



# प्रतिरक्षा भारती Pratiraksha Bharti

भारतीय प्रतिरक्षा मजदूर संघ का मुख पत्र

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दिनांक 28-29 जनवरी 2023 को आईनेस फैक्ट्री चाँदा (चन्द्रपुर - महाराष्ट्र) में राष्ट्रीय पदाधिकारियों की बैठक सम्पन्न हुयी



श्री एस. एम. दास जी द्वारा दीप प्रज्वलन कर आईनेस फैक्ट्री चाँदा (चन्द्रपुर - महाराष्ट्र) में राष्ट्रीय पदाधिकारियों की बैठक का शुभारम्भ किया गया साथ में सर्वश्री- एस. एन. वाटवे संरक्षक, दिनेश गौतम अध्यक्ष एवं मुकेश सिंह महामंत्री





दिनांक 13 फरवरी 2023 को भारतीय प्रतिरक्षा मजदूर संघ के राष्ट्रीय अध्यक्ष दिनेश कुमार गौतम जी का कानपुर रेलवे स्टेशन पर स्वागत करते हुए सुधीर त्रिपाठी जी केन्द्रीय कार्यकारिणी सदस्य व ओ:पी:एफ. के कार्यकर्ता



भारतीय प्रतिरक्षा मजदूर संघ के केन्द्रीय कार्यालय में मा. राष्ट्रीय अध्यक्ष दिनेश कुमार गौतम जी कार्यकर्ताओं की सम्बोधित करते हुए साथ में मा. एम. पी. सिंह, उपाध्यक्ष भा. म. संघ एवं साधू सिंह जी



## सम्पादक की कलम से



मित्रो

प्रतिरक्षा भारती का यह अंक एक नई व्यवस्था के अंतर्गत आप सभी को उपलब्ध होगा। अब प्रतिरक्षा भारती आपको डिजिटल पत्रिका के रूप में निशुल्क उपलब्ध होगी। आप सभी पत्रिका को ऑन लाइन पढ़ सकते हैं।

आप सभी बन्धुओं से निवेदन है कि पत्रिका को नियमित पढ़ते रहे। आपको सब कुछ सामग्री पत्रिका में उपलब्ध होती रहेगी। जैसे महत्वपूर्ण सरकारी पत्र, कोर्ट ऑर्डर, सँगठनात्मक लेख, विभिन्न कार्यक्रमों की सूचना, सम्पादकीय लेख। आदि।

मित्रो जैसाकि आपको विदित है कि भारत सरकार ने 1 फरवरी 2023 को बजट प्रस्तुत किया। बजट में जो अपेक्षा आयकर की सीमा को लेकर थी उसके नजदीक तक पहुँचने का प्रयास सरकार ने अवश्य ही किया है। हम लोगों ने तर्क संगत माँग सरकार के सामने रखी कि जब सरकार ने 8 लाख तक की आय को गरीब मानकर ओबीसी और EWS को आरक्षण दे रहे हों तो 8 लाख तक की आय पर इनकम टैक्स क्यों। हमारी माँग के नजदीक तक तो सरकार पहुँची है। परन्तु हमारी माँग अभी पूरी नहीं हुई है इस माँग को पूरा न होने तक हम लगातार माँग करते रहेंगे। साथ ही लगातार यह भी माँग रहेगी कि बचत पर भी लगातार छूट जारी रहे। स्टैंडर्ड डिडक्शन की सीमा और बढ़े।

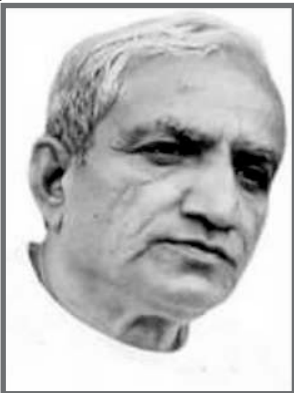
मित्रों सरकार निजी क्षेत्र को आगे लाने के लिये लगातार प्रयास कर रही है निजी क्षेत्र को प्रोत्साहन भी दिया जा रहा है। परन्तु सरकारी संस्थानों को लगातार खत्म करने की ओर बढ़ रही है। आयुध निर्माणियों का निगमीकरण एक तरफा निर्णय लेकर कर दिया गया परन्तु इन निर्माणियों को संरक्षित करने के स्थान पर इन कम्पनियों के काम छीन कर निजी क्षेत्र को देने का काम करते हुए सरकार स्पष्ट दिख रही है। टीसीएल में नई यूनिकार्म के

