

No. Q-25/4/2024-PE-I-DOP

Government of India
Ministry of Communications
Department of Posts
(PE-I Section)

Dak Bhawan, Sansad Marg,
New Delhi – 110001

Dated: 27.09.2024

To,

All Heads of Circles,

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

Sir/Madam,

I am directed to forward herewith a copy of Ministry of Finance, Department of Expenditure (DoE) O.M. No. 7(1)/E.Coord-I/2017 dated 05.01.2024, on the subject mentioned above, for information and compliance.

2. Attention is also drawn to this office letter of even number dated 27.05.2024, vide which clarification was provided with regard to delegation of powers for redeployment of posts with reference to the *ibid* O.M. of DoE.

3. Further, special attention is invited to the following provisions, contained in the *ibid* O.M of DoE, regarding 'Temporary down-gradation of posts':

- i. Post(s) may be temporarily downgraded to immediate lower-level posts in the same hierarchy.
- ii. The Ministry/Department competent to make appointment to posts in Group 'B' & 'C' cadre may make appointments in immediate lower posts in the same hierarchy [temporarily downgrading a post(s) to the immediate lower level in the hierarchy] to the extent of vacancies left unfilled in the higher post.
- iii. Down-gradation of a higher-level post to a lower-level post in the hierarchy shall be a temporary arrangement, to be exercised only when candidates in feeder grade are not eligible for promotion.
- iv. Temporary down-gradation of posts is to be done only in Promotional quota posts; Direct Recruitment quota posts shall not be downgraded.
- v. The total number of sanctioned posts in the feeder grade and in the higher grade in a cadre shall not exceed the combined sanctioned strength of two grades, where such operations of posts at lower level are considered.
- vi. The number of posts required for temporary down-gradation may be calculated by the Administrative Ministry as per organizational requirement and tenure of such down-gradation may be decided keeping in view availability of personnel for filling up such posts on promotion.
- vii. **Temporary down-gradation shall be confined within the same Group.**
- viii. Orders of temporary down-gradation of any post shall be self-explanatory and

shall have an in-built clause of simultaneous up-gradation of post as and when incumbent is eligible for promotion to the higher level (after following due procedure for promotion).

- ix. The exercise shall be done with the approval of the **Administrative Secretary** in consultation with the **Financial Advisor**.
- x. The Authority competent to approve temporary down-gradation of post(s) shall be as below:

Level of Post	Approving Authority
SAG level and above [Pay Level-14 and above]	Appointments Committee of the Cabinet (ACC) (As per the First Schedule of Transaction of Business Rules, 1961)
Below SAG level [Pay Level – 14]	Department of Expenditure
Post in Group 'B' & 'C' cadres where Ministry/Department is Competent Authority to make appointment	Administrative Secretary in consultation with FA

4. In view of the above, Circles are requested to send only those proposals, which are justified in terms of the DoE instructions, stipulated in para 3 above. Such proposals may be forwarded to the Directorate with the approval of CPMG and concurrence of the CIFA.

5. This may be brought to the notice of all concerned.

Yours faithfully,

Signed by Prabha Sharma

Date: 27-09-2024 09:47:04

(Prabha Sharma)

Asstt. Director General (PE-I)

Tele: 011-2304 4822

Encl: as above.

Copy for information to: -

1. PSO/Sr.PPS to Secretary (Posts) / Director General Postal Services.
2. Sr.PPS/ PPS to Member (Co-ord.)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Plg. & HRD)/ Member (PLI)/ Member (Tech.)
3. Additional Secretary & Financial Adviser.
4. Director, RAKNPA / Directors of All PTCs.
5. Chief General Manager, BD Dte. / Parcel Dte. / PLI Dte.
6. Sr. DDG (Vigilance) & CVO / Sr. DDG (PAF).
7. Secretary, Postal Services Board/ All Deputy Directors General (through e-office notice board).

8. SPG-I, SPG-II, SPN-I, SPN-II, PE-II Sections (through e-office notice board).
9. All recognized Federations / Unions / Associations (through India Post web site).
10. GM, CEPT- for uploading the order on the India Post web site.
11. ADG (Admn.) - for uploading the order on e-office Notice Board.
- 12. Guard File

Signed by

Dharmendar Kumar
(Dharmendar Kumar)

Date: 27-09-2024 11:20:24
Section Officer (PE-2)

Tele: 011-2304 4822