**FORM: A (i)**

**PROFORMA FOR CADRE STRENGTH REVIEW**

**Name of Service/Cadre:** …………………………………………………………………………………………………………………………………………………………

**Name of the Department:** …………………………………………………………………………………………………………………………………………

**Departmental Cadre Structure**: No. of posts sanctioned as on 1st January **2000** – 1st January of the Current year.

**AUTHORISED DEPARTMENTAL & MINISTERIAL CADRE STRENGTH**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** |  | **2000** | |  | **2010** |  | **No. of posts sanctioned as on first January of the two previous years and the current year(including Deputationists, Probationers,Trainees)** | | | | | | | | | | | | | |
| **No** |  |  |  |  |  |  |  | | | | | | |  |  | |  | | |  |
|  |  |  |  |  |  |  |  | |  | |  | | |  |  | |  | | |  |
|  | **Grade and Pay Level** |  | **No. of Posts** |  | **Grade and Pay Level** | **No. of posts** | **Year before last** | **Last year** | |  | | **Current year** | | | | | | |  | |
|  |  | |  |  |  |  |  |  | |  | |  | | | |  | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | | | |  | | |  | |
|  |  |  |  |  |  |  |  |  | |  | |  | | | |  | | |  | |
|  |  |  |  |  |  |  |  |  | |  | | **Permanent** | | | | **Temporary** | | | **TOTAL** | |
|  |  |  |  |  |  |  |  |  | |  | |  | | | |  | | |  | |
| **1** | **2** |  | **3** |  | **4** | **5** | **6** | **7** | |  | | **8** | | | | **9** | | | **10** | |
|  | | | | | | | | | | | | | | |  | | | | | |
|  | | | | |

1. Group-A (Pay Level 13 to Level 20)
2. Group-B (Pay Level 11 to Level 12)
3. Group-C (Pay Level 3 to Level 10)
4. Group-D (Pay Level 1 to Level 2A)

*(Note: Grade and Pay Level to be mentioned as per ROP, 2017 vide Finance Department’s Notification FIN/ESTT-2/11/VII CPC/16 dated 16th December, 2017).*

**FORM:** **A (ii)**

**STAFFING OF DEPARTMENTAL & MINISTERIAL CADRE POSTS AS ON 1ST JANUARY OF CURRENT YEAR.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **No. of Posts Sanctioned** | **No. of Post filled** | **No. of Vacant Posts** | **No. filled by Departmental Cadre Officers** | **No. filled by Departmental Cadre/ Deputationists as per recruitment rules** | **Remarks** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |

|  |
| --- |
|  |

**FORM:** **A (iii)**

**POSTS OUTSIDE THE DEPARTMENTAL CADRE HAVING SIMILAR FUNCTIONS AS DEPARTMENT & MINISTERIAL CADRE POSTS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Grade and Pay** | **No. of posts outside cadre existing for periods ( in years ) of** | | | | | |  | **No. of posts held by Departmental cadre officers** | | |
| **No.** | **Level** |  |  |  |  |  |  | |  | |  |
|  |  |  |  |  |  |  |  | |  |  |
|  | **Upto** | **2** | **2-5** | **Over** | **5** | **Total** | |  | | |
|  |  | **years** |  |  | **years** |  |  | |  | | |
|  |  |  |  |  |  |  |  | |  | | |
| **1** | **2** | **3** |  | **4** | **5** |  | **6** | | **7** | | |
|  |  |  |  |  |  |  |  | |  | | |

Brief reasons for keeping such posts outside cadre (to be indicated on a separate sheet ).

**FORM: B (i)**

**JUSTIFICATIONS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Actual work of the Department/Directorate/District Office** | | |  | | | | |
| **Role of each proposal new/additional post** | | |  | | | | |
| **Scientific/Technical or Administrative nature of each category of posts** | | |  | | | | |
| **Duties and responsibilities of each category of post** | | |  | | | | |
| **How are the functions of the post being managed before the Cadre Review** | | |  | | | | |
| **FORM: B (ii)**  **METHOD OF RECRUITMENT (POSITION AS ON 1ST JANUARY OF CURRENT YEAR)** | | | | | | | |
| **Grade and Pay Level** | **Designation** | **Method of Recruitment** | | | | **Educational Requirement as per Service rules** | **Amendment of Service Rules wherever proposed** |
|  |  | **Direct** | | **Department Promotion** | **Any other**  **(Specify Method)** |
| **1** | **2** | **3** | | **4** | **5** | **6** | **7** |

**FORM: B (iii)**

**RECRUITMENT DURING THE LAST FIVE YEARS OR SINCE INCEPTION OF THE SERVICE (WHICHEVER IS LATER)**

**YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade and Pay Level** | **Total no. of vacancies and the duration of vacancies** | **Direct Recruitment** | | | **Departmental Promotion** | | | |
| **No. to be filled by direct recruitment** | **No. actually recruited** | **Difference between Col. (3) and (4)** | **No. to be filled in through promotion** | **No. actually promoted** | **Difference between Col. (6) and (7)** | **No. taken by other method (specify)** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |

**Reasons for vacancy no filled (may be indicated briefly on a separate sheet)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **FORM: C (i)** | |  |
|  |  |  |  |  |  |  | |  |
|  |  |  |  |  |  | **MAINTENANCE NEEDS** | |  |
|  | |  |  |  |  | | |  | | |  | | |  |  |
|  | |  |  | **Total number of vacancies caused during the preceding** | | | | | | | | | | | **Remarks** |
|  | |  |  |  |  | **4 years and the current year** | | | | | | | |  |  |
| **Grade and Pay Level from which vacancies arose/post wasted out** | |  |  |  |  |  |  | |  | |  | |  |  |  |
| **Reasons for Vacancies**  **(Retirement on superannuation, resignation, voluntary retirement or any other reasons)/ cause of wastage (redesignation, conversion ,redundant post or any other reason)** | **20-** |  | **20-** |  | **20-** | |  | | **20-** | |  | **20-** |  |
|  |  |  |  |  |  |  |  | |  |  |  |  |  | **(current year)** |  |
|  |  |  |  |  |  |  |  | |  | |  |  |  |  |  |
| **1** |  | **2** | **3** |  | **4** |  | **5** | |  | | **6** |  |  | **7** | **8** |
|  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |

**FORM: C(ii)**

**ANTICIPATED RETIREMENT OVER THE NEXT 5 YEARS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YEAR** |  | | **No. of officers superannuating on or before 1st January** | |  |  | |  |  |  |  |  |  |  |
| **GROUP A** | **GROUP B** | | **GROUP C** | | | **GROUP C** | | **TOTAL** | | | |
| **1** | **2** | **3** | | **4** | | | **5** | | **6** | | | |

20

20

Total



Promoted officers may be shown separately in the figures of total number of officers

**FORM:** **D (i)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | |  |  | **No. of officers on leave for periods (in days) of** | | | | | | |  | |  |  | | **Total No.** | | | | **of** | **Remarks** | |  |
| **( Last 5 years)** | |  |  |  |  |  |  | | |  |  | |  |  | | **officers** | | | | **on** |  | |  |  |
| **Less than 45** | | **45-60** |  | **60-90** | **90-120** | | |  |  | | **120 & above** | | |  |  |
|  |  |  |  |  |  |  |  | | |  |  | |  |  | | **leave** | | | |  |  | |  |  |
|  |  |  |  |  |  |  |  | | |  |  | |  |  | |  | | |  |  |  | |
| **1** |  | **2** |  | **3** |  | **4** | **5** | | |  | **6** | | |  | | **7** | | |  |  | **8** | |  |
|  |  |  |  |  |  |  |  | | |  |  | |  |  | |  | | |  |  |  | |  |
| 20- |  |  |  |  |  |  |  | | |  |  | |  |  | |  | | |  |  |  | |  |
| 20- |  |  |  |  |  |  |  | | |  |  | |  |  | |  | | |  |  |  | |  |  |  |
| 20- |  |  |  |  |  |  |  | | |  |  | |  |  | |  | | |  |  |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  | | |  | | |  | |  |  | | | |

**FORM D (ii)**

**DEPUTATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade of** |  | **the** |  |  | **No. of officers on Deputation on 1st January of the 4 preceding years** | | | | | | | | | | | | | | | | | |  | | **Remarks** | | | |
| **officers** |  | **on** | **20\_\_** |  |  | **20\_\_** |  |  | **20\_\_** | |  |  | | **20\_\_** | | |  |  | | **20\_\_** | | |  | |  |  |  | |
| **Deputation** | **with** | |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  | | |  | |  |  |  | |
| **Pay Level** |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  | | |  | |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  | | |  | |  |  |  | |
| **1** |  |  | **2** |  |  | **3** | |  | **4** | |  |  | |  |  | | **5** |  | |  | | | **6** | |  |  | **7** | |
|  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |  | |  | | |  | |  |  |  | |
|  |  |  |  |  |  |  |  |  |  |  |  | |  | | |  | | |  | |  |  | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  | **FORM : E (i)** | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  | |  | | |  |  |  | |  | |  | |  | |  |  |
|  |  |  |  |  | LENGTH OF SERVICE OF OFFICERS IN EACH GRADE AS ON 1ST JANUARY OF CURRENT YEAR | | | | | | | | | | | | | | | |  |
|  |  |  |  |  |  | |  | | |  | |  | | | |  | |  |  |  |  |
| **Grade** |  |  |  |  | **Total No. of officers who have put in a total service ( in years ) of** | | | | | | | | | | | | |  |  |  | **Total** |
|  |  |  | |  |  | |  |  |  |  |  |  | | |  |  | |  | | |  |
|  |  | **Less than 5** | |  | **5-9** | |  | **10-14** |  | **15-19** |  | **20-24** | | |  | **25-29** | | **30 and above** | | |  |
|  |  |  | |  |  |  |  |  |  |  |  |  | | |  |  | |  |  |  |  |
| **1** |  | **2** | |  | **3** |  |  | **4** |  | **5** |  | **6** | | |  | **7** | | **8** |  |  | **9** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Total