टेंडर में ऐसी शर्तें डाली गई जिससे TCL स्वतः ही टेंडर प्रक्रिया में भाग नहीं ले सकती। महासंघ ने इस विषय को बहुत ही गम्भीरता से लिया है। महासंघ ने माननीय रक्षा मंत्री को कई पत्र लिखे। कोई उम्मीद नहीं दिखी तो टेंडर प्रक्रिया के गलत तरीके को लेकर सीबीसी में कंप्लेंट लिखी है आगे भी जो कानूनी प्रक्रिया है उसे भी किया जाएगा। TCL के बाद GIL के साथ भी इसी प्रकार का व्यवहार किया जा रहा है। हमारा CFF पैराशूट हमसे छीनकर निजी क्षेत्र को दिया जा रहा है। अभी DRDO ने नई विकसित बुलेट प्रूफ जॉकेट का आर्डर सीधे निजी क्षेत्र को दे दिया। टीसीएल को पूरी तरह से खत्म करने पर सरकार लगी हुई है। AVNL और MIL, AWEIL सहित सभी कम्पनियों के उत्पाद निजी क्षेत्र को देने का काम रक्षा मंत्रालय के द्वारा किया गया है। महासंघ लगातार सरकार के साथ पत्राचार कर रहा है। आने वाले समय में आंदोलन का रास्ता भी अपनाना होगा।

NPS को लेकर कर्मचारियों को बहुत उम्मीदें जग गई हैं। लेकिन प्रधानमंत्री महोदय ने OPS लागू करने वाले राज्यों की जिस तरह से सदन में आलोचना की है उससे नहीं लगता कि सरकार NPS को समाप्त करेगी। परन्तु हमें आंदोलन जारी रखने होंगे।

मित्रों हम सभी को सदस्यता सत्यापन के लिये कमर कसनी होगी सदस्यता सत्यापन जुलाई अगस्त तक सम्पन्न होगा। सभी यूनियन को अपने दस्तावेज ठीक तरह से देखने होंगे। लगातार कर्मचारियों के बीच सक्रिय रहना होगा। महासंघ के सभी पदाधिकारियों को सक्रिय भूमिका में आना होगा लगातार प्रवास करने होंगे। अपने वरिष्ठ कार्यकर्ताओं के मार्ग दर्शन में लगातार काम करना होगा। वरिष्ठ कार्यकर्ताओं को भी लगातार प्रवास के साथ साथ नए लोगों का मार्गदर्शन करना होगा।

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**उन्होंने कहा था -**

“ सम्पूर्ण राष्ट्र के साथ मजदूरों का हित भी एकात्म है। राष्ट्र खड़ा रहेगा तो मजदूर गिर नहीं सकता। राष्ट्र गिर जायेगा तो मजदूर खड़ा नहीं रह सकता। वैसे ही जब तक मजदूर खड़ा है, तब तक वह राष्ट्र को गिरने नहीं देगा। मजदूर गिर जायेगा तो राष्ट्र को कौन बचायेगा ? ”

