



युवा कार्यक्रम और खेल मंत्रालय

MINISTRY OF

**YOUTH AFFAIRS AND SPORTS**

सत्यमेव जयते



**REPORT OF**

# **CADRE REVIEW**

**Nehru Yuva Kendra Sangathan**

**Ref. No.-F. No.1-7/2010-NYKS, Dated: 1st January 2013**

**Ministry of Youth Affairs and Sports, GOI**

**Report Submitted:**

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## Executive Summary

Assured Career Progression Scheme, 1999 of Govt of India had ensured at least two financial up gradation to every employee. Later it has been felt that two up gradation are not adequate hence Govt of India launched Modified Assured Career Progression scheme in 2010. The scheme envisages at least three financial up gradation to each employee at the end of 10, 20 and 30 year of service subject certain conditions. These two schemes have addressed the financial loss due to stagnation to some extent. The motivation level of the workforce needs to be boosted up not only by increasing the salary but also providing higher responsibility and new areas of learning by providing them the required promotional avenues, as because, since the inception of NYKS i.e. 1987, no CRC exercised was initiated. It has caused highest level of stagnation almost in every category of employees.

The CRC has attempted to assure each employee of the Sangathan at least two promotions during the career. Though this is not enough but in comparison to the present state where most of the employees are retiring without getting even one promotion in their entire career, it is definitely a bold step. At the same time emphasis has been given on making the organization more effective and its employees more efficient and responsible. Attempt has been made to merge individual expectations and inspirations with organizational goals and objectives.

The organizational changes proposed will make the delivery of services by the organization more efficient, effective and cheap. Checks and balances which have become loose will again tighten. There will be effective and timely supervision of various programs implemented by the organization.

While making the recommendations care has been taken to keep the financial burden on the organization as a result of the restructuring at the minimum possible. In fact the net financial impact will be zero if the effect of MACP is taken into consideration. The present proposal on CRC is as per the directions of Secretary YA and approval of Department of Expenditure, Ministry of Finance.

## 1.0 Background

Ministry of Youth Affairs & Sports, Department of Youth Affairs vide its Order No. F.No.1-7/2010-NYKS dated 7th July, 2010 constituted a “Cadre review committee” to review the structure of Nehru Yuva Kendra Sangathan with members as below:

1	Sh. Mukul Chatterjee- Director (Administration), MYA&S	Chairperson
2	Sh. Paresh Johri- Executive Director	Member
3	Dr. C.S. Pran- Director (Programme), NYKS	Member
4	Sh. Nand Kumar Singh- Deputy Director (Personnel), NYKS	Convener

## 1.1 Terms of Reference

The terms of reference of the committee were as under:

- To assess magnitude of stagnation in various grades of the Organization. While doing so, the viewpoints of the associations and other stakeholders may be examined.

- To review the structure of the Organization, along with feeder cadre, keeping in view the findings of (a) above.
- To suggest remedial measures, both short-term and long-term for career progression of the officers of the Organization, at various levels.

On representation of different categories of employees to include their representative in the Committee, it was reconstituted vide Order No. NYKS/PERS: Cadrereview/277/10 dated 10th May, 2011 including representatives of the Employees' Association and members were as follows:

1	Sh. Mukul Chatterjee- Director (Administration), MYA&S	Chairperson
2	Executive Director, NYKAS	Member
3	Dr. C.S. Pran- Director (Programme), NYKS	Member
4	Sh. Hari Prakash, ACT, G. Secretary, All India Nehru Yuva Kendra Accountant Association (Regd.)	Member
5	Sh. Girish Kumar Jha, Group 'D', NYKS, Member, All India NYKS workers welfare Association (Regd.)	Member
6	Sh. Nand Kumar Singh- Deputy Director (Personnel), NYKS	Member Secretary

On repatriation of the Executive Director to his parent department committee was again reconstituted vide order no. NYKS/PERS: Cadrereview/10 dated 16th Dec. 2011 as

1	Sh. Mukul Chatterjee- Jt. Secretary, MYA&S	Chairperson
2	Sh. S.K. Thakur- Director (Personnel), NYKS	Member
3	Dr. C.S. Pran- Director (Programme), NYKS	Member
4	Sh. Ajay Kumar Sharma- Section Officer, NYKS	Member
5	Sh. Hari Prakash – ACT, NYKS	Member
6	Sh. Girish Kumar Jha- Group 'D', NYKS	Member

Earlier Committee submitted its report on 24<sup>th</sup> Aug. 2012. However, report was not accepted by the Ministry and therefore, committee was again reconstituted vide order no. 1-7/2010- NYKS dated 1st January, 2013 as:

1	Dr. Prabhakant- Executive Director	Chairperson
2	Smt. Renu Sarin- Deputy Secretary (MoYAS)	Member
3	Dr. C.S. Pran- Director (Programme), NYKS	Member
4	Sh. Nand Kumar Singh- Deputy Director (Personnel), NYKS	Convener

CRC committee constituted above formally met once on 04<sup>th</sup> Feb. 2013 wherein preliminaries in terms of reference of the committee were discussed, and then committee had a series of meetings. The present proposal which has been revised further was prepared as a result of these discussions and views from different cadres inside and outside the Committee and references drawn from Government OMs.

## 2.0 History and Present Structure of NYKS

The Scheme of Nehru Yuvak Kendra was introduced in 1972 as a response to the wide spread youth unrest in the country in the late sixties and was aimed at organizing the Non Student Rural Youth and



channelizing their energies in nation building activities. Nehru Yuva Kendra Sangathan (NYKS) was created in 1987 as an Autonomous Organization by the then Department of Youth Affairs & Sports, Ministry of HRD to take over, manage and further expand the network and activities of the existing scheme of Nehru Yuvak Kendras.

## 2.1 HR Policy over the years

In the original scheme, the objectives were to be achieved through district level offices with two sanctioned posts for each office: a) District Youth Coordinator, a Group 'A' post and b) Accounts Clerk cum Typists, a Group C post. Besides, District Youth Coordinators were allowed to engage two Watch and Ward staff on daily wage. Sanctioned posts were filled up mainly with State Government employees taken on deputation. Most of these officials were continued beyond permissible deputation periods.

The Scheme was transferred to NYKS as it was felt that, the purpose of the scheme could be better achieved through a well structured organization. 247 district offices were transferred to NYKS with the mandate to expand it to 311 districts in the first year. Accordingly, 808 posts including 622 posts of DYOs and APAs were sanctioned in 1987. **Annexure – I.** These posts were created with well defined pay scale.

NYKS Service Regulations was approved by GOI in Oct 1987. The service regulations had no parallel in any government department.

It envisaged:

- Contractual appointment
- Consolidated salary
- Performance based increment
- Defined contribution retirement benefits
- Age of entry upto 40 years and superannuation age of 50 years.

About 400 daily waged watch and ward staff, whose salary and allowances at par with regular class IV employees of central government was protected by the Ministry in compliance with the Hon'ble Supreme Court's order of 1986, were allowed to continue in same terms as 'Peon cum Chowkidar'. Incumbent DYCs and ACTs were asked to repatriate or to join NYKS on new terms. After long legal battle, these DYCs and ACTs had to be absorbed in NYKS from the date of its initial constitution with their pay & allowances and service conditions at par with Central Govt. employees. Final directions from courts came in 1995 and thereafter.

In the meantime, NYKS adopted a four tier organizational structure. Newly recruited young officials were to be guided and supervised. Therefore, NYKS placed a Regional Coordinator over 10-12 NYKs. The Regional Coordinator did not have a fixed establishment. He operated from one of the district offices under his control. To ensure mobility, he was provided with a Jeep and a driver. His role was that of trainer, programme auditor and supervisor pressed into one. To take care of other routine administrative and financial matters, 5 State Offices reporting to headquarters were set up.

After the takeover, NYKS started recruitment from open market. Since they were on contract, no pro-

motion policy was made. An employee, on completion of contract period could be given contract on a different post on the basis of his performance.

However the Service Regulations could not be fully implemented with regard to the salary and allowances and retirement benefits. Performance based annual increment was a non starter and employees were not given increment for initial years. As there was no element of fixed increment and DA in the Sangathan's Pay structure, employees continued to draw the same pay for years.

On the other hand there were the pre-sangathan employees who were doing the same job and were drawing the pay and allowances at par with Central Govt. employees with time bound increases in pay and allowances. Disparities widened with passing years. In order to minimize the gap, fixed increment and interim relief (in lieu of DA) were introduced in NYKS in phases.

By 1992-93, the number of district offices increased to 439. To effectively manage the large network, restructuring of NYKS was approved by the BOG. Number of posts of NYCs and ACTs were increased as per the increased requirement. Numbers of State Offices were increased to 18. Accordingly, staff requirement at Zonal Offices and Head Office were also revised. Recruitment Rules were drafted in 1994 on the basis of the revised structure approved by the Board in 1992-93. The RR was approved by the Government in 1998. However, the issue of sanction of Posts was still not taken up. Restructuring the organization and filling up of Posts continued under the presumption that sanction of posts is automatic with the approval for opening of new Kendras. This became a major issue at the final stage of selection of NYCs in 1996. The entire selection process was cancelled and a ban on recruitment was imposed till proper sanction of posts. A case is still pending in the Hon'ble Supreme Court on the legality of cancellation and rights of the candidates who had gone through the process.

Meanwhile, In 1995, in compliance with Hon'ble Supreme Court's order Pre-Sangathan NYCs were absorbed in NYKS w.e.f. the date of initial constitution of NYKS. Similar order was received for Pre-Sangathan ACTs in 1996. They too were absorbed with Pay and allowances and other facilities at par with Central Government employees.

On the direction of the controlling Ministry, NYKS opened a Pension Fund account for these absorbed employees to ensure uninterrupted payment of pension for entire service length including the post-Sangathan period. Similar order was also issued for 13 Pre-Sangathan Peon cum Chowkidars in Kerala in compliance with CAT Ernakulum judgment.

In view of the widening disparities and the resulting discontent, the controlling Ministry, agreed to approve Pay Scale and other benefits as per 5th CPC except pension to all NYKS employees w.e.f 14.5.1998. The Ministry prescribed a replacement scale against each filled up post. Sangathan was also allowed to fill up the higher posts as per the approved RR even if they were not sanctioned by the Government. Higher posts in Group A could be filled up easily as there was a large cadre of District Youth Coordinators stagnated for years. In the Group B and Group C it was not possible due to two reasons; firstly, in most cases there were not enough candidates in the feeder cadre who were eligible and secondly, though there were large numbers of stagnated ACTs, the number of promotional posts in the higher post were very few.

