B', 'C' & 'D' POSTS

May be created with the approval of Secretary of the administrative Ministry/Department provided:—

- (i) The expenditure on establishment is within 10% of the project cost;
- (ii) The posts to be created are in conformity with the prescribed norms; and
- (iii) Group 'A' post(s), if necessary, have been approved by the Finance Minister.

NON-PLAN POSTS

- (i) GROUP 'A' POSTS OF AND ABOVE THE LEVEL OF JOINT SECRETARIES (Rs. 5900-6700)

May be created with the approval of Cabinet after obtaining the approval of Finance Minister.

- (ii) GROUP 'A' POSTS BELOW THE LEVEL OF JOINT SECRETARY AND GROUP 'B', 'C' & 'D' POSTS.

May be created with the approval of Finance Minister.

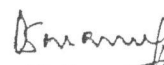
Creation/filling up of posts both Plan and Non-Plan is to be done after the posts which have been found surplus as a result of review, have been abolished.

For creation of Non-Plan posts matching savings are required, which should be by surrender of posts in the same group or of posts in the immediate line of promotion.

Posts which are found justified on the basis of workload and functional justification can only be created.

2. All Ministries and Departments are requested to kindly note the above clarifications for strict compliance, particularly in view of the need for adopting austerity measures for containing Government expenditure in the present economic scenario. They may also issue instructions to their attached and subordinate offices (including U.T. Admn.) and monitor compliance. Autonomous Bodies under the control of Ministries/Departments may also be asked to follow these clarifications mutatis mutandis.

3. Hindi version is enclosed.

  
(D. Swarup)  
Joint Secretary to the Govt. of India

All Ministries/Departments to the Government of India, etc. etc. (as per standard distribution list).  
All F.A., (by name).