



भारतीय आयुर्विज्ञान अनुसंधान परिषद  
INDIAN COUNCIL OF MEDICAL RESEARCH  
स्वास्थ्य अनुसंधान विभाग ( स्वास्थ्य एवं परिवार कल्याण मंत्रालय )  
DEPARTMENT OF HEALTH RESEARCH ( MINISTRY OF HEALTH & FAMILY WELFARE )

वी. रामलिंगस्वामी भवन, अन्सारी नगर, पोस्ट बॉक्स 4911, नई दिल्ली-110 029  
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR, POST BOX-4911, NEW DELHI-110029

संख्या 18/3/2017-प्रशासन-2

दिनांक 20.9.2017.

सेवा में,

निदेशक/प्रभारी निदेशक  
परिषद के सभी स्थाई केन्द्र/संस्थान

महोदय/महोदया,

मुझे निम्नलिखित पत्र, अनुलग्नक सहित, सूचना एवं आवश्यक कार्रवाई हेतु भेजने का निदेश हुआ है।

S.No.	Reference No. & date	Subject
1	V.25011/439/2016-HR/Eoffice 3070635 dated 1.9.2017	Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts-reg.
2	No.A.14033/01/2017-HR/E Office - 3107791 dated 9th August, 2017	Order relating to the National Anthem of India-reg.

भवदीय,

*(Handwritten signature)*

(भारत भूषण)

प्रशासन अधिकारी  
कृते महानिदेशक

अनुलग्नक: उपरोक्त

प्रतिलिपि:-

- 1 निजी सचिव, महानिदेशक/ अपर महानिदेशक/वरिष्ठ उपमहानिदेशक/वरिष्ठ वित्त सलाहकार
- 2 तकनीकी प्रभागों के प्रमुख
- 3 उपमहानिदेशक के निजी सचिव
- 4 सहा. महानिदेशक (प्रशासन) (अ.ख.) / (आर 0 आर 0) / (वी के मेहता)
- 5 प्रशासन अधिकारी, कार्मिक अनुभाग
- 8 अनुभाग अधिकारी, प्रशासन-1
- 9 (आई आर एस एम प्रभाग)- उपरोक्त कार्यालय ज्ञापन को आई.सी.एम.आर वेबसाइट पर डालने के लिए।

No. V.25011/439/2016-HR / E-office: - 3070635

Government of India  
Ministry of Health and Family Welfare  
(Department of Health Research)

2nd Floor, IRCS Building,  
Red Cross Road, New Delhi-110001

Dated: August, 2017

01<sup>st</sup> September

To,

1. The Director General,  
Indian Council of Medical Research (ICMR),  
V. Ramalingaswami Bhawan,  
Ansari Nagar,  
New Delhi – 110029
2. The Director ,  
Bhopal Memorial Hospital & Research Center,  
Raisen By pass Road, Near Karond Chaouraha,  
Bhopal – 462038 (M.P)

**Subject: - Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts  
- reg.**

Madam,

I am directed to forward herewith a copy of the O.M. No. 18(F-IV)/2017-IFD dated 17.08.2017, received from the Department of Health & Family Welfare, Ministry of Health & Family Welfare on the above mentioned subject along with all the enclosures, for compliance.

Yours faithfully,

*(Signature)*  
01/09/2017

(Vinod Kumar)

Under Secretary to the Government of India

Tele: 23736089

Encl: As above

05 SEP 2017

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01/09/17

10/11/2017  
Most Immediate  
Reminder-II

F. No. 18 (F-IV)/2017-IFD  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare

Nirman Bhawan, New Delhi  
Dated 17<sup>th</sup> August, 2017

Office Memorandum

Subject: - Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts –reg.

The undersigned is directed to refer to IFD's OM of even number dated 19<sup>th</sup> April, 2017 & 1<sup>st</sup> August, 2017 (copy enclosed) on the subject noted above and to request all Programme Divisions that the Action Taken Report (ATR) on abolition of Posts, which are vacant for more than five years in this Ministry/Department & Organizations under their administrative control may be furnished immediately for onward transmission to the Department of Expenditure, Ministry of Finance.

*Sup A circulated to all concerned for compliance*

*Vandana Jain*  
(Vandana Jain)  
Joint Secretary (IFD)  
Tel-011 23062699(O)

End: As above

1. All Additional Secretaries (As per list) in MoHFW
2. All Joint Secretaries (As per list) in MoHFW, AYUSH & DHR

*JSLVK*

*JSLVK*

*Urgently*

*21/08/2017*

*21/8/2017*  
*So/B.P.N*  
*A.S.0511*

Most Immediate  
Reminder-I

F. No.18(F-IV)/2017-IFD  
Government of India  
Ministry of Health & Family Welfare  
Department of Health & Family Welfare

Nirman Bhawan, New Delhi  
Dated 1<sup>st</sup> August, 2017

Office Memorandum

Subject: - Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts –reg.