.....दत्तोपंत ठेंगड़ी

# राष्ट्र-निर्माण कार्य का एक अंग इस नाते ही भारतीय मजदूर संघ

मजदूरों का विचार हम अलग से नहीं करते। और इस दृष्टि से हम यद्यपि मजदूर क्षेत्र में काम कर रहे हैं, तो भी अखिल भारतीय दृष्टिकोण धारण करते हुए काम कर रहे हैं। और यह जो अपना प्रयास है वह केवल एक Sectional Organisation जैसे वैसे खड़ा करना इतना ही नहीं है। संपूर्ण भारत के स्तर पर राष्ट्र निर्माण का जो एक बृहत् व्यूह रचना है उसका एक मोर्चा इस नाते भारतीय मजदूर संघ का कार्य है। माने हम क्या है? तो मजदूर परिवार के सदस्य हैं, Genuine Trade Union है। इतना ही केवल नहीं तो राष्ट्र निर्माता है। और मजदूर क्षेत्र में काम करने वाले राष्ट्र निर्माताओं का संगठन याने भारतीय मजदूर संघ है। यह विचार लेकर प्रारंभ से काम शुरू हुआ। जब हम ऐसा कहते हैं कि the only of its type तो हमारा अंतिम ध्येय यह है कि मजदूर क्षेत्र में कार्य करने वाले हम लोगों को राष्ट्र-निर्माण की इस भूमिका को ध्यान में रखते हुए काम करना है। मतलब राष्ट्र-निर्माण कार्य का एक अंग इस नाते ही भारतीय मजदूर संघ को आगे बढ़ना है। इसके लिए जो qualities आवश्यक है वह qualities हमारे पास रहे। तभी तो हम राष्ट्र-निर्माण कार्य के उपयुक्त साधन हो सकते हैं। नहीं तो संख्या बढ़ेगी और हो सकता है हमारी उपयोगिता समाप्त होगी। उपयोगिता समाप्त होगी तो हमारा प्रयोजन भी समाप्त होगा। इस तरह से qualitative भी वृद्धि होनी चाहिए। यह दूसरा dimension दूसरा आयाम प्रारम्भ से अपने सामने रहा। अब quality और quantity दोनों का साथ साथ विचार करना बड़ा कठिन है। quantity बढ़ाने की लालसा तो रहती है। हर एक को है, हमको भी है। लेकिन quantity बढ़ जाती है तो quality डायल्यूट हो जाती है। और quality हम अच्छी रखने का प्रयास करते हैं। तो quantity बढ़ नहीं पाती। माने केवल quality के पीछे लगेंगे तो बहुत संख्या अलग अलग प्रकार से बढ़ाई जा सकती है। quality का विचार यदि छोड़ दिया तो संख्या तो बहुत तेजी से बढ़ सकती है।

## गुणात्मकता वृद्धि में बाधा न आये

आज संख्या बढ़ाने के लिये काफी scope है, काफी गुंजाइश है। लेकिन सिर्फ quality (गुणवत्ता) खत्म हो जायेगी। ऐरे गैरे नत्थू खैरे ऐसे इकट्ठा होकर भानुमती का कुनबा बन जायेगा। अब quality का विचार किया तो लोगों ने कहा कि बस पाँच-पचास-सौ साधु संतों को लेकर ही बैठिये। कोई मास आर्गनायजेशन खड़ी नहीं हो सकती। विचार करना है कि क्या

केवल भानुमती का कुनबा खड़ा करना है या दस-पाँच लोगों का एक मठ महंतीवाला ढांचा खड़ा करना है? हमें दोनों नहीं करना है। संख्या भी बढ़ानी है quality का भी विचार करना है। यह समझकर ही चलना चाहिये कि संख्या जब बढ़ रही तो गुणवत्ता घटे नहीं। इसके लिये विशेष सतर्कता रखनी चाहिये। यदि हम quality की फिक्र करते हैं तो फिर quantitative growth याने संख्यात्मक वृद्धि में कुछ मर्यादा आ जायेगी। जो मर्यादा आती है उसको स्वीकार करना पड़ेगा। दोनों जो सीमा रेखाएँ हैं उनको हमें ख्याल में रखना है। संख्या में हम बहुत वृद्धि चाहते हैं। लेकिन इस दक्षता के साथ कि इसके कारण गुणात्मक वृद्धि में बाधा न आये।