In 2004, another major change had to be made due to **recommendations of the Expenditure Reforms Committee**. According to the final decision by the Committee of Secretaries on the ERC recommendations, Regional Coordinators' level was abolished. As directed, NYKS shifted the Regional Coordinators to State Offices and re-designated them as Deputy Directors. Experience since then suggests that

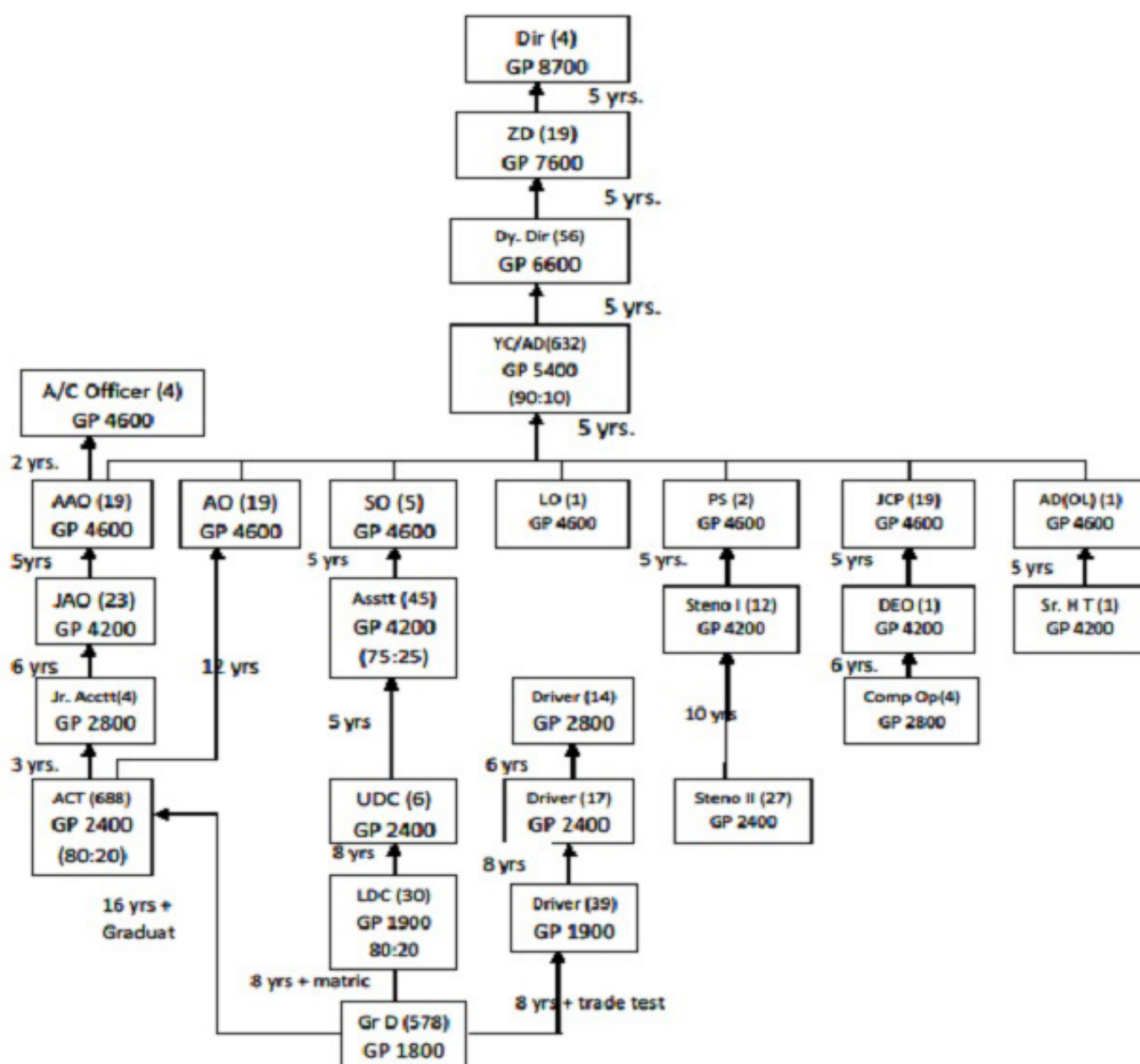
quality of programmes have gone down and number of complaints and vigilance cases have increased manifold. There seem to be an urgent need to revisit the decision.

In 2007, 1219 posts earlier created by the BOG received sanction from the Govt. taking the total number of sanctioned posts to 2027. 246 more posts of DYCs and ACTs were again sanctioned in 2011 in view of expansion of NYKs in 123 districts. Total numbers of sanctioned posts thus stand to 2273 posts. No Gr 'D' post was sanctioned for the new NYKs.

The above facts suggest that the HR Policy of NYKS was largely dictated by the turn of events and orders from various courts rather than a well thought organizational strategy. It has reached the present state through number of crisis which could hardly be helped by the organization.

Sanctioned strength and existing promotion avenues may be understood with pictures & representation here below:

### Sanctioned strength and existing promotion avenues



## 3.0 Problems with the present structure:

### 3.1 Acute stagnation at every level

**District Youth Coordinators (DYCs):** There are 623 sanctioned posts of DYCs in NYKS. Working strength of DYCs is around 267 because of retirement and no recruitment in the cadre since 1994. The DYCs presently working are mostly directly recruited at GP 5400. Their average length of service is about 25 years.

**Accounts Clerk cum Typist (ACTs):** There are 688 sanctioned posts of Accounts Clerk cum Typist. Present working strength is around 461. In this cadre also there has been no recruitment since 1994,

There is practically no promotional avenue for Accounts Clerk cum Typist. For a cadre strength of 688, the next promotional post's is Jr. Accounts Officer with a cadre strength of only 4 and residency period of 3 years. This is an anomaly and needs urgent correction. The other channel is through Administrative Officer with strength of 19 with residency period of 5 years. Average length of service of present Accounts Clerk cum Typist is more than 25 years.

**Multi Tasking Staff (Group 'D'):** Though they have three channels of promotion, to the post of ACTs with 16 years of service and Graduation. They can also be promoted to Drivers with 8 years of service and driving license and experience. Requirement for promotion to the post of LDCs is 8 years of service and matriculation. With the large cadre strength of 578, the promotional avenues for group D are also limited.

Acute stagnation in the organization is evident from the table below:

Name of the Post	Gr D (Graduate)	Gr D (Matric)	ACT (Accounts Clerk cum Typist)	DYC (District Youth Coordinator)
Sanctioned Strength	578		688	632
Persons in position	73	219	494	294
• Upto 10 years			42	14
• 10 to 20 yrs	39	33	175	157
• 20-30 yrs	32	134	273	123
• More than 30 years	2	52	4	

Assured Career Progression Scheme, 1999 was adopted by NYKS w.e.f 16/05/2001 MACPS has also been adopted. These two schemes have addressed the stagnation issue to some extent. The motivation level of the workforce needs to be boosted up not only by increasing the salary but also providing higher responsibility and new areas of learning.

## 3.2 Ineffective supervision

The present structure of having DD level officers at State Headquarters is ineffective. There is virtually no supervision of the work of DYCs. It is not possible for the SD of any large state to effectively supervise programs implemented by DYCs. DDs sitting in the State Offices feel over shadowed by SD and fail to supervise DYCs. Personality clash is another reason for the failure of the present system.

There is genuine need to strengthen supervision and monitoring mechanism in the field; Petty grievances and squabbles need to be sorted out as quickly as possible. Field supervisors should be as close to the action points as possible.

## 4.0 Objectives of Cadre Review

As per the Monograph on Cadre Review published by DOP&T, the overarching purpose of Cadre Review is to ensure *“congruence between functional needs and legitimate aspirations of the members of a Service. The main thrust of Cadre Review is on manpower projections and recruitment planning on scientific lines aiming at the same time at rationalisation of the existing cadre structure of a service in accordance with certain predefined principles and a given set of objectives like improving the efficiency, morale and effectiveness of the cadre.”* Periodical review of cadre strength of a regularly constituted service is an important cadre management function as it plays a vital role in the smooth functioning of the service and in boosting the cadre prospects and morale of its members. The main objectives of Cadre Review, according to the Monograph, are as under:-

- To restructure a cadre in such a way as to remove the deficiencies existing either at the time of its creation or subsequently so that the cadre structure satisfies the functional, structural and personnel consideration
- To plan recruitment in such a way as to avoid future promotional blocks and at the same time prevents gaps from building up.
- To estimate man-power requirements for next 5 years. This was also recommended in the 1969 report of the study team of Administrative Reforms Commission.
- To examine the extent of different types of reserves that will need to be provided in case no provision exists for reserves.

## 5.0 Recommendations of the Cadre Review Committee

### 5.1. Organization Structure of NYKS:

For a field organization of NYKS's spread, constant field supervision and monitoring is of utmost importance. The decision to withdraw Dy. Directors from field and posting them at State Offices has weakened the field supervision and complaints from the field and vigilance cases have increased manifold. Field supervisory level closer to the field with delegation of authority will be able to address the problem more effectively. At the same time, NYKS cannot afford the luxury of too many separate supervisory offices in the field.



In present proposed structure CRC proposes only 3 Cadres of Officers and employees.

- Administrative Cadre of DG, Director, JD/SD, DD, AD/DYO (District Youth Officer) and AD (OL).
- Field level support staff of Accounts & Programme Assistant (APA), Accounts & Programme Supervisor (APS), Office Assistant and Administrative Assistant.
- Clerical Cadre at SO & HQ: Office Assistant, Administrative Assistant, Assistant Section Officer, Section Officer/PS and Sr. Hindi Translator, Accounts Officer (AO).

The CRC report was formally submitted on 31<sup>st</sup> of July, 2013 by the Cadre review Committee to the Ministry of Youth Affairs and Sports for necessary consideration and approval. Later, the Ministry of YA&S forwarded the proposal of CRC to the Department of Expenditure, Ministry of Finance. The Ministry of finance while according its approval has mentioned stipulated parameters of the Cadre Review for confirmation to the effect that the proposal will not result in any increase in the overall strength of cadres or introduction of new scales / grades. Hence, two posts of Deputy DG have been merged with the posts of Director in grade pay of Rs. 8700.

