

F No.7 (1)/E.Coord-I/2017  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated 5<sup>th</sup> January, 2024

**OFFICE MEMORANDUM**

**Sub:** Compendium of instructions for Creation, Revival, Continuation, Conversion, Transfer, Up-gradation, Down-gradation and Abolition of posts under Central Government.

The following compendium of instructions for Creation, Revival, Continuation, Conversion, Transfer, Up-gradation, Down-gradation and Abolition of posts under Central Government is issued in supersession of all previous instructions/orders.

**2. General:**

2.1 These instructions shall apply to creation, continuation, revival, conversion, transfer, up-gradation, down-gradation and abolition of posts in Central Government Ministries/Departments, Attached Offices, Subordinate Offices and Central Govt posts in Statutory Bodies.

2.2 Any specific exemption allowed to any Ministry or Department on creation, revival, continuation, conversion, transfer, up-gradation and down-gradation of posts is also withdrawn except for delegations contained in **Appendix-1**.

2.3 If delegation of powers for creation, revival, continuation, conversion, transfer, up-gradation, down-gradation of posts other than those under **Appendix-1**, are required or otherwise available under any Authority, the same shall be brought to the notice of this Department separately for further necessary action.

2.4 Proposals for creation, revival, continuation, conversion, transfer, up-gradation, down-gradation and abolition of posts [except where powers are delegated to Administrative Ministries/Departments and Financial Advisors vide this order] shall be routed through the IFD with the approval of Minister-in-Charge/Secretary of concerned Administrative Ministry, as applicable.

2.5 These instructions shall not be applicable to CPSEs, which may follow the instructions issued by Department of Public Enterprises in this regard. Instructions in respect of Autonomous Bodies issued separately.

2.6 These instructions shall not be applicable to Statutory posts. A post shall be categorised as Statutory, if it is specifically mentioned under the provisions of any Act of Parliament. Post(s) created by Rules/Notification/Executive orders under any of the provisions of a Statute subsequent to notification of the Statute for smooth functioning of the Statutory Body shall not be categorised as Statutory Posts. These posts shall be subject to the provisions of these instructions.





2.7 The power to create posts resides with Cabinet and Department of Expenditure as given hereunder. No proposal for delegation of power to create posts to any Authority shall be included in any Appraisal notes [CEE, EFC, etc], Draft Cabinet Note (DCN) or Bill.

2.8 Proposals for creation of posts as part of a Statute should invariably be brought to the notice of Department of Expenditure through Appraisal Notes/DCN for approval.

### 3. Creation of posts:

3.1 Creation of posts at SAG and above levels [Pay Level-14 and above] shall be submitted to Cabinet in terms of the Transaction of Business Rules 1961. Views/comments of Department of Expenditure for such proposals shall be obtained at DCN stage.

3.2 Proposals for creation of posts below SAG level shall be referred to Department of Expenditure through the respective IFD, with the approval of Minister-in-Charge.

3.3 In case of multiple proposals, a consolidated proposal shall be submitted.

3.4 Proposals for creation of posts shall be submitted on file, along with the prescribed checklist issued by this Department (**Annexure-I**). Separate checklists may be prepared for each category of post. Proposals without complete information and without approval of the Minister-in-Charge will not be considered and will be returned to the Administrative Ministry.

### 3.5 The Authority competent to approve creation of post(s) shall be as below:

Level of Post	Approving Authority
Posts equivalent to SAG and above levels [Pay Level-14 and above]	Cabinet
Posts below SAG Level [Below Pay Level-14]	Department of Expenditure

### 4. Creation of Supernumerary Posts:

4.1 The Competent Authority for creation of posts and procedure in respect of supernumerary posts shall be the same as for regular posts given at para 3 above.

4.2 Supernumerary post(s) shall be personal to the officer(s) for whom it is created and for a limited period to be specified in the order itself. It shall stand abolished as soon as the officer(s) for whom it is created vacates it on account of retirement/promotion/ accommodation against a regular post/or any other reason.

4.3 Administrative Ministries/Departments under intimation to concerned Financial Advisors shall maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holders of the posts vacate them.