## अच्छी पद्धतियों की ओर मनुष्य की प्रवृत्ति नहीं रहती

इसके कारण जहाँ जहाँ वृद्धि होती है वहाँ वहाँ बार-बार आपस में सोच विचार करने की आवश्यकता हुआ करती है कि—‘भाई, वृद्धि कितनी हुई इसके कारण quality का डायल्यूशन कहाँ होने की संभावना है? उसको कैसे रोका जाय?’ ऐसा बार-बार विचार विमर्श करने की आवश्यकता हुआ करती है। इसका भी एक कारण है। संख्या वृद्धि होती है। इसका मतलब क्या है? बाहर से लोग आते हैं। जो पहले नहीं थे वह आते हैं। कहाँ कहाँ से आते हैं? एक तो तटस्थ लोग हो गये। किसी भी दूसरे यूनियन का सेंट्रल लेबर ऑर्गनायजेशन से संबंध न होंगे वे आएंगे। वे आयेंगे तो बिलकुल ही नए होंगे। उनको आप जैसा चाहे वैसे तराश सकते हैं। लेकिन दिशा देने के लिए विशेष कोशिश करनी पड़ेगी। वह स्वाभाविक रूप से नहीं होगा। स्वाभाविक रूप से पानी जैसे नीचे से ऊपर पहाड़ी पर नहीं चढ़ता, ऊपर से नीचे आता है, उसी तरह स्वाभाविक रूप से अच्छी बातों की ओर, अच्छी पद्धतियों की ओर मनुष्य की प्रवृत्ति नहीं रहती। बुराइयों की ओर मनुष्य की प्रवृत्ति है। इसके कारण बिलकुल जो किसी संस्था में नहीं रहे ऐसे भी लोग आयें तो भी उनको अपनी पद्धति, अपनी quality, अपनी परंपराएँ, अपनी मान्यताएँ, अपने norms and standards इन्हें acclimatize (नई परिस्थितियों में ढालने) के लिए विशेष प्रयास करना पड़ेगा। और बाहर से जो लोग आते हैं वे अन्य संस्थाओं में से जिन्होंने अनुभव प्राप्त किए हुए लोग हों तो अच्छा होगा। अब मान लीजिए कि अन्य सेंट्रल लेबर ऑर्गनायजेशन से संबंधित कोई national federation है उससे संबंधित पाँच सदस्य हमारे पास आए तो हमें आनंद होगा। लेकिन उनके पाँच अखिल भारतीय पदाधिकारी यदि आते तो ज्यादा आनंद होगा कि नहीं? होगा। अब



अच्छे पदाधिकारी यदि आते हैं तो बड़ा Asset है। इज्जत बढ़ेगी, अनुभवी कार्यकर्ता मिलेंगे। साथ ही साथ कठिनाइयाँ भी हैं।

### वहाँ की आदतें भूलना और यहाँ की आदतें सीखना यह बड़ा कठिन काम

कठिनाई यह है कि अन्य संस्थाओं से आने वाले लोग वहाँ की पद्धतियों, वहाँ की आदतों आदि को लेकर ही आएंगे। यह स्वाभाविक है। अब वे पद्धतियाँ, वे आदतें हमारी पद्धतियों और आदतों से मेल न खाने वाली हैं। वहाँ की आदतें भूलना और यहाँ की आदतें सीखना यह बड़ा कठिन काम है। यह इतना सरल नहीं है। माने हम यह चाहते हैं कि विभिन्न संस्थाओं में जो अच्छे-अच्छे पदाधिकारी हैं उन्हें भी हमारे पास खींचकर हम ला सकें। वह हमारे लिये मजदूर होगा इसमें तो कोई शक नहीं। लेकिन इस अच्छाई को हजम करने के लिये ताकत लगती है कि वे जब आते हैं तब अपनी गुणवत्ता लेकर आते हैं, अपने अनुभव लेकर आते हैं। अपनी आदतों को भी लेकर आये हैं। Prestige और Status को लेकर आते हैं।

