No.DE.22/11/PFC/MA/2013/07/14

Dated: 07.01.2014

To

All DDEs / RDs / JD(Planning Branch) / Addl.DE(Sports Branch) / DDE(IEDSS)/ DDE(Vocational Branch, DDE (Physical Education Branch), DDE (Science Branch/ Adult Education Branch),DDE(TV Branch), DDE(Patrachar Vidyalaya), Addl.DE (EVGC), DDE(I.E.D.S.S)/ Establishment – I Branch, GOC Branch, Population Education Cell, Directorate of Education, Old Secctt., Delhi.

Sub: **Manpower requirement assessment.**

Sir,

Please find enclosed herewith Administrative Reforms Deptt.’s letter No.1/38/2013/AR/11716-11875 dated 18/12/2013 along with annexure - I & II regarding manpower assessment and requirement.

You are hereby requested to send the requisite information in respect of your office/branch as per prescribed annexure within seven days, so as to enable us to send the consolidate proposal for manpower requirement assessment at the earliest.

Yours faithfully,

(VED PARKASH)

Office Superintendent (PFC)
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi 110002
Email: arupdate@nic.in Fax: 23392621

F.No.1/38/2013/AR/11/7/6 - 11/8/75/C Date: 18/12/13

To,

All the Pr. Secretaries/Secretaries/Heads of Departments
Govt. of NCT of Delhi

Sub: Manpower requirement assessment.

Sir/Madam,

In WP (C) No.6798/2002 in the matter of Sonia Gandhi & Ors v/s Govt. of NCT of Delhi & Ors, the Hon’ble High Court of Delhi has directed that, the Government of NCT Delhi would carry out manpower assessment in respect of all its departments keeping in view the fact that the population in Delhi has crossed 1.7 crore person.

In view of above, to enable this department to carry out the assessment, I am directed to request you to furnish your proposal within 15 days of issue of this letter as per guidelines. A copy of the guidelines is enclosed.

The matter may be assigned priority.

Yours faithfully,

(PANKAJ JOSHI)
DEPUTY DIRECTOR (AR)
Phone No.23392620

Encl.: as above
F.No.1/38/2013/AR/11/8/76 - 11/7/75/C

Copy for information to:

1. Staff Officer to the Chief Secretary, Delhi
2. PS to Secretary (AR)
Office Order

It has been observed that proposals for creation of new posts being sent by various departments contain highly inflated demand for new posts and administrative department routinely slash the demand based on queries from A.R. Department. The proposals do not reflect whether these posts are to be created on the plan side or non-plan and whether these are covered under plan scheme? Proper justification for creation of new posts is found to be wanting. This creates a lot of problem in making realistic assessment of the posts by A.R. Department and the files have to be returned time and again for getting basic data and supportive documents. With a view to streamline the above, the following guidelines may please be adopted by the administrative department before sending the proposals to A.R. Department:

1. All proposals should be sent to the A.R. Department clearly specifying whether these posts are to be created on plan side or non-plan side. In case the proposals are to be created under plan scheme, a copy of the plan scheme should be attached in the file. Matching savings may please be shown in case the proposed posts are to be created under Non-plan.

2. The justification for each new post should be provided along with copies of norms/guidelines, if any on the subject.

3. Where no guidelines or norms are available, the department should give a justification based on realistic workload likely to be handled by the incumbents.

4. Each file may be sent to A.R. Department only after approval of administrative Pr.Secretary/Secretary concerned.

5. The Administrative Department should also conduct an in-house exercise to identify the redundant work which is no more required to be performed by them. They should also identify the posts which could easily be surrendered because of redundancy of work.

6. Proper/approved pay scales in full with pay band and grade pay for each post to be created should be mentioned.

7. The demand for creation of new posts in a category where there is already a large number of vacancy, need not be sent to A.R. Department as it would be difficult for the A.R. Department to recommend more posts in that category, when the existing posts are already lying vacant.

8. The Administrative Department should carefully scrutinize the demand vis-a-vis workload with reference to prevailing norms, if any. In case, new posts are not specified under the norms full justification with its job description be provided.
Annexure-I

STAFF STRENGTH CATEGORY-WISE FOR ORGANIZATION AS A WHOLE

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<th>Scale of pay</th>
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<th>No. &amp; Date of sanction letter</th>
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<th>No. of Vacancies</th>
<th>Date of Vacancies</th>
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**Statement Showing Staff Assigned to Section/Branch Wise**

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**Signature of Branch Office**