### 5. Abolition and Revival of Posts:

5.1 A post lying vacant for more than 5 years from the date of creation or date of falling vacant, shall stand abolished.



5.2 In cases where

- (i) the recruitment process has been initiated within 4 years of the creation/arising of vacancy and is underway but appointment orders have not been issued within the period of 5 years, or
- (ii) there are specific Court directions requiring the filling of a post, or
- (iii) filling of posts was delayed due to Court orders on finalization of seniority lists/filling of the posts etc., or
- (iv) promotion posts under reservation quota could not be filled due to non-availability of eligible candidates in the feeder grade or
- (v) posts are essential for functioning of the organisation and for which matching savings can be provided by the organization by surrendering live posts without compromising the hierarchy of the Cadre or affecting the promotional channel of the feeder grades in the same hierarchy.

the posts may be revived with prior approval of Department of Expenditure.

5.3 In cases, where the organisation is prevented from filling the vacancy due to circumstances specified in para 5.2 and where sufficient justification exists for continuation of the post, proposals for revival shall be submitted to Department of Expenditure through Integrated Finance Division (IFD) along with a detailed chronology of events indicating the circumstances which led to non-filling of the vacancy and functional justification for revival with the approval of Secretary of Administrative Ministry/Department as per prescribed checklist (**Annexure-II**). Revival would be considered only in the circumstances mentioned in para 5.2.

5.4 Statutory posts are not covered under these instructions. Only the posts mentioned in Statute may be considered Statutory, not their support staff as defined under para 2.6.

5.5 Once a post stands abolished under para 5.1, it (unless covered under para 5.2) shall not be filled, except by creating it *de novo* by following the procedure under para 3.

5.6 A list of abolished posts shall be submitted to the Department of Expenditure annually through the Financial Advisor concerned.

5.7 **Categorisation of vacant posts:**

Type of Post	Category	Action required
Statutory Posts	Do not fall under abolition category	Revival not required
Post vacant for less than 5 years	Live	Revival not required
Post vacant for 5 years or more	Abolished	The posts are deemed to be abolished whether or not abolition order is issued by the Administrative Ministry/Department. In cases covered by para 5.2, posts may be revived with the approval of Department of Expenditure.

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**5.8 The Authority competent to approve revival of post(s) in cases under para 5.2 shall be as below:**

Level of Post	Approving Authority
All posts	Department of Expenditure

**6. Continuation of temporary posts:**

6.1 Continuation of temporary posts would be considered subject to continuation of the temporary body/scheme/project / purpose for which the posts were initially sanctioned.

6.2 Proposals for continuation of temporary posts up to Selection Grade [Pay Level-12], shall be considered by the Administrative Secretary in consultation with the FA subject to the condition that the purpose for which the temporary post is created, i.e a temporary organisation, a scheme, a project, etc. is further approved by the Competent Authority for continuation. In case of difference of opinion, the proposal shall be submitted to Department of Expenditure with documents supporting creation of such post(s) and approval of Competent Authority for continuation of the temporary body, scheme or project for which the post is created.

6.3 For continuation of posts except as mentioned in sub para 6.2 above, the proposal may be referred to Department of Expenditure through IFD, with the approval of Administrative Secretary. Administrative Ministry/Department shall provide necessary supporting documents showing approval of Competent Authority for continuation the temporary body/scheme/project / purpose for which the posts were initially sanctioned.

6.4 For continuation of posts in the Apex Level (L-17), Department of Expenditure will examine and put up the proposal for approval of the Committee of Secretaries comprising Secretary (Exp), Secretary (DoP&T) and Cabinet Secretary.

**6.5 The Authority competent to approve Continuation of temporary post(s) shall be as below:**

Level of Post	Approving Authority
Up to Selection Grade [Pay Level-12]	Secretary of Administrative Ministry/ Department in consultation with the FA
All posts above Selection Grade (Pay Level-12) and below Apex Level [Below Pay Level-17]	Department of Expenditure
Apex Level, [Pay Level-17]	CoS [Secretary (DoE), Secretary, DoP&T and Cabinet Secretary]

**7. Transfer of Posts:**

7.1 A post sanctioned for a specific purpose shall not be diverted for another purpose at the same or a different station.