Further as per the decision taken during the meeting on CRC which was chaired by Secretary YA, the posts of LDCs have been merged with the posts of UDCs and nomenclature of some post have been changed.

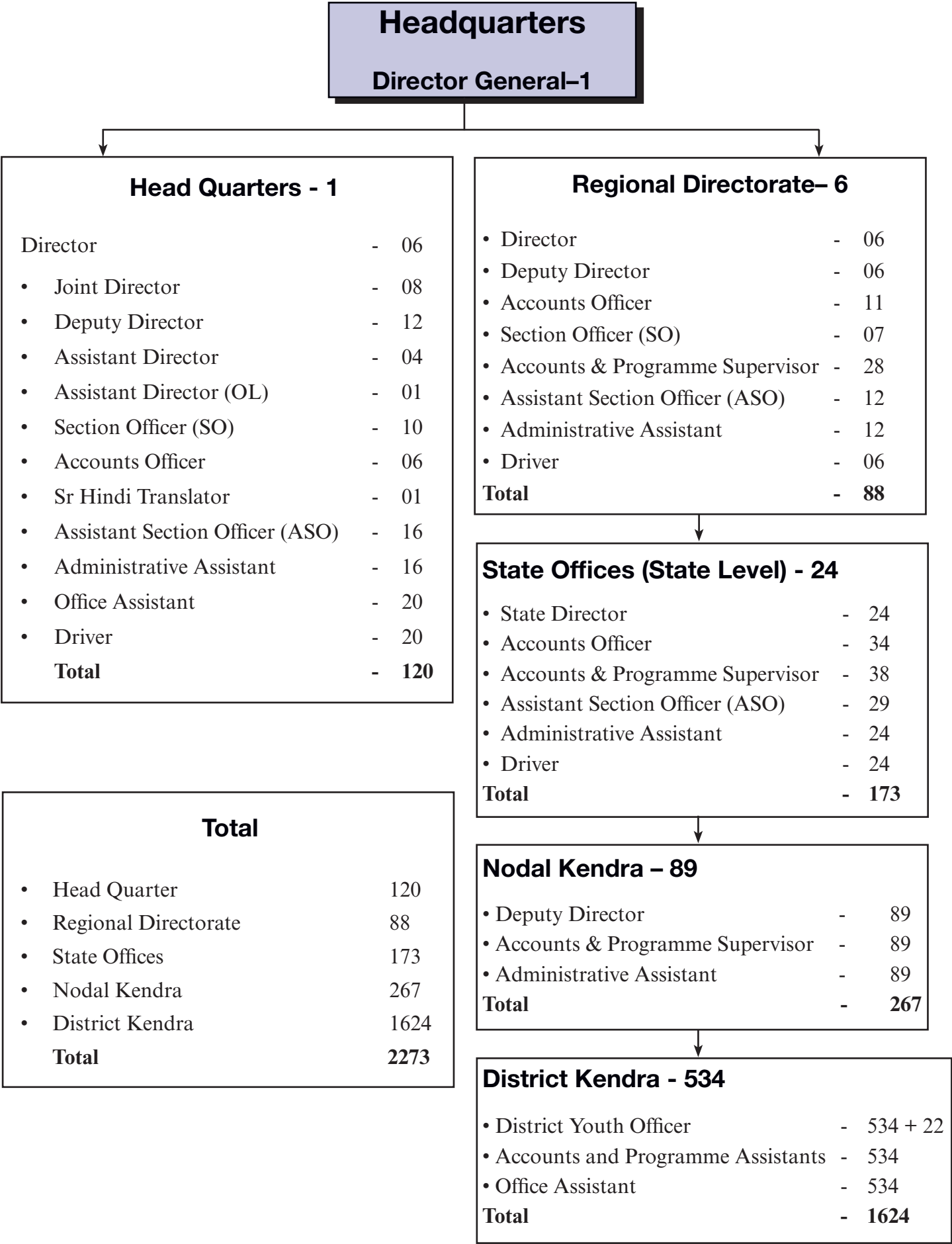
The nomenclature of DYCs is proposed to be changed as District Youth Officers, Accounts Clerk cum Typist (ACTs) to be changed as Accounts & Programme Assistant. Further the nomenclature of Junior Accountant, Auditor, Accountant and Junior Accounts Officer is to be changed as Accounts and Programm Supervisor. The nomenclature of the post of Assistant Accounts Officer is to be changed as Accounts Officer. The nomenclature of Steno-I and EDP Assistant, Librarian is to be changed as Assistant Section Officer. Further, as per the direction of Ministry of YA&S the nomenclature of the post of State Director has been changed as State Directors in the same grade pay.

Further, it is submitted here that the revised proposal of CRC was approved by the BOG NYKS in its meeting held on 16th of August, 2017(Annexure I). And the same was submitted before the Parliamentary Standing Committee in the meeting held on 26th of August 2017 at Port Blair, A&N Island. As per the directions of Secretary(YA), by making these minor corrections, the revised proposal is now submitted for final consideration and approval of MYA&S. (The revised structure under the CRC proposal is placed at **Annexure II**)

Ministry's letter Ref. No. F. No. 1-7/2010-NYKS Dated 14/08/2015 is annexed as **Annexure III**

5.2 Hierarchy

The proposed hierarchy will be as under:





## 5.3 Merging, Creation and Redesignation of Posts

One of the endeavors of every cadre restructuring has been simplification of hierarchy and reporting mechanism. The committee recommends merging of a number of existing scales as under :

### 5.3.1 Administrative Cadre

Sl. No	Designation	Pay Band	Pay Scale (as per 6 <sup>th</sup> CPC)	Grade Pay	Sanctioned Posts	Incumbency Position	Proposed no. of posts
1	Director General	PB-4	37400-67000	10000	001	001	001
2	Director / Regional Director	PB-4	37400-67000	8700	004	001	012
3	JD/SD	PB-3	15600-39100	7600	019	011	032
4	DD	PB-3	15600-39100	6600	056	027	107
5	AD/DYO (DYC)	PB-3	15600-39100	5400	632	280**	560*
6	AD (OL)	PB-3	15600-39100	5400	1	1	1
<b>TOTAL</b>					<b>713</b>	<b>321</b>	<b>713</b>

\* Method of recruitment - by direct recruitment and promotion from Office Superintendent, Section Officer, PS and Assistant Director (OL) cadre.

\*\* This is including officers on deputation and UNV DYCs

### 5.3.2 *Accounts Clerk cum Typist (ACT) (Accounts and Programme Assistants) Cadre*

S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned post	Incumbency position	Proposed Name and No. of post	
1	ACT	PB-1	5200–20200	2400	688	461	Accounts & Programme Assistant	534
2	Junior Accountant	PB-1	5200–20200	2800	4	0	Accounts & Programme Supervisor	155
3	Auditor	PB-2	9300–34800	4200	2	0		
4	Accountant	PB-2	9300–34800	4200	4	0		
5	Jr. Accounts Officer	PB-2	9300–34800	4200	19	3		
6	Assistant Accounts Officer	PB-2	9300–34800	4600	19	2	Accounts Officer (AO)	51*
7	Accounts Officer	PB-2	9300–34800	4600	4	0		
<b>TOTAL</b>					<b>740</b>	<b>466</b>		<b>740</b>

\* May get promotion to the post of Assistant Director / District Youth Officer those who will fulfill eligibility criteria for promotion.

### 5.3.3 Clerical Cadre

Sl. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanc-tioned Posts	Incumbency Position	Proposed no. of posts	
1	MTS (Group 'D')	PB-1	5200-20200	1800	578	508	Office Assistant	554
2	LDC	PB-1	5200-20200	1900	30	15	Administrative Assistant (GP 2400)	141
3	UDC	PB-1	5200-20200	2400	6	5		
4	Steno-II	PB-1	5200-20200	2400	27	5		
5	Computer Operator	PB-1	5200-20200	2800	4	0		
6	Assistant	PB-2	9300-34800	4200	45	6	Assistant Section Officer (ASO) GP-4200	57
7	Steno-I	PB-2	9300-34800	4200	12	9		
8	EDP Assistant, Librarian	PB-2	9300-34800	4200	2 (1+1)	1		
9	Admin. Officer	PB-2	9300-34800	4600	18	0	Section Officer (Among SO duty will be assigned as PS* / (GP 4600))	17*
10	PS to Director General	PB-2	9300-34800	4600	1	0		
11	PS to Chairman	PB-2	9300-34800	4600	1	0		
12	Section Officer	PB-2	9300-4800	4600	5	0		
13	Legal Officer	PB-2	9300-34800	4600	1	1		
14	Jr. Computer Programmer	PB-2	9300-34800	4600	19	0	Sr. Hindi Translator	1*
15	Sr. Hindi Translator	PB-2	9300-34800	4600	1	0		
<b>TOTAL</b>					<b>750</b>	<b>550</b>		<b>770</b>
18	Driver	PB-1	5200-20200	1900	70	41**		50

\* May get promotion to the post of Assistant Director / District Youth Officer those who will fulfill eligibility criteria for promotion.

\*\* This includes 24 temporary (Daily wages) drivers.

### ***5.3.4 Justification of reclassification of Districts and District level officers***

Now recommendations of CRC are reconfirmed for reorganization of field offices in line with the Commissionary system on which the District Administration is based. Ordinary Districts will be headed by the District Youth Coordinator (DYC). The same has been re-designated as District Youth Officer (DYO) as being done presently. However bigger districts (termed as Nodal Districts in the report of CRC, mostly where Commissioners are stationed) will be headed by Deputy Directors (DDs). The DD will be incharge of that particular district and there will be no District Youth Officer (DYO) in that District. The DD will also supervise and inspect 6-10 adjoining districts which will be headed by DYO's. Thus the DD will have dual role, he / she will be incharge of his district and will be responsible for implementation of programs in his districts simultaneously he/she will also have supervisory role and will be supervising and inspecting work of 6-10 DYO's. This arrangement will remove the vacuum which has been created in supervision after removal of the post of Regional Coordinators.

The DD will be assisted by ministerial staff. Since DD will be supervising 6-10 districts, he / she should be touring at least 10 -15 days in a month. For this he/she should be provided an operational vehicle with driver and adequate budgetary support to enable him/her to undertake tours.