The undersigned is directed to refer to IFD's OM of even number dated 19<sup>th</sup> April, 2017 (copy enclosed) on the subject noted above and to request that the Action Taken Report (ATR) on abolition Posts which are vacant for more than five years may be furnished immediately for onward transmission to the Department of Expenditure, Ministry of Finance.

  
( Vandana Jain)  
Director (IFD)  
Tel-011 23062699(O)

End: As above

1. All Additional Secretaries (As per list) in MoHFW
2. All Joint Secretaries (As per list) in MoHFW, AYUSH & DHR

All Joint Secretaries

1. JS (LAD) *[Signature]*
2. JS (SK) - *[Signature]*
3. JS (SS) - ① *[Signature]* 2/8/17
4. JS (VQ) - *[Signature]*
5. JS (KRR) - *[Signature]*
6. JS (NR) - *[Signature]*
7. JS (GM) - *[Signature]*
8. JS (AS) *[Signature]*
9. JS ( )

Asst Secretaries

1. AS (MD) - *[Signature]*
2. AS (H) - *[Signature]*
3. AS (C&S) - *[Signature]*

M/o Ayush

10. JS (PKP) ②
11. JS (PN) *[Signature]* 2/8/2017

D/o HR

12. JS (VKG) } ② *[Signature]*
13. JS (SM) } 2/8/17

F.No.P-18(E-IV)/2017-IFD  
Government of India  
Ministry of Health & Family Welfare  
(Integrated Finance Division)


Nirman Bhavan, New Delhi  
Dated 19<sup>th</sup> April, 2017

Office Memorandum

Subject: - Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts -reg.

The undersigned is directed to enclosed herewith a copy of Department of Expenditure's OM No. 7(1)/E.Cood-I/2017 dated 12<sup>th</sup> April, 2017 regarding Creation, Revival, Continuation and Transfer of Posts in the Ministry/Departments, their Attached Offices, Subordinate Offices, Statutory Bodies etc for information, guidance & compliance.

2. Further, with reference to para 5.2 of the OM, Programme Divisions are requested to provide Action Taken Report (ATR) regarding abolition of Posts, which are vacant for more than five years, which has to be submitted to the D/o Expenditure, M/o Finance within three months.
3. This issues with the approval of AS & FA.

  
(Bishnu Pada Kirtania)  
Under Secretary to the Govt. of India  
Tel.011-23061484(O)

Encl: As above

To

1. All Additional Secretaries (As per the list) in M/o H&FW.
2. All Joint Secretaries (As per the list) in M/o H&FW, DHR and M/o AYUSH
3. Director (IFD), DS(IFD), All Under Secretaries in IFD.
4. Sr. PPS/PPS to the Secretaries, D/o H&FW, DHR & M/o AYUSH

FD-101-Contd W/2017  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated, 12<sup>th</sup> April, 2017

OFFICE MEMORANDUM

Subject: Compendium of instructions for Creation, Revival, Continuation and Transfer of posts.

This Department has issued instructions related to creation, deemed abolition, revival and continuation of posts from time to time. Therefore, in supersession of all previous instructions/ orders regarding creation, continuation, transfer and revival of posts, it has been decided, with the approval of Competent Authority, to issue a compendium of instructions covering all the aspects relating to these issues.

2.1 These instructions shall apply to creation/continuation/revival of posts in all Ministries/ Departments, their Attached offices, Subordinate offices, Statutory bodies etc.

2.2 Proposal for creation/revival/continuation/supernumerary posts should be routed through IFD of concerned Ministry.

2.3 These instructions are not applicable to CPSEs, which may follow the instructions issued by Department of Public Enterprises in this regard.

2.4 Instructions in respect of Autonomous Bodies will be issued separately.

3.1 Creation of Posts:

- a. All powers with respect to creation of posts delegated under DFPRs stands withdrawn and only Finance Minister (for below JS level posts) and Cabinet (for JS and above level posts) would be the Competent Authority for creation of posts.
- b. For creation of posts at JS and above levels, only 'Cabinet' and no other 'Standing Committee' is competent, except in respect of requirements relating to national security.
- c. Approval of this Department is not required for creation of Statutory posts. Only those posts may be considered as Statutory, whose name and level/ pay scale have been specifically provided in an Act of Parliament (only post mentioned in Statute, not support staff).
- d. Proposals for creation of posts may be referred to Department of Expenditure through respective IFD with the approval of Secretary and Minister in-charge of the concerned administrative Ministry.
- e. The proposals for creation of posts may be submitted on file, along with the prescribed checklist issued by this Department (Annexure -I). Separate checklist may be prepared for each category of post. Proposals received without proper checklist would not be considered and returned.
- f. Specific exemptions for creation of posts granted to any Ministry/ Department by this Department will however continue.