7.2 In case there is any necessity for transfer of post(s) due to transfer of functions for which the post is created, or the specific function ceases to exist, then in such cases

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the Administrative Ministry/Department shall submit a proposal along with detailed justification routed through their IFD and with the approval of Administrative Secretary, to Department of Expenditure.

**7.3 The Authority competent to approve transfer of post(s) shall be as below:**

Level of Post	Approving Authority
All Posts	Department of Expenditure

**8. Conversion of Temporary Posts to Permanent:**

8.1 A temporary post is created with the approval of the Competent Authority for a specific purpose and with a specific tenure. Thus, if the purpose for which the post is created, i.e a temporary organisation, a scheme, a project, etc. is further approved by the Competent Authority to continue permanently or without a sunset clause, then the post may be made permanent.

8.2 Proposal for conversion of temporary post to permanent one up to Selection Grade [Pay Level-12], shall be considered by the Administrative Secretary in consultation with the Financial Advisor. In case of difference of opinion, the proposal shall be submitted to Department of Expenditure with documents supporting creation of such post(s) and approval of Competent Authority for continuation without sunset clause of the temporary body, scheme or project for which the post is created.

8.3 Proposal for conversion of temporary posts to permanent above Selection Grade [Pay Level-12] shall be submitted to Department of Expenditure with the approval of Secretary of the Administrative Ministry/Department along with documents supporting creation of such post(s) and approval of Competent Authority for continuation without sunset clause of the temporary body, scheme or project for which the post is created.

**8.4 The Authority competent to approve conversion of post(s) shall be as below:**

Level of Post	Approving Authority
Up to Selection Grade [Pay Level-12]	Secretary of Administrative Ministry /Department in consultation with the Financial Advisor
Above Selection Grade and below Apex Level [Above Pay Level-12 but below Pay Level-17]	Department of Expenditure
Apex Level [Pay Level-17]	CoS [Secretary (DoE), Secretary, DoP&T and Cabinet Secretary]

**9. Up-gradation including temporary up-gradation of posts:**

9.1 Occasions may arise when a post may be required to be up-graded on functional requirement or otherwise on permanent basis or temporary basis for a specific period.

9.2 Up-gradation of a post is equivalent to creation.

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9.3 The procedure for permanent up-gradation shall be the same as for creation of posts given at para 3 of these instructions.

9.4 The procedure for temporary up-gradation of post (s) of SAG and above Level [Pay Level-14 and above] shall be as per the First Schedule of Transaction of Business Rules, 1961.

9.5 Proposals for temporary up-gradation of post(s) other than those covered under Transaction of Business Rules, 1961 shall be submitted to Department of Expenditure in the same manner as for creation of posts (see para 3.4).

9.6 The Authority competent to approve permanent up-gradation of post(s) shall be as below:

Level of Post	Approving Authority
SAG and above level [Pay Level-14 and above]	Cabinet
Below SAG level [Below Pay Level-14]	Department of Expenditure

9.7 The Authority competent to approve temporary up-gradation of post(s) shall be as below:

Level of Post	Approving Authority
SAG and above level [Pay Level-14 and above]	Appointment Committee of Cabinet (ACC) (As per Transaction of Business Rules, 1961)
Below SAG level [Below Pay Level-14]	Department of Expenditure

**10. Down-gradation of posts including temporary down-gradation:**

10.1 Occasions may arise when a post may be required to be down-graded on functional requirement or otherwise on permanent basis or temporary basis for a specific period.

10.2 Proposals for permanent down-gradation of posts of SAG and above level [Pay Level-14 and above] shall be submitted to Cabinet.

10.3 Proposals for permanent down-gradation of posts below SAG Level [below Pay Level-14] shall be submitted to Department of Expenditure with the approval of the Administrative Secretary and Financial Advisor along with justification.

10.4 The Authority competent to approve permanent down-gradation of post(s) shall be as below:

Level of Post	Approving Authority
SAG and above level [Pay Level-14 and above]	Cabinet
Below SAG level [Below Pay Level-14]	Department of Expenditure

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