Similarly, posts at the promotional levels for Accounts and Programme Assistant (earlier ACT) are also opened up by the above grading of the districts. Whereas, fresh Accounts and Programme Assistant (earlier ACT) are proposed to be placed in normal districts, Accounts and Programme Assistant (earlier ACT) promoted to next higher levels of Accounts & Programme Supervisor can be placed in Nodal Districts. CRC recommends posting of Accounts & Programme Supervisor in Nodal districts with dual responsibilities just like the Dy. Directors. While he/she will be responsible for maintaining Accounts of the Kendra of his posting, he will also help the DD in checking Utilization Certificates of the other NYKs in the cluster. He/she will also be collating reports and filing returns for the cluster.

In the same line of action, CRC recommends posting of suitable number of Administrative Assistant in the Nodal District. The Administrative Assistant will be able to help the Programme cum Account Supervisor in file maintenance and also typing letters. Increased strength of Administrative Assistant will be filled up by promotion from the eligible MTS (now it is Office Assistant).

Change in Structure has been recommended at State level as well. At present there are 28 State Offices but only 18 sanctioned posts for State Director. The remaining 10 State Offices are being managed by Dy. Directors as State Director (in-charge).

CRC recommends 30 State Offices, 24 State Offices to be headed by State Directors and 6 State Offices headed by the Regional Directors having dual responsibilities of State Director of the respective State along-with responsibilities of Monitoring & Supervision of the other State in the Region. The same is reconfirmed once again.

## 5.4 Job Profile of Different Cadres

### 5.4.1 Office Assistant (Off. Asst.) – 554 [MTS at Kendra]

Existing Structure							Proposed name and no. of posts	
S.No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position		
1	MTS/Group 'D'	PB-1	5200–20200	1800	578	512	Office Assistant	554 (GP–1900)

Multi Tasking Staff (MTS) as notified by the DOPT is named as Office assistant as per recommendations of CRC in NYKS. He/She will be posted in Kendra headed by the District Youth Officers (DYO) and HQ as well. He/She will ensure cleanliness of the office premises; will make entry of in and out post and also deliver local posts. He / She will carry files and documents to and fro local offices. He/She will assist Accounts & Programme Assistant in keeping files and records.

He / She will also be responsible to deal with day to day official work as assigned to him/her, such as Typing etc. They are suppose to dispose-off the DAK and maintain charts and registers etc. of the office/ wing and acquaint themselves with latest rules and regulations. They will compile data in given forms, open files, maintain current files and internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information.

He / She will assist the officer attached to in movement of files, up keeping of office/ section, cleanliness of office and maintenance of the room in a proper and neat manner.

### 5.4.2 Administrative Assistant (Admn. Asst.) – 141 (at Nodal Kendra, SO & HQ)

Existing Structure							Proposed name and no. of posts	
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position		
1	LDC	PB-1	5200–20200	1900	30	13	Administrative Assistant	141 (GP–2400)
2	UDC	PB-1	5200–20200	2400	6	5		
3	Steno-III	PB-1	5200–20200	2400	27	5		
4	Computer Operator	PB-1	5200–20200	2800	4	0		

Administrative Assistant (Adm. Asstt.) will be the next higher post in the clerical cadre. They will perform all clerical work assigned to them. In current scenario they are expected to have better working proficiency in MS Office and Internet work. They will make all kind of Data Entry, putting file,

collection information and compiling data, preparing reports, maintaining files and records related to desk assigned to them. Their posting will at Nodal District Kendra, State Office and Headquarter.

They will be responsible to deal with the day to day official correspondence being dealt in different sections at the Hqrs, collect data and information to prepare notes and statements at the initial stage for submission, will compile data in given forms, open files, maintain current files and internal movements, send routine reminders, maintain standing notes, guard files, card indices and other information.

### **5.4.3 Accounts & Programme Assistant (APA) – 534 [with District Youth Officer (DYO) at Kendra level]**

Existing Structure							Proposed Name and No. of post	
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned post	Incumbency position		
1	ACT	PB-1	5200–20200	2400	688	461	Accounts & Programme Assistant	534 (GP–2400)

Accounts & Programme Assistant will be the entry level post and they will be posted in the Kendra at District level. Their basic qualification would be B.Com with appropriate computer skill in MS office and Internet. Procedure of selection would be as per Recruitment Rules (RRs). Accounts & Programme Assistant will be the key person at Kendra level next to District Youth Officer. He / She will be co-signatory in operation of office bank accounts. He / She will take all work like maintenance of accounts, maintenance of records and correspondence work on behalf of District Youth Officer and meet youths in the office coming for information and submitting reports. He / She will assist DYO in holding meeting at difference level. He / She will also assist DYO in organising programme.

### **5.4.4 Accounts & Programme Supervisor (APS) – 155 [with DDs at Nodal Kendra (DD station) and State Office]**

Existing Structure							Proposed Name and No. of post	
S.No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned post	Incumbency position		
1	Junior Accountant	PB-1	5200–20200	2800	004	00	Accounts & Programme Supervisor	155 (GP-4200)
2	Auditor	PB-2	9300–34800	4200	02	00		
3	Accountant	PB-2	9300–34800	4200	04	00		
4	Jr. Accounts Officer	PB-2	9300–34800	4200	19	03		

Accounts & Programme Supervisor is next higher in rank to Programme Assistant. He / She will be posted in the Kendra headed by the Deputy Director (Nodal District) and also in the State Offices. Therefore, those posted in the (Nodal District) would be performing exactly the same role as of Accounts &

Programme Assistant in other Kendra. In addition to this APS will also assist Deputy Director in monitoring and supervision of attached Kendra.

APS posted in State Office will be taking care of verification of Utilization bill, medical bill, TA bill and other accounts related matter and other assignment as and when assigned by the supervisor.

#### ***5.4.5 Assistant Section Officer – 57 [at HQ & SO level]***

Existing Structure							Proposed no. of posts	
S.No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position		
1	Assistant	PB-2	9300–34800	4200	45	6	Assistant Section Officer	57 (GP-4200)
2	Steno-I	PB-2	9300–34800	4200	12	9		
4	EDP Assistant, Librarian	PB-2	9300–34800	4200	2	1		

**Assistant Section Officer (ASO)** will be higher in the rank to Administrative Assistant. They will be posted at State Office and Headquarter. They will supervise work of Administrative Assistant and will be responsible to get the work done in the Section / Office. Assistant Section Officer will report to Section Officer or Accounts Officer as the case may be.

Among **Assistant Section Officer** 30 persons would be identified for the posting as a Junior Hindi Translation and they would be posted in State Office.

#### ***5.4.6 Accounts Officer – 51 and Section Officer (SO/PS/Sr. Hindi Translator) – 18: Total – 69***

Existing Structure							Proposed Name and No. of post	
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned post	Incumbency position		
1	Assistant Accounts Officer	PB-2	9300–34800	4600	19	02	Accounts Officer	51 (GP-4600)
2	Accounts Officer	PB-2	9300–34800	4600	04	0		



3	Admin. Officer	PB-2	9300–34800	4600	18	0	Section Officer / PS	17 (GP-4600)
4	PS to Director General	PB-2	9300–34800	4600	1	0		
5	PS to Chairman	PB-2	9300–34800	4600	1	0		
6	Section Officer	PB-2	9300–34800	4600	5	0		
7	Legal Officer	PB-2	9300–34800	4600	1	1		
8	Jr. Computer Programmer	PB-2	9300–34800	4600	19	0	Sr. Hindi Translator	01
9	Sr. Hindi Translator	PB-2	9300–34800	4600	1	0		

Accounts Officer and Section Officer/PS will be the next higher post to Accounts & Programme Supervisor and Assistant Section Officer respectively and they will be either posted at State Office or Headquarter as in the case of District Youth Officer, Dy. Director of Joint Director / State Director. This will help in the system to ventilate working knowledge, skills and experiences from field to Headquarter and vice versa. They (AO & SO) will be overall in charge of the office and section under the Joint Director / State Director or Dy. Director as the case may be. They will control monitor and supervise the work of staff working under them. They will report to Joint Director / State Director or Dy. Director as the case may be and responsible for ensuring compliance of work under the Section.

In case of PS, they will be working with DG and VCs directly reporting to them. They will perform duty as Personal Secretary on the direction of DG and VCs.

Out of this cadre, one person would be identified as Senior Hindi Translator to be posted at Headquarter and work for Rajbhasha Section to implement Official Language Act Provision.

Accounts Officer – 51, Section Officer (SO), PS – 17 and Senior Hindi Translator will have chance for promotion to the post of District Youth Officer/Assistant Director/Assistant Director (OL) provided they fulfill eligibility criteria for promotion (Work Proficiency, Essential criteria, Minimum 3 years service in Grade pay Rs. 4600/- as per sixth CPC recommendations etc).

#### 5.4.7 Driver - 50

Existing Structure							Proposed no. of posts	
S.No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position		
1	Driver	PB-1	5200–20200	1900	70	41	Driver	50 (GP-1900)

A driver would be responsible for driving the vehicles allotted. Maintenance of the vehicle in good condition, maintenance of logbook and other details regarding change of spare parts and maintenance carried out from time to time.

It reconfirms the recommendations of CRC to surrender 20 posts of Driver. This is because of increasing trend of out sourcing vehicle along with driver in various departments of the Govt. of India and in PSUs. It is suggested that the Sangathan should not own all the vehicles required for official works of officers. It should own only those vehicles which will be used in critical departments where outsourced vehicle may not be officially permitted.

All other vehicles including field vehicles would be outsourced. By this exercise it is expected that the number of drivers required will come down to 50 or even below 50.

#### **5.4.8 Assistant Director / District Youth Officer- 560**

Existing Structure							Proposed no. of posts
Sl. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanc-tioned Posts	Incumbency Position	
1	Assistant Director/ District Youth Officer	PB-3	15600–39100	5400	632	280	560 (GP- 5400)

Post of District Youth Officer (DYO) would be the key post in NYKS structure. He would be the chief of district level Nehru Yuva Kendra, which is the nodal agency in NYKS setup to execute the programs and activities meant for the target group. DYO would be responsible for maintenance of close liaison with District Administration, developmental departments, NGOs, promotion of self-reliant Youth Clubs, determining training needs of Youth Club functionaries and organizing training programmes, assessment of needs and problems of various sections of youth in the district, preparation of Annual Action Plan of programmes and activities, proper implementation of programmes as per Annual Action Plan, monitoring and evaluation of programmes and activities, assisting Youth Clubs/NGOs in the formulation of project proposals under Schemes of Financial Assistance of Central Government Departments/Agencies, preparation of village, block and district profiles, preparation, documentation and circulation of supportive and publicity material, maintenance of records and reports, conducting periodic meetings of DAC, NYVs and Youth Clubs and proper maintenance of NYK office including personnel administration, coordination with publicity media for image building of NYK Sangathan.