Dy. Secy  
517847

M/o Health & NE  
O/O AS & FA  
FTS No. 517847  
Date: 12/4/17

O/O AS & FA  
FTS No. 517847  
Date: 12/4/17

The level of approval for creation of posts is as under:-

For Ministries/ Departments Attached offices Subordinate offices Statutory bodies etc

S.No	Level of Post	Competent Authority
1	JS and above	Cabinet
2	Below JS level	Finance Minister

#### 4.7 Supernumerary Posts:

The following principles should be observed while creating supernumerary posts:

- The supernumerary posts are created for the purpose of accommodating the lien of a Government servant who, though entitled to hold a lien against the regular post, cannot be so accommodated because of non-availability of such a post.
- The supernumerary post is a shadow post, i.e. no duties are attached to such a post. The supernumerary post is created for a definite and fixed period. Since, a supernumerary post is created for accommodating an officer till he is absorbed in a regular post, it should not be created for an indefinite period.
- The supernumerary post is personal to the officer for whom it is created and no other officer can be appointed against such a post. It stands abolished as soon as the officer for whom it was created vacates it on account of retirement or is accommodated in another regular post. In other words, no officiating arrangements can be made against such a post.
- Administrative authorities should 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 holder of the posts retire or are absorbed in regular permanent posts, for the purpose of verification of service for pension.

#### 5.1 Deemed Abolition & Revival of posts:

- All posts, except newly created posts, kept in abeyance or remaining vacant for a period of more than 2 years in any Ministry/ Department/ Attached office/ Subordinate office/ Statutory body, would be considered as 'deemed abolished' unless an exemption has been given at the time of sanctioning the post.
- A post falling into the category of 'deemed abolished' cannot be filled up prior to obtaining its 'revival' from Department of Expenditure.
- Statutory posts, the name and level/ pay scale of which is specifically provided for in an Act of Parliament, are exempted from falling in the category of 'deemed abolished' on remaining vacant for a period of more than 2 years. Only the posts mentioned in Statute may be considered Statutory, not their support staff.
- Newly created posts (posts which have been sanctioned recently by Department of Expenditure/ Cabinet), which do not have RRs would fall under the category of 'deemed abolished' after a period of 3 years from the date of creation unless it is clarified that this relaxation would not be applicable to those newly created posts which have existing RRs.
- Revival of posts would be considered in rare and unavoidable circumstances only.
- Proposals for revival of posts may be referred to this Department on file, along with the prescribed checklist issued by this Department (Annexure - II). Separate checklist may be prepared for each post. Proposals received without proper checklist would not be considered.

5.2 All Ministries/ Departments may submit to this Department, within 3 months, an Action Taken Report regarding abolition of posts which are vacant for more than 5 years in the Ministry/ Department and organizations under their administrative control. Further, while



relating to proposal for abolition of posts in the Department. Ministries/ Departments may also state that all posts under their administrative control, vacant for more than 2 years on the date of referring the proposal, have been abolished.

The conditions for deemed abolition are provided in the following table.

S.No	Type of Post	Post Live for
1	Existing Post (held in abeyance/ vacant for more than 2 year)	Post is deemed abolished
2	Newly created Post - RRs Exist	2 year
3	Newly created Post - RRs do not Exist	3 years
4	Existing Post vacant for 5 years	Post may be abolished Immediately
5	Statutory Posts	Do not fall under deemed abolition

#### 6.1 Continuation of Posts:

Continuation of posts would be considered subject to continuation of the scheme/project for which the posts were initially sanctioned. For above JS level posts, Department of Expenditure would examine and put up the proposal for approval of Secretary (Exp.), Secretary (DoPT) and Cabinet Secretary. In the case of continuation of Secretary level post, approval of Prime Minister may be obtained by the concerned Ministry/ Department after the approval of Cabinet Secretary.

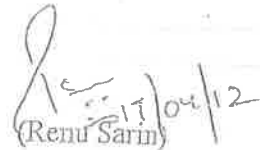
#### 6.2 Competent Authority for continuation of posts is as follows:

S.No	Level of Post	Competent Authority
1	JS and below level	DoE
2	Above JS level	CoS [Secretary (DoE), Secretary (DoPT) and Cabinet Secretary]
3	Secretary level	CoS as above. Thereafter, Ministry to obtain approval of PM

#### 7. Transfer of Posts:

A post sanctioned for a specific purpose in an organization may not be diverted for another purpose at the same or different station. Cases of transfer/ diversion/ adjustment of posts would amount to creation of new post with simultaneous abolition of existing post and prior approval of Department of Expenditure is required for the same.