### आदतों में योग्य बदल जरूरी है

अब वह संस्थाएँ तो चल रही हैं, वे विशेष उद्देश्यों को लेकर चल रही हैं और उसके मुताबिक उनकी गुणवत्ता है। उससे यहाँ काम चलने वाला नहीं। शायद उससे यहाँ कभी कभी नुकसान भी हो सकता है। उनकी पुरानी आदतें छूट जाएँ और हमारी नई आदतें वे अपना लें, इस तरह का प्रयत्न यदि हम न कर पायेंगे तो हम जो क्वालिटी (quality) रखना चाहते हैं वह नहीं रख पाएंगे। और शायद हमारी संस्थाओं में वे सारी बुराइयाँ आ सकती हैं जो अन्य संस्थाओं में हैं। माने संख्या बढ़ गयी तो quality बिगड़ गयी। इसलिये आदतों में योग्य बदल जरूरी है। ऐसा नहीं किया गया तो परिणाम विपरीत होंगे। यह किसी के दोष दिलाने के लिये मैं नहीं कह रहा हूँ। क्योंकि मैं स्वयं अनुभव करता हूँ कि मजदूर क्षेत्र के प्रारंभ में अढ़ाई तीन साल में इंटक में रहा। उसके पहले अपने मजदूर क्षेत्र से लगभग संपर्क ही नहीं था। अढ़ाई तीन साल वहाँ रहने के कारण और पदाधिकारी के नाते रहने के कारण बाद में यद्यपि इंटक छोड़ भी दी और बी.एम.एस. (B.M.S.) का भी काम शुरू किया तो भी स्वयं मैंने देखा कि सोचते समय वही सोचने का ढंग आता था जो इंटक का था। हालाँकि हमारा ध्येय स्पष्ट था, तो भी सोचते समय वही सोचने का ढंग आता था।

### व्यक्तिगत रूप में एक-एक कार्यकर्ता की फिफ्ट

जब हमारे विभिन्न फेडरेशन हैं जैसे NOBW है। अच्छे कार्यकर्ताओं का क्या ध्येय है, यह भी स्पष्ट हो। ध्येयनिष्ठा भी हो, किन्तु वहाँ यदि AIBEA से टूटकर आते हैं तो उनका सारा सोचने का ढंग वही रहेगा, जैसे AIBEA में रहते हुए था। NFPTE से कुछ

लोग इधर आते हैं। सारा ध्येयवाद है, sincerity है, आत्मसमर्पण है, dedication है। मैं भी कुछ दिन तक जब NFPTE में रहा। और उसके बाद अपनी फेडरेशन निकालने का सवाल आया (याने मैं दूसरों की बात नहीं कर रहा, मैं स्वयं की बात कर रहा हूँ) तो प्रश्न उठा कि अपनी नई फेडरेशन की constitution बनायी जाय। माने सोचिए कि कैसे unconsciously (अवचेतन) परिणाम होता है। उसकी constitution बनाई गयी। हमारी सलाह लेने के लिए जब आए तो ज्यादा सोचा तो नहीं था। एक तरफ से बहुत सोच-समझकर उस समय बोलने के लिए टाईम भी न था। तो मैंने वही, उस ढंग की बात बतायी जो NFPTE में हमने सीखी थी। अब उस समय सोचने को टाईम नहीं था कि इसके हर एक (क्लॉज) clause का क्या परिणाम होगा क्या नहीं। लेकिन स्वाभाविक रूप से क्या आया कि NFPTE में रहते हुए जिस constitution से हमारा संबंध था और जिसके अंतर्गत हमने काम किया था स्वाभाविक रूप से वही सामने आयी। आगे ऐसा दिखता है कि उसके कारण कुछ कठिनाइयाँ पैदा हुई। उसमें से कुछ clause हमारी प्रकृति में बैठने वाले नहीं थे। अभी पता चलता है, लेकिन उस समय सोचने के लिए भी टाईम नहीं था। लेकिन स्वाभाविक रूप से वह आया। जैसे नींद में से किसी को यदि हमने पानी डालकर जागृत किया तो स्वाभाविक रूप से जो instinctive reaction होती है, उसी तरह की instinctive reaction यह रही जो हमने अढ़ाई तीन साल तक वहाँ सीखी थी। अगर ऐसा अभी हमारा हो सकता है तो अन्य लोगों का भी हो सकता है। इसलिये एक बराबरी के ढाँचे में बिठाने की दृष्टि से व्यक्तिगत रूप में एक-एक कार्यकर्ता की फिफ्ट करना यह भी तो एक बात है। वैसे संगठन के नाते अपना ढाँचा अपने ढंग का खड़ा हो उस दृष्टि से हर स्तर पर आपस में सोच-विचार की आवश्यकता है।