Asst. Director will be posted at the Headquarters who will assist the Deputy Director in carrying out his duties and responsibilities. Recommend leave of members of staff working under him. Compiles data and reports received from field offices. Prepare and recommend course of action for proposals received from State Offices. Shall scrutinize the notes of section officers, finally dispose-off routine cases, take intermediate routine actions, record, wherever necessary notes setting out own comments or suggestions, submit the case to appropriate higher authority.

### 5.4.9 Assistant Director Official Language: AD(OL) - 1

Existing Structure							Proposed no. of posts
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position	
1	Assistant Director(OL)	PB-3	9300–34800	5400	1	1	AD (OL) – 1 (GP- 5400)

This post is to ensure Official Language Act Provision to the organization. He / She will head Senior Hindi Translator in Headquarter and ensure compliance of provisions of Act on Official Language in the organization as a whole.

He / She will be responsible to implement the official language policy of the Government and circulate instructions, guidelines to all State offices, Regional offices and Kendras. He / She shall process for submission of reports to the Government. Recommend employees eligible for getting incentives for the promotion of Hindi as official language, recommend employees to undergo training in Hindi etc. He / She will be responsible for organizing Meetings/Seminars/Conferences/Workshops etc. for promotion of Hindi. He / She will also prepare literature and documents etc for the same.

Assistant Director (Official Language) will have chance for promotion to the post of Assistant Director/ District Youth Officer provided they fulfill eligibility criteria for promotion to the post (Essential Criteria, Minimum 3 years service in Grade pay Rs. 4600/- as per sixth CPC recommendations).

### 5.4.10 Deputy Director- 107

Existing Structure							Proposed no. of posts
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position	
1	Deputy Director	PB-3	15600–39100	6600	56	27	107 (GP- 6600)

Deputy Director will supervise financial and administrative matters of the Kendras, consider and approve extra programme reallocation of budget in genuine and appropriate cases, permit deviation of original programmes at the time of emergency and reallocate heads within budget, recommend transfer of fund from one Kendra to the other within the region, recommend appropriate disciplinary actions against erring Assistant Directors and submit papers to the State Director, take measures against erring APAs, Chowkidars in consultations with concerned DYOs, recommend transfer of DYOs and APAs in genuine cases, sanction leaves to DYOs and staff under his direct control and accord permission to leave headquarters outside the district, countersign the TA bills of DYOs, act as Chairperson of the panel for deployment of NYVs and countersign the Utilization Certificates submitted by the DYOs.

Dy. Director will be the Wing Head at the Headquarters who will assist the Executive Director/ Director/ Joint Director, as the case may be, in carrying out their duties and responsibilities. HE / She will sanction all kinds of leave to the employees under them. Recommend and forward reports and returns.

### 5.4.11 State Director / Joint Director- 32

Existing Structure							Proposed no. of posts
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position	
1	JD /SD	PB-3	15600–39100	7600	19	11	32

To supervise Financial and Administrative matters pertaining to State Office and Deputy Director under his charge, operate bank accounts of State Office as one of the signatories, sanction all budget and payments for State office, evaluate performance of Deputy Director and District Youth Officer (DYO), recommend promotions, increments and other performance related parameters, recommend necessary disciplinary action in case of District Youth Officer (DYO), Deputy Director, permit transfer of funds from one Kendra to another within the Zone, permit deviation of original programme in the case of emergency and reallocation of head accordingly, recommend special and large programmes in the zone, recommend transfer of Deputy Director and Youth Coordinators in genuine cases, grant all types of leave to State Office staff and Deputy Director and exercise all other powers delegated by the Director General from time to time.

Joint Director at the Headquarters will assist the Director in carrying out his responsibilities. Shall scrutinize the notes of Deputy Director/ Assistant Director, finally dispose-off important cases, take intermediate routine actions, record, wherever necessary, a note setting out own comments or suggestions for final disposal on policy matters.

### 5.4.12 Director / Regional Director-12

Existing Structure							Proposed no. of posts
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position	
1	Director	PB-4	37400–67000	8700	4	1 (on deputation)	12 (GP-8700)

Director / Regional Director will supervise all Administrative matters, sanctioned disbursement as per the delegated powers, to evaluate performances of DD/ AD and SD/JD, to process report on confidential notes of SDs promotions and other personnel matters, to initiate disciplinary action and recommend appropriate action on the recommendation of Director Vigilance, to recommend transfer of employees in the level of ADs upwards, to grant all kind of leave to staff of Headquarters and SDs, to supervise the maintenance of service book and personnel records, formulate, evaluate forwarding of project proposals of financial assistance of funding agencies to supervise programmes and schemes with various Govt. and semi Govt. bodies, to liaise with agencies/Govt. to pursue the objectives of NYKS, to monitor resource mobilization, to supervise functioning of all subordinate officials, to exercise all powers as delegated by the Director General, Chairperson/ BOG from time to time, to supervise coordination and training matters, recommend budgets for publication related matters, conduct studies monitor and evaluate effectiveness of the programmes

of NYKS and recommend improvements to process report from confidential notes and other performance related parameters of employees to attend and communicate on parliamentary questions and VIP references, to coordinate with publicity media for image building, to supervise implementation of official language policy of Govt. of India, to supervise all financial and related matters, to operate bank account as one of the signatories to release payment as per the sanctions, to supervise maintenance of accounts related records, to depute, appoint, supervise internal auditors and auditing of accounts of NYKS, coordinate audit teams of DGACR/CAG, to supervise the status of various budgetary requirements, prepare annual budget estimates, revised estimates and submission of accounts, supervise scrutiny of audit reports/reply of audit paras.

### 5.4.13 Director General- 1

Existing Structure							Proposed no. of posts
S. No	Designation	Pay Band	Pay Scale	Grade Pay	Sanctioned Posts	Incumbency Position	
1	Director General	PB-4	37400–67000	10000	1	1	1 (GP-10000)

Director General is the Principal Executive Officer and as per Rule-20 of the 'Rules of NYKS' is responsible for proper administration of the affairs and subject to Rule 51 of the funds of the Sangathan, prescribing the duties of all employees, exercising supervision and disciplinary control over the work and conduct of all employees, coordinating and exercising general supervision over all activities of the Sangathan and executing all contracts, deeds and other instruments on behalf of the Sangathan. For the purpose of the Section 6 of the Societies' Registration Act (21 of 1860), the Director General shall be considered as the principle executive officer of the Sangathan and may sue or be sued in the name of the Director General of the Sangathan. The Director General shall be responsible for issuing notices for the meeting of the Sangathan and its Board of Governors and keeping causing to be kept minutes of the proceedings of the Sangathan and the Board of Governor.

## 5.5 Place of Posting

CRC recommends posting of officials of the Sangathan as under:

Categories of Cadre	Designation	Pay Band	Pay Scale	Grade Pay	Total No. of Posts	Place of Posting					Grand Total
						Head quarter	Re-regional Directorate	State Office	Nodal District Kendra (Head-ed by DD)	Small District Kendra (Head-ed by AD)	
						1	06	24	89	534	
Officer	DG	PB - 4	37400–67000	10000	1	1	—	—	—	—	713
	Director	PB - 4	37400–67000	8700	12	6	06	—	—	—	
	SD/JD	PB - 3	15600–39100	7600	32	08	—	24	—	—	
	DD	PB - 3	15600–39100	6600	107	12	06	—	89	—	
	AD / DYO	PB - 3	15600–39100	5400	560	4	—	—	—	534 +22 <sup>#</sup>	
	AD (OL)	PB - 3	15600–39100	5400	1	1	—	—	—	—	
Accounts	Accounts Officer	PB – 2	9300–34800	4600	51	06	11	34	—	—	740
	Accounts & Programme Supervisor	PB - 2	9300–34800	4200	155	—	28	38	89	—	
	Accounts & Programme Assistant	PB - 1	5200–20200	2400	534	—	—	—	—	534	
Clerical / MTS	SO / PS	PB - 2	9300–34800	4600	17	10	07	—	—	—	770
	Sr. Hindi Translator	PB - 2	9300–34800	4600	1	1	—	—	—	—	
	Assistant Section Officer	PB - 2	9300–34800	4200	57	16	12	29	—	—	
	Administrative Assistant	PB - 1	5200–20200	2400	141	16	12	24	89	—	
	Office Assistant	PB - 1	5200–20200	1900	554	20	—	—	—	534	
	Driver	PB - 1	5200–20200	1900	50	20	06	24	—		50
TOTAL					2273	121	88	173	267	1624	2273

# Provision of additional post made for New Kendras to be opened.

## 5.6 Placement of Regional Directors, State Directors and Number of Nodal Kendras in the state.

S. No.	State/UT	No. of Kendras	Regional Director/State Director	Nos. of Nodal Kendras in the Respective State
1	Andhra Pradesh (+ Yanam)	24	SD	3
2	Assam	27	Regional Director	4
3	Arunachal Pradesh	15	SD	2
4	Bihar	38	SD	5
5	Chhattisgarh	16	SD	2
6	Delhi	9	SD	1
7	Gujarat (+ 1D N & H, +1 D & D)	28	SD	4
8	Haryana	19	SD	3
9	Himachal Pradesh	12	SD	2
10	Jammu & Kashmir	14	SD	2
11	Jharkhand	22	SD	3
12	Karnataka	27	SD	4
13	Kerala (+1 Lakshadweep & +1 Pudducherry)	16	SD	3 (2+1)
14	Madhya Pradesh	48	Regional Director	7
15	Maharashtra	35	Regional Director	5
16	Manipur	10	SD	2
17	Meghalaya	7	SD	1
18	Mizoram	8	SD	1
19	Nagaland	11	SD	2
20	Orissa	30	SD	4
21	Punjab (+1 Chandigarh)	21	Regional Director	3
22	Rajasthan	32	SD	5 (4.48)
23	Sikkim	4	SD	0
24	Tamilnadu (+2 Pudducherry)	32	Regional Director	5 (4.48)
25	Tripura	4	SD	0
26	Uttrakhand	13	SD	2
27	Uttar Pradesh	71	SD	10
28	West Bengal	23	Regional Director	3
29	Andaman & Nicobar (Port Blair)	6	SD	1
30	Goa	1	SD	0
<b>Total</b>		<b>623</b>	<b>30</b> (6 Regional Directors & 24 SDs)	<b>89</b>

Note:

1. Number of nodal kendras in a state have been calculated on the basis of  $89 \div 623 \times \text{No. of total kendras in that particular state}$ .
2. Selection of Nodal Kendra can done in a befitting manner in consultation of with State Level Functionaries and SACYP



## 6.0 Career Prograssion at Various Levels After Cadre Restructuring

Recruitment has not been done in systematic manner in past which has resulted in acute stagnation at every level in the Sangathan. Most of the DYOs , APAs , MTS and other staff were recruited in bulk in the first two –three years of formation of Sangathan. It is proposed that recruitment at every level should be done in regular intervals preferably every year, The strength of the batch of induction of any cadre should not be more than 6%-8% of the cadre strength. This will ensure regular promotions to all the officers and staff of the Sangathan.

