

No.A-11019/6/75-III  
GOVERNMENT OF INDIA/BHARAT SARKAR  
MINISTRY OF FINANCE/VITTA MANTRALAYA  
DEPARTMENT OF EXPENDITURE/VAYAY VITHAG

.....  
New Delhi, the 24th March, 1976  
4 Chitra, 1898.

OFFICE MEMORANDUM

Subject: Conversion of temporary posts into permanent ones  
in Ministries/Departments of the Government of India.

The undersigned is directed to state that a need has been felt for some time past of consolidating at one place the instructions/orders issued from time to time. Accordingly in supersession of all the previous orders on the subject the conversion of temporary posts into permanent ones will be governed by the following orders. The Ministry of Home Affairs etc. are requested that these orders may be brought to the notice of all the administrative authorities under them for information/guidance and compliance.

PERMANENT DEPARTMENTS

- (i) In all permanent Departments, other than the Posts and Telegraphs Department, the administrative Ministries/Departments may, if they are satisfied that the temporary posts are required for work of a permanent nature, convert with the approval of the respective Internal Financial Advisers, 90% of such posts upto the level of Deputy Secretaries, including Class IV posts, into permanent ones provided they have been in existence for a continuous period of not less than 3 years.
- (ii) The conversion of temporary posts into permanent ones in the Posts and Telegraphs Departments will continue to be regulated by special orders issued by that Department if they are more favourable than the orders mentioned in para (i) above.
- (iii) In Government workshops and Industrial Establishments the conversion of temporary posts into permanent ones will continue to be regulated in accordance with the existing practice or orders which are applicable to the respective units until such time as the administrative Ministry/Department concerned is in a definite position to assess its permanent requirements of industrial staff. Such existing orders will also apply to temporary non-industrial posts which have been created in connection with the functioning of the workshops or industrial installations concerned.

..contd., 2/-