**FORM :** **E (ii)**

**GRADEWISE PAST PROMOTION TRENDS (POSITION AS ON 1ST JANUARY OF CURRENT YEAR)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade ( Pay Level )** | **Total Service ( In years ) put in before promotion to the grade indicated in col. (1)** | | **Service /Recruitment Rules** | **Remarks** |
|  |  |  |  |  |
|  | **Minimum** | **Maximum** |  |  |
|  |  |  |  |  |
| **1** | **2** | **3** | **4** | **5** |
|  |  |  |  |  |



**FORM** : **E (iii)**

**AGE-COMPOSITION AS ON 1ST JANUARY OF CURRENT YEAR**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Age Group**  **(Years)** | **Numbers of officers in the Grade of** | | | | **Remarks** |
| **Grade-A** | **Grade-B** | **Grade-C** | **Grade-D** |
| **1** | **2** | **3** | **4** | **5** | **6** |

Upto 26

26 to 30

30 to 35

35 to 40

40 to 45

45 to 50

50 to 55

Above 55

Total

**FORM**: **E (iv)**

**NUMBER OF CADRE OFFICERS OCCUPYING EX-CADRE POSTS ABOVE AS ON 1ST JANUARY OF THE CURRENT YEAR (FOR NCS AND NSS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scale of Pay** | **Under the Establishment** | **Other Departments outside the Establishment** | |
|  |  |  |  |
|  | **Other offices ( Give details )** | |
|  |  |  | |
| **1** | **2** | **3** | |

**FORM :** **F (i)**

**GROWTH NEEDS OVER THE NEXT 5 YEARS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** |  | **Total requirements of personnel in next 5 /10/15 years due to growth** | | | | |  |
|  |  |  |  |  |  | |  |
|  | **5 years** |  | **10 years** | **15 years** |  | **Total** | |
| **1** | **2** |  | **3** | **4** |  | **5** | |
|  |  |  |  |  |  | |  |

* 1. Normal growth in quantum of work.
  2. New schemes (specify each)

1.

2.

3.

1. Policy induced changes
   * 1. Structural/ Organisational
     2. Personnel
     3. Administrative/ Procedural Reforms



Total



**FORM** : **F (ii)**

**GRADEWISE BREAKUP OF GROWTH NEEDS OVER NEXT 5 /10/15 YEARS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade and Pay Level** | **No. of posts required during** | | | **TOTAL** |
|  | **5 years** | **10 Years** | **15 Years** |
| **1** | **2** | **3** | **4** |  |

NOTE: Indicate separately number of new posts in each grade and number of posts resulting from upgradation , etc.

**FORM**: **G**

**RECRUITMENT PLAN FOR NEXT 5 YEARS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Y**  **Year** |  |  |  |  |  |
| **No. of vacancies to be recruited by NPSC** |  |  |  |  |  |
| **No. of vacancies to be recruited by Departmental Recruitment Board** |  |  |  |  |  |

**FORM : H**

**SUMMARY STATEMENT OF EXISTING AND PROPOSED STRUCTURE OF THE SERVICE/CADRE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grade** | **Pay Level** | **Sanctioned strength as on 1st** | **Proposed strength as on 1st** |
|  |  | **January of current year** | **January of the year after next year** |
|  |  |  |  |
| **1** | **2** | **3** | **4** |
|  |  |  |  |

Grade-A

Grade-B

Grade-C

Grade-C

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FORM: FORM** **I (i)**

**GRADE-WISE PROMOTION PROSPECTS (PROJECTED COMPARED WITH PAST**)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Grade /Pay Level** | | **Designation** | | **Length service ( Years) in the lower grade before promotion to the grade indicated in col.1** | | | |
|  |  |  |  | |  |  |  |  |
|  |  |  |  | **Before Cadre Review** | | **After Cadre Review** | |
|  |  |  |  |  |  |  |
|  |  |  |  | | **Minimum** | **Maximum** | **Minimum** | **Maximum** |
|  |  | |  | | |  |  |  |
|  | **1** | | **2** | | **3** | **4** | **5** | **6** |
|  |  |  |  | |  |  |  |  |

Garde-A

Grade-B

Grade-C

Grade-D



Note: The latest seniority list should form the basis for estimating future promotion prospects. (A copy of Seniority list may be attached).

**FORM : I (ii)**

**Statement shows batch-wise and grade as on 1st January of current years.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year of** | **\*** | **Number** | **of** | **Number of** | **Total** | **Grade-A** | **Grade-B** | **Grade-C** | **Grade-D** |
| **Recruitment** |  | **Direct** |  | **Promotee** |  |  |  |  |  |
|  |  | **recruits** |  | **Officers** |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **1** |  | **2** |  | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |  |  |



* Commencing from the year of recruitment of the oldest serving direct recruit or, if the service is newly constituted and the senior most officer of the cadre is a promotee, from the years of allotment of such promotee.