If 6% – 8% norm is followed then every body who joins the Sangathan now will get at least two promotions in his entire service.

## 7.0 Financial Impact of the Proposed Cadre Restructuring

The CRC has not proposed creation of additional posts in the sangathan. The total number of posts have remained same in every category of posts ( Group A, Group C and Group D posts). CRC has recommended redistribution of posts within the group. Thus even after restructuring the total Number of posts at various grades will remain same. For better understanding the existing posts and proposed posts have again been given in table here under:

### *Group A*

Sl.No	Designation	Pay Band	Pay Scale	Grade Pay	Present Posts (sanctioned)	Proposed no. of posts
1	Director General	PB-4	37400-67000	10000	001	001
2	Director	PB-4	37400-67000	8700	004 (including ED)	012
3	JD/SD	PB-3	15600-39100	7600	019 (1+18)	32
4	DD	PB-3	15600-39100	6600	056	107
5	AD/DYO (YC)	PB-3	15600-39100	5400	632 (9+623)	560
6	AD (OL)	PB-3	15600-39100	5400	1	1
TOTAL					713	713

**Group C**

S. No	Designation	Pay Band	Pay Scale	Grade Pay	Present post (Sanctioned)	Proposed Name and No. of post	
1	ACT	PB-1	5200–20200	2400	688	Accounts & Programme Assistant (GP 2400)	534
2	Junior Accountant	PB-1	5200–20200	2800	004	Accounts & Programme Supervisor (GP 4200)	155
3	Auditor	PB-2	9300–34800	4200	002		
4	Accountant	PB-2	9300–34800	4200	004		
5	Jr. Accounts Officer	PB-2	9300–34800	4200	019	Accounts Officer (GP4600)	51*
6	Assistant Accounts Officer	PB-2	9300–34800	4600	019		
7	Accounts Officer	PB-2	9300–34800	4600	04		
<b>TOTAL</b>					<b>740</b>		<b>740</b>

***Ministerial Staff and Group D***

S. No	Designation	Pay Band	Pay Scale	Grade Pay	Present Posts (sanctioned)	Proposed Name and No. of post	
1	MTS/ Group'D'	PB-1	5200–20200	1800	578	Office Assistant (GP 1900)	554
2	LDC	PB-1	5200–20200	1900	30	Administrative Assistant (GP 2400)	141
3	UDC	PB-1	5200–20200	2400	6		
4	Steno-II	PB-1	5200–20200	2400	27		
5	Computer Operator	PB-1	5200–20200	2800	4		
6	Assistant	PB-2	9300–34800	4200	45	Assistant Section Officers (GP 4200)	57
7	Steno-I	PB-2	9300–34800	4200	12		
9	EDP Assistant, Librarian	PB-2	9300–34800	4200	2 (1+1)		
10	Admin. Officer	PB-2	9300–34800	4600	18	Section Officers/ PS (GP 4600)	17
11	PS to Director General	PB-2	9300–34800	4600	1		
12	PS to Chairman	PB-2	9300–34800	4600	1		
13	Section Officer	PB-2	9300–34800	4600	5		
14	Legal Officer	PB-2	9300–34800	4600	1		
15	Jr. Computer Programmer	PB-2	9300–34800	4600	19		
16	Sr. Hindi Translator	PB-2	9300–34800	4600	1	Sr. Hindi Translator (GP 4600)	1
17	Driver	PB-1	5200–20200	1900	70	Driver (GP 1900)	50
<b>TOTAL</b>					<b>820</b>		<b>820</b>

However even this redistribution of posts within the grades does have financial impact as higher level of posts are being proposed in lieu of lower levels. The financial impact of the proposed structure have been assessed as under:

ANNUAL FINANCIAL IMPLICATION						
Post	Pay scale	GP	Number of posts			Annual financial implications (Rs. In crore)
			sanctioned	proposed	additional	
Administrative Cadre						
Director General	37400–67000	10000	1	1	0	0
Director	37400–67000	8700	4 (1 surrendered)	12	8	0.16
JD/SD	15600–39100	7600	19 (7 surrendered)	32	20	0.10
DD	15600–39100	6600	56 (23 surrendered)	107	74	0.31
AD/YC	15600–39100	5400	632	534	0	0
AD(OL)	15600–39100	5400	0	1	1	0
						<b>0.57</b>
Accounts Cadre						
Office Superintendent	9300–34800	4600	23	51	28	0.06
Programme Supervisor	9300–34800	4200	25 (25 surrendered)	148	148	0.58
Programme Assistant	5200–20200	2400	692 (151 surrendered)	541	0	0
						<b>0.64</b>
Clerical Cadre						
Section Officer & Equiv	9300–34800	4600	45 (27 surrendered)	18	–27	–1.85
Assistant	9300–34800	4200	60 (3 surrendered)	57	–3	–0.20
Administrative Assistant	5200–20200	2400	37	137	100	3.96
Office Assistant	5200–20200	1900	608 (50 surrendered)	558	0	0.11
						<b>2.02</b>
Driver						
Driver	5200–20200	1900	70	50	–20	–0.76
<b>TOTAL</b>			<b>2273</b>	<b>2273</b>		<b>2.47</b>

Note:

1. Financial implication against office assistant is due to change in GP for 578 employees.
2. All calculations on mean basic

Post	Pay scale	GP	MB	Inc	Diff GP	Total	Diff DA	G Tot	Annual
Administrative Cadre									
Director General	37400-67000	10000							
Executive Director	37400-67000	10000	52200	1566	1300	2866	2292.8	5158.8	61905.6
Director	37400-67000	8700	52200	9229	1100	10329	8263.2	18592.2	1561744.8
JD/ZD	15600-39100	7600	27350	820.5	1100	1920.5	1536.4	3456.9	954104.4
DD	15600-39100	6600	27350	820.5	1200	2020.5	1616.4	3636.9	3098638.8
AD/YC	15600-39100	5400							
AD(OL)	15600-39100	5400							
Accounts Cadre									
Office Superintendent	3900-34800	4600	22050	661.5	400	1061.5	849.2	1910.7	641995.2
Programme Supervisor	9300-34800	4200	12700	381	1400	1781	1424.8	3205.8	5693500.8
Programme Assistant	5200-20200	2400							
Clerical Cadre									
Section Officer & Equiv	9300-34800		22050						
Assistant	9300-34800								
Administrative Assistant	5200-20200		12700	381	600	981	784.8	1765.8	2118960
Office Assistant	5200-20200				100	100	80	180	1140480
Driver									
Driver	5200-20200		12700						
	<b>TOTAL</b>								
Note:									

Note:

1. Financial implication against office assistant is due to change in GP for 578 employees.
2. All calculations on mean basic

Post	Pay Scale		MB	GP	DA	HRA	TPT	Total	Annual
Administrative Cadre									
Director General	37400-67000	10000							
Executive Director	37400-67000	10000							
Director	37400-67000	8700							
JD/ZD	15600-39100	7600							
DD	15600-39100	6600							
AD/YC	15600-39100	5400							
AD (OL)	15600-39100	5400							
Accounts Cadre									
Office Superintendent	9300-34800	4600							
Programme Supervisor	9300-34800	4200							
Programme Assistant	5200-20200	2400							
Clerical Cadre			22050	4600	21320	7995	1320	57285	-18560340
Section Officer & Equiv			22050	4200	21000	7875	1320	56445	-2032020
Assistant			12700	2400	12080	4530	1320	33030	39636000
Administrative Assistant									
Office Assistant									
Driver			12700	1900	11680	4380	1320	31980	-7675200
Driver	5200-20200	1900							

Note:

1. Financial implication against office assistant is due to change in GP for 578 employees.
2. All calculations on mean basic

The restructuring will result in creation of higher level of posts which will have financial burden of Rs 1.14 Crore per annum on the sangathan. Here the effect of MACP has not been taken into consideration while computing the financial impact. The employees of the Sangathan are entitled for MACP and are in various stages of getting it. As per the scheme of MACP each employee is entitled for at least three up gradations at the end of 10, 20 and 30 years of his service.

The proposed structure ensures only two promotion to every employee of the sangathan (at present some of them are not getting even one !!!!) hence the financial impact of the restructuring will be NIL in actual terms . Even if the employees are not promoted as per the CRC recommendations to higher posts, they will get the higher grades as per MACP (though without getting higher posts), hence the net impact of CRC recommendations will be NIL as far as financial burden on Sangathan is concerned.

## **8. Summary of Recommendations**

Net additional posts proposed is nil. Re-distribution of existing posts have been proposed. Higher posts in lieu of lower posts have been recommended. Major changes have been recommended in the Job profile of officials and officers especially at the level of Dy. Directors and Directors. The proposed structure ensures atleast two promotion to each employee of NYKS recruited now onwards against zero for most at present. Net financial impact of the restructuring is NIL.



## Annexure-I

## NEHRU YUVA KENDRA SANGATHAN

## Minutes of meeting on Cadre Review

A presentation on report submitted by Shri Mrinal Ray Chaudhuri, Consultant, on Cadre Review was made before Secretary (YA), Ministry of Youth Affairs & Sports in his Chamber on 14.07.2017 at 03:00 p.m. Following Officers were present during the presentation.