### Two-way communication (द्विमार्गी संप्रेषण)

हर स्तर पर अब कई कठिनाइयाँ व्यवहार के समय आती हैं जो पहले नहीं थीं। पहले नहीं थीं, क्योंकि पहले काम भी नहीं था। अब यूनियन के स्तर से लेकर, अखिल भारतीय मजदूर संघ के अनेक स्तर हैं। इनके बीच में communication बराबर रहे। माने, नीचे के स्तर पर की सारी जानकारी नियमित रूप से बराबर ऊपर के हर एक विभिन्न स्तर पर पहुँचे और ऊपर से जानकारी, ऊपर के निर्णय और उसका explanation ऊपर से नीचे तक पहुँचे। याने two-way communication हुआ। ऊपर से नीचे, नीचे से ऊपर। नीचे की जानकारी और नीचे के लोगों के सुझाव, स्थानिक परिस्थिति को ध्यान में रखते हुए किए गए सुझाव ये ऊपर तक पहुँचे। ऊपर की जानकारी, ऊपर की समस्याएँ और तदानुसार निर्णय लिए गए। यह Constitution जैसे जैसे संस्था बढ़ती है वैसे वैसे बहुत कठिन हो जाता है। अपने यहाँ यह हो रहा है। इसकी कोई हमारी व्यवस्था है और वह पूरी तरह ठीक है ऐसा नहीं है।

constitution व्यवस्था के मुताबिक लिखी गयी यह ठीक है, लेकिन ऐसी बात नहीं है कि यह इसके लिए पर्याप्त है। किन्तु जिस अखाड़े से हम लोग आये उस अखाड़े में सब लोगों के साथ कोई कठिनाई महसूस नहीं हो रही, लेकिन नियमित कुछ व्यवस्था करने की आवश्यकता है। आवश्यकता इसलिए भी है कि देश लंबा-चौड़ा है। हर एक उद्योग विभिन्न विभागों में फैला हुआ है। हमारा काम, हमारी प्रतिस्पर्धी यूनियनों का काम uneven या असमान विस्तार रखने वाला है, और इसके कारण यह तो ठीक है, लेकिन इसके साथ यदि इस तरह का communication बराबर न रहा तो विभिन्न स्तरों पर कठिनाइयाँ आ सकती हैं। कैसी आ सकती हैं? मैं उदाहरण के लिये केवल एक ही

बात बताता हूँ। कोई बड़ा फैला हुआ उद्योग है। National Industrial Federation अपना काम कर रही है। उसकी strength मान लीजिए कि दिल्ली में बहुत ज्यादा है, मद्रास में बहुत कम है, कलकत्ता में समसमान है। और कोई मौका आता है, सवाल खड़ा हो जाता है कि हड़ताल का कॉल देना या नहीं देना। दूसरी प्रतिस्पर्धी यूनियन ने तय किया कि हड़ताल का बंसस देना है। अब सवाल आता है कि हमारी पॉलिसी क्या रहे? हर स्तर पर यदि understanding ठीक न रहा तो आगे चलकर गड़बड़ियाँ पैदा होने की संभावनाएँ हैं। आज गड़बड़ी नहीं है, इसका कारण मैंने बताया कि जिस अखाड़े से हम आये हैं वहाँ जो अनौपचारिक संपर्क रखने का ढंग है, उसके कारण आज सब चीजों को हम समेटकर आगे बढ़ते जा रहे हैं। लेकिन two-line communication यदि हर जगह न रहा, ठीक ढंग का न रहा और अपना संगठन बढ़ता गया तो इसके कारण कठिनाइयाँ आ सकती हैं।

### अनुशासन

मान लीजिए कि दूसरी यूनियन ने हड़ताल करने का तय किया। अब इसमें हर एक इकाई में अपने सुख-दुःख का भी विचार करना है। लेकिन सबसे ज्यादा भारतीय मजदूर संघ का विचार करना है। अब भारतीय मजदूर संघ का ही विचार करना है यह सबको मालूम है। BMS consciousness तो सबके अंदर है। लेकिन communication, mutual communication के