#### 8. This issues with the approval of Finance Minister.

  
(Renu Sarin)

Deputy Secretary (E.C.I)  
Tel # 2309 2761

To,

1. Secretaries of all Ministries/ Departments of Government of India
2. Financial Advisers of all Ministries/ Departments of Government of India

M/OH & FW

Checklist for Creation of Posts

S.No.	Particulars	
<b>Details of Post</b>		
1	Name/ Designation of the post	
2	Pay Scale of the post	
3	Nature of Post (Scientific/Technical/Admin/Faculty/other)	
4	Duties and responsibilities of the post	
5	Functional justification for creation	
6	Does this post exists with same scale of pay and grade pay	
7	How work is being managed in the absence of the post	
8	Mode of recruitment of post (enclose copy of RRs)	DR/Deputation/Promotion
9	Essential and minimum qualification of the post	
10	No. of existing posts in the grade of the post	(a) Sanctioned (b) Vacant (with date)
11	Immediate lower (feeder) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
12	Immediate higher (promotional) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
13	Workload of the post (Extract of SIU study, if any)	
14	Possibility of outsourcing/contract/redeployment	
15	Financial implication (both recurring and non-recurring)	
16	Matching Savings (Specific posts with pay scales) <i>(FA may certify that posts are live and not surrendered earlier or recommended by SIU for abolition)</i>	
17	Whether any Norms exist for the proposed posts. A copy of the Norms may be provided.	
<b>Organization Details</b>		
1	Name of the organization	
2	Status of Organization (Ministry/ Department/ Autonomous/ Attached/ Subordinate)	
3	Detailed sanctioned strength (category wise) with pay scale and vacancy position (with date of vacancy)	
4	Whether the organization has been studied by SIU/ IWSU. If so, details	
5	Any other relevant information	
Certificate: It is certified that all such posts under the administrative control of this Ministry/ Department which are vacant for more than 5 years, have been abolished		

Concurrence of Financial Advisor

Concurrence of Secretary

Checklist for Revival of Posts

S.No.	Particulars	
1	Name of the organization	
2	Name of the post	
3	Pay Scale of the post	
4	Date of Vacancy	
5	Mode of recruitment of the post (enclose copy of RRs)	DR/Deputation/Promotion
6	No. of posts in the grade of post proposed to be revived	(a) Sanctioned (b) Vacant (with date)
7	Duties and responsibilities of the post	
8	Functional justification for revival of the post	
9	Efforts made to fill up the post, since date of vacancy <i>(in chronological order with relevant documents)</i>	
10	How the work is being managed in the absence of the post and why this arrangement cannot continue	
11	Possibility of outsourcing/ contract	
12	Financial implication of the revival of post	
13	Matching Savings (Specific posts with pay scales) <i>(FA may certify that these posts are live and not surrendered earlier or recommended by SIU for abolition)</i>	
14	No. of Posts in immediate lower (feeder) grade	(a) Sanctioned (b) Vacant (with date)
15	No. of Posts in immediate higher (promotional) grade	(a) Sanctioned (b) Vacant (with date)
16	Detailed sanctioned strength and vacancy position of the organization (grade-wise)	
17	Whether the post has been offered as matching savings for creation/ revival of any other post	
18	Whether the post has been recommended for abolition by SIU/ IWSU/ ERC	
19	Any other relevant information	
<p><b>Certificate:</b> It is certified that all such posts under the administrative control of this Ministry/ Department which are vacant for more than 5 years, have been abolished</p>		

Concurrence of JS/ Director (Admin)

Concurrence of Financial Advisor

No. A-14033/01/2017-IRCS-Office - 3107791  
Government of India  
Ministry of Health and Family Welfare  
(Department of Health Research)

2nd Floor, IRCS Building,  
1, Red Cross Road, New Delhi-110001  
Dated: 9<sup>th</sup> August, 2017

To,

1. The Director General,  
Indian Council of Medical Research (ICMR),  
V. Ramalingaswami Bhawan,  
Ansari Nagar,  
New Delhi-110029
2. The Director,  
Bhopal Memorial Hospital & Research Center,  
Raisen Bypass Road, Near Karond Chaouraha,  
Bhopal - 462038 (M.P.)

DG, ICMR OFFICE  
DIARY NO. 1573  
DATE: 16/8/2017

**Subject: - Order relating to the National Anthem of India - reg.**

Madam,

I am directed to forward herewith a copy of the O.M No.A-14019/04/2017-SCT dated 02/06/2017, received from MoHFW (W & PG Section), on the above mentioned subject, which is self-explanatory, for information and compliance.

Yours faithfully,

(Vinod Kumar)

Under Secretary to the Government of India

Tel: 23736089

Encl: As above

No 691  
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