- i. Smt Kiran Soni Gupta, AS & FA, IFD, Ministry of Youth Affairs & Sports
  - ii. Shri Lalit Kumar Gupta, Joint Secretary (YA), Ministry of Youth Affairs & Sports
  - iii. Shri Veerendra Mishra, Executive Director, NYKS
  - iv. Shri Jeetendra Chadha, Deputy Secretary, Finance, Ministry of Youth Affairs & Sports
  - v. Smt G S Chitra, Under Secretary (NYKS), MYA&S
  - vi. Shri Nand Kumar Singh, Deputy Director (Personnel), NYKS
1. Shri Mrinal Ray Chaudhuri made the presentation and deliberated on every single point with regard to representation of LDCs and Steno. He also clarified the technicalities and related issues regarding merging the post of LDC with MTS and Steno with Administrative Assistant and Assistant. He emphasized not to merge the post with MTS. Instead he suggested merging it with UDC and others in the upper grade pay of Rs. 2400/-
  2. At the outset, during the presentation, an important decision was conveyed by the Secretary (YA) that there should not be more number of posts at one level in order to avoid complications. However, different assignments may be allotted to employees and staff in the cadre, as per need of the organization and time.
  3. Grievances of the LDCs were taken into the consideration on priority and it was decided not to merge the post of LDC with MTS as Office Assistant. It was modified to be merged with UDC, Steno-II and Computer Operator in the GP of Rs.2400/- as **Administrative Assistant**.
  4. Similarly, 4 posts of Junior Accountant was decided to be merged with Auditor, Accountant and Junior Accounts Officer as **Accounts and Programme Supervisor** in the Grade Pay of Rs.4200/-. Earlier it was merged with Accounts Clerk-cum-Typists in Grade Pay Rs.2400/-.
  5. Now, since all LDCs and Junior Accountants in position are upgraded through MACP in higher grade pay there would be no financial implication while merging them with the post of high grade pay.
  6. Since the role of Accounts Clerk-cum-Typist (ACT) is recognized primarily as Accounts Keeping of Kendra office and they do play important role in organizing programmes, their designation was decided to be renamed as **Accounts-cum-Programme Assistant (APA)**.
  7. Similarly, now merged cadre of Junior Accountant, Auditor, Accountant and Junior Accounts Officer which would be next higher cadre of Accounts-cum-Programme Assistant (APA) and will be posted at the level of nodal Kendra, should be designated as **Accounts-cum-Programme Supervisor (APS)**.
  8. Assistant Accounts Officer and Accounts Officer are to be merged together in Grade Pay of Rs.4600/-. This would be the next higher cadre of Accounts-cum-Programme Supervisor (APS) and they will

**Annexure-I Contd.**

be posted in the State Offices and at Headquarters only and they will have no role in organizing programme etc. therefore it was decided to be re-designated only as **Accounts Officer**.

9. In the initial proposal of CRC, the posts of Assistant, Steno-I, EDP Assistant and Librarian were merged with new designation as Assistant in the Grade Pay of Rs.4200/-. As because in Central Government, post of Assistant has been renamed as Assistant Section Officer, therefore it was decided to rename it in NYKS as well. And so post of Assistant has been re-designated as **Assistant Section Officer**.
10. Earlier, Administrative Officer, PS to DG, PS to Chairman, Section Officer, Legal Officer, Junior Computer Programmer and Sr Hindi Translator were proposed to be merged to be 18 posts of Section Officer/PS/Sr. Hindi Translator in Grade Pay of Rs.4600/-.
11. During presentation, it was decided to keep the single nomenclature for 17 posts as Section Officer to avoid segregation within the post. They may be given different assignment as and when required.
12. However, post of Sr Hindi Translator was decided to be maintained separately as per OM F. No.1/1/2008-IC dated 24.11.2008 which is a mandatory post.

***Revised structure is hereunder.***

*(Incorporating advice of MoF, DoE and decision taken in the meeting of Secretary ( YA) on 14.07.2017)*

Existing Structure						Recommendations of CRC as firmed up by the Ministry			As per the advice of MoF, DOE
Sl. No.	Designation	Pay Band	Grade Pay	Sanc- tion- ed Post	Incum- bency as on 01.01.2018	Designation	Grade Pay	No. of Post	No. of Post
<b>A. Administrative Cadre</b>									
1	Director General	PB -4	10000	1	1	Director General	10000	1	1
2	—	—	—	—	—	Deputy Director General	8900	2*	Nil
3	Director	PB -4	8700	4	1	Director/ Regional Dir.	8700	10	12
4	Joint Director/Zon- al Director	PB -3	7600	19	11	Jt. Dir./ State Dir.	7600	32	32
5	Dy. Director	PB -3	6600	56	27	Dy. Director	6600	107	107
6	Asstt. Director/DYC	PB -3	5400	632	280	Asstt. Dir./ District Youth Officer (DYO)	5400	560	560
7	Asstt. Director (OL)	PB -3	5400	1	1	Asstt. Dir. (OL)	5400	1	1
<b>Sub - Total (A)</b>				<b>713</b>	<b>321</b>			<b>711</b>	<b>713</b>

\* Not accepted

Existing Structure						Recommendations of CRC as firmed up by the Ministry			As per the advice of MoF, DOE
Sl. No.	Designation	Pay Band	Grade Pay	Sanction- ed Post	Incum- bency as on 01.01.2018	Designation	Grade Pay	No. of Post	No. of Post
<b>B. Accounts Clerk - cum - Typist (ACT) Cadre</b>									
1	Accounts Clerk - cum - Typist (ACT)	PB -1	2400	688	461	Accounts & Program Assistant	2400	534	534
2	Junior Accountant	PB -1	2800	4	0	Accounts & Programme Supervisor	4200	155	155
3	Auditor	PB -2	4200	2	0				
4	Accountant	PB -2	4200	4	0				
5	Junior Accountant Officer	PB -2	4200	19	3	Accounts Officer (AO)	4600	51	51
6	Assistant Accounts Officer	PB -2	4600	19	2				
7	Account Officer	PB -2	4600	4	0				
<b>Sub - Total (B)</b>				<b>740</b>	<b>740</b>			<b>740</b>	<b>740</b>
<b>C. Clerical Cadre</b>									
1	MTS	PB - 1	1800	578	508	Office Assistant	1900	554	554
2	LDC	PB - 1	1900	30	15	Administra- tive Assistant	2400	141	141
3	UDC	PB - 1	2400	6	5				
4	Steno - II	PB - 1	2400	27	5				
5	Computer Operator	PB - 1	2800	4	0	Assistant Section Officer	4200	57	57
6	Assistant	PB - 2	4200	45	6				
7	Steno - I	PB - 2	4200	12	9				
8	EDP Asstt., Librarian	PB - 2	4200	2	1	Section Officer (Among SO duty will be assigned as PS )	4600	17	17
9	Admin. Officer	PB - 2	4600	18	0				
10	PS to DG	PB - 2	4600	1	0				
11	PS to Chairman	PB - 2	4600	1	0				
12	Section Officer	PB - 2	4600	5	0				
13	Legal Officer	PB - 2	4600	1	1				
14	Jr. Computer Programmer	PB - 2	4600	19	0			1	1
15	Sr. Hindi Translator	PB - 2	4600	1	0				
<b>Sub - Total (C)</b>				<b>750</b>	<b>550</b>			<b>770</b>	<b>770</b>
<b>D. Drivers</b>									
17	Drivers	PB - 1	1900	70	41**	Driver	1900	50	50
<b>Grand Total (A+ B+ C+ D)</b>				<b>2273</b>	<b>1378</b>			<b>2271</b>	<b>2273</b>

\* After Joint deliberation, 2 posts of Deputy Director General (DDG) was proposed in addition to 1 DG and 10 Director. While according approval, Dept. of Expenditure, Ministry of Finance has mentioned stipulated parameters of the Cadre Review for confirmation to the effect that the proposal will not result in any increase in the overall strength of the cadres or introduction of new Scales/Grades. And hence, 2 posts of DDG have been merged with Director in Grade Pay Rs. 8700/-.

\*\* This includes 24 Temporary (Daily Wages) Drivers.

Note: Incumbency shown is including Officials on Deputation and UNV DYC's

**Annexure-II**

**MINUTES OF THE MEETING OF**  
**52<sup>nd</sup> BOARD OF GOVERNORS' OF NEHRU YUVA KENDRA SANGATHAN**  
**HELD 16<sup>TH</sup> AUGUST, 2017, AT 10 ASHOKA RAOD, NEW DELHI**

The following members were present during the meeting:

S.N.	NAME	POSITION
1	Shri Vijay Goel Hon'ble Minister of Youth Affairs & Sports (IC)	Chairperson
2.	Dr. A.K. Dubey, Secretary, Deptt. of Youth Affairs	Sr.Vice Chairperson
3.	Shri Shekhar Rao Perala	Vice Chairperson
4	Shri Dilip Saikia	Vice Chairperson
5	Shri Dinesh Pratap Singh	Vice Chairperson
6	Ms Kiran Soni Gupta AS and FA,	Member
7.	Shri Lalit Kumar Gupta Joint Secretary (YA)	Member
8.	Maj. Gen. Dilawar Singh (Retd.) Director General, NYKS	Member Secretary

Smt. Niharika Rai, PS to MOS(IC) and Shri Veerendra Mishra, Executive Director were also present during the meeting.

DG, NYKS welcomed the Chairperson and all other members to the meeting and thanked them for being present. With the permission of the chair, he started the proceedings.

AGENDA NO	AGENDA
1.	Confirmation of BOG Minutes of 51st BOG Meeting held on 24 <sup>th</sup> March, 2017
Decision	Approved

2	<b>Action Taken Report on the Minutes of 51<sup>st</sup> BOG meeting</b>
<b>Decision</b>	Point wise discussion was held in the BOG. Comments/observation of ATR may be seen at <b>Annexure – I</b> . BOG decided that points of ATR not discussed has to be visited by VCs and observations sent to NYKS by 18 <sup>th</sup> latest or it would be considered approved.
3.	<b>Proposal seeking approval of BOG for Additional funds for undertaking special programmes keeping in view the felt need for the benefit of Youth.</b>
<b>Decision</b>	<ol style="list-style-type: none"> <li>1. BOG approved it 'in principle'. However, the programmes would be conducted depending upon availability of funds and as per the priority indicated by BOG/Chairman. Additional amount required for these programmes may be indicated to the Ministry within 15<sup>st</sup> September, 2017 so as to get it included in the RE.</li> <li>2. The proposal of 'slum daud' across country would be renamed as 'Yuva Daud'. For the conduct of Yuva Daud a letter would be written to State governments to arrange the Daud and the certificates, to be given by NYKS. Rest of arrangements including T-shirts and snacks would be provided by States. The Theme of the Daud should be 'Prevention from Drug Abuse'. Also, PSUs should be contacted to explore sponsoring of Dauds.</li> <li>3. The possibility of making this Daud as Youth and Sports Daud to make it a joint effort of Department of Youth and Department of Sports be also explored.</li> <li>4. It was opined that if the programme: State Level Youth conclave (at Sr. No. 4 of the Annexure III to the Agenda No. 3) was a programme which should be organized every year, then it may be included as a core programme, after firming it up as a regular programme.</li> <li>5. The project 'Sewa Gram' would be renamed as 'Sewa Ashram'.</li> </ol>



## Annexure-II Contd.

	<p>6. A request need be made to the CMs of states to popularize football in their States. 1000 Football would be provided by the Ministry of Youth Affairs and Sports to each state. VCs would meet Youth Ministers of States for requesting the State Government in this regard. A letter from Minister of Youth Affairs and Sports to CMs and also a letter to Sports Ministers will be sent. To follow it up, a letter from Secretary should also be send to CS. Secretary (YA) may discuss with Secretary (Sports) for Rs.4 crore as funds for this programme, as already decided.</p>
4	<b>Proposal seeking approval of BOG for ex-post facto approval for the conduct of Special Programmes and the Budget.</b>
<b>Decision</b>	<p>BOG accorded ex-Post facto approval for conduct of Special Programmes and Budget, as detailed in S.No 1 to 17 in the Annexure V to the Agenda Note no. 4</p> <p>Shri C.S. Perala, VC explained about an exclusive progamme conducted at his initiatives wherein an expenditure of 2.0 lakh was incurred. He requested the ex-post facto approval of the same. The same was approved by BOG; its accounts would be settled as per the procedure.</p>
5.	<b>Status of PFMS : Progress made so far and action to be taken</b>
Decision	<p>Joint Director (Accounts) briefed BOG about the deadline: the 1<sup>st</sup> September and the difficulties encountered in course of its implementation, particularly imparting training for it.</p> <p>BOG directed that training should be started concurrently at all places and registration of kendras should be ensured simultaneously and completed by 31<sup>st</sup> August, 2017.</p>
6.	<b>RE 2017-18</b>
Decision	RE should be forwarded to Finance committee for discussion and there

	after be brought before BOG.
7.	<b>Delegation of Financial Power : Status</b>
Decision	Approved
8.	<b>Opening of Separate Bank Account by NYK Kasargod for Suraksha project form Kerala AIDS Control Society</b>
Decision	BOG decided that the matter be discussed by DG, NYKS with Secretary YA for its operationalization.
9.	<b>Extension of Benefit of Pension to 84 employees</b>
Decision	<p>Approved.</p> <p>Although work for revising/calculating/fixation of pension as per the latest instructions is going as, it needs to be completed most expeditiously . In cases where there are procedural difficulties in revising pension, it should be done provisionally so that 80% of eligible pension arrears be released within 15 days. Such provisional fixation of arrears must be finalized and settled within 2 months thereafter (i.e 2 months and 15 days from now).</p>
10.	<b>Shifting of NYKS Office - Shifting regarding</b>
Decision	The Board of Governors was apprised of the status.
11.	<b>Cadre Restructuring of NYKS - Status report for information of BOG.</b>
Decision	<p>After discussions and deliberations, BOG endorsed and approved the cadre restructuring proposal, and decided that further steps be taken as per the procedure. Accordingly, NYKS shall send the complete and comprehensive proposal to the Ministry by 5<sup>th</sup> of September, 2017 for its further processing at the Ministry's end.</p> <p>In addition BOG also reiterated the following decisions:</p> <ol style="list-style-type: none"> <li>1. Transfers to be done on priority. List of officers who are posted in same location for 5 years and more to be forwarded to Secretary YA with copy to MoS (IC) within 7 days.</li> <li>2. Appraisal of performance of all officers above 50 years be conducted</li> </ol>



## Annexure-II Contd.

	as per the rule so as to identify the non-performers for further action including assessment of suitability for contamination.
12.	Recommendation of BOG of NYKS for Amending RRs of State Directors/Joint Directors and Deputy Directors for recruitment ratio - regarding
<b>Decision</b>	BOG decided that the proposed amendments of RR be sent to the Ministry by 15.09.2017 for further action . Also, it was suggested that the term of 'short term contract' should be clarified.
	<b>Other Points</b>
	i) BOG decided that information about all additional programmes conducted should be shared with VCs. Also, information regarding NYKS programmes of MOS (IC) YA&S during his travel should be shared with VCs.

## Annexure-III

PG	
ED	
Di:	
Dir/JD Prog.	
Dir/JD RET, NYC	
Dir/JD Admin	
PS to DG	2035
R & D	17/8

F.No. 1-7/2010-NYKS  
Government of India  
Ministry of Youth Affairs & Sports  
(Department of Youth affairs)  
NYKS Section

Shastri Bhavan, New Delhi  
Dated, 14<sup>th</sup> August, 2015.

To

Director General  
Nehru Yuva Kendra Sangathan  
2<sup>nd</sup> Floor, Core-4, SCOPE Minar  
Twin Tower Complex, District Centre,  
Laxmi Nagar, Delhi-110 092.

Subject: Cadre Review of Nehru Yuva Kendra Sangathan, an autonomous body under the administrative control of Ministry of Youth affairs and Sport-Reg.

Sir,

- ① I am directed to refer to your proposal on the above subject. The proposal has been examined in the Ministry in consultation with Ministry of Finance, Department of Expenditure.
- ② Ministry of Finance, Department of Expenditure has advised to carry out the restructuring with the approval of the Governing Body of the NYKS and the Minister-in-charge subject to following conditions:
  - i. The proposal remains within the stipulated parameters of the cadre review (copy of instructions issued in 1999 is enclosed)
  - ii. The Nehru Yuva Kendra Sangathan has finances to absorb the extra expenditure/the proposal is financially neutral.
- ③ In this regard, NYKS is requested to revise the proposal as per the observations made by the Ministry of Finance, Department of Expenditure and provide the following information:
  - a. Details of existing structure, structure as per CRC and structure as per the recommendations of Ministry of Finance, Department of Expenditure.
  - b. Functional justification in all cases where upgradation of posts has been recommended.
  - c. Confirmation to the effect that the proposal will not result in any increase in the overall strength of the cadres or in introduction of new scales/grades.

**Matching savings and confirmation that the proposal is financially neutral.**

Encl: As above

Yours faithfully,  
*Rajive Sabharwal*  
(Rajive Sabharwal)  
Under Secretary to the GOI  
Tel: 23073206

## Annexure-III Contd.

F.No.2(16)/E.III Desk/2015  
Ministry of Finance  
Deptt. of Expenditure  
(E.III Desk)  
\*\*\*\*\*

Subject : Cadre review of Nehru Yuva Kendra Sangathan under M/o. Youth Affairs & Sports.

Reference Ministry of Youth Affairs & Sports, Deptt. of Youth Affairs' ID.No. 1-7/2010-NYKS dated 20/02/2015 on the above cited subject.

2. Since the Nehru Yuva Kendra Sangathan (NYKS) under M/o. Youth Affairs & Sports, is a Central Autonomous Body, the Ministry of Youth Affairs & Sports is requested to carry out the restructuring with the approval of the Governing Body of the Nehru Yuva Kendra Sangathan (NYKS) and the Minister in-charge, subject to :-

- i) The proposal remains within the stipulated parameters of the cadre review (copy of instructions issued in 1999 is enclosed).
- (ii) The Nehru Yuva Kendra Sangathan has finances to absorb the extra expenditure/the proposal is financially neutral.

3. Ministry of Youth Affairs & Sports File bearing No. No.1-7/2018-NYKS in original is returned herewith.

4. This issued with the approval of Secretary(Exp.).



(Ravi Katyal)  
Deputy Secretary (E.III Desk)  
Tele : 23093290

JS&F . Ministry of Youth Affairs & Sports, Shastri Bhawan, New Delhi  
MoF/ OE ID No. 2(16)/E.III Desk/2015 dated 22.06.2015

1. Prasad  
24/6

2. Constitute/2

24/6

DS(E)  
18/7

Shalini  
25/6/15

DS (NYKS)



No. 5(3)/E.III/97  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, dated 7.1.1999

OFFICE MEMORANDUM

Subject: Lifting of temporary ban on cadre review / cadre restructuring.

The undersigned is directed to refer to this Department's OM of even number dated 7.02.1997 wherein instructions were issued that pending decisions of the Government on the Fifth Pay Commission's recommendation, this Department would not entertain any proposals pertaining to revision of pay scales, allowances, creation / upgradation of posts, cadre review / cadre restructuring, etc. other than those relating to newly-created establishments / organisations. In view of the fact that orders on the revised pay structure, allowances etc. have already been issued based on the Pay Commission's recommendations, the matter has been re-considered in consultation with the Department of Personnel & Training and it has been decided to lift the temporary ban imposed on cadre reviews/cadre restructuring. Accordingly, cadre controlling authorities can now submit proposals for cadre reviews, if due, for consideration of the Department of Personnel & Training and / or the Department of Expenditure in accordance with the existing instructions.

2. While forwarding the proposals, care may be taken to ensure that the proposals are complete in all respects and invariably contain the following information:-

- (i) Full functional justification for each upgradation suggested;
- (ii) Confirmation to the effect that the proposal will not result in any increase in the overall strength of the cadres or in introduction of new scales/grades;
- (iii) Details of matching savings provided through abolition of live posts; and *confirmation that the proposal is financially neutral*
- (iv) Details of the manner in which the instructions relating to imposition of a 10% cut on posts have been implemented by the Department;
- (v) *Approval of Minister in charge of concerned ministry.*

Proposals which do not contain all the relevant information / supporting data will not be entertained.

3. All Ministries / Departments are, therefore, advised to kindly bring the above instructions to the notice of all concerned, including autonomous bodies / organisations under their administrative control, for information and appropriate action, if considered justified.

4. Hindi version is enclosed.

Sd/-  
( Madhulika P. Sukal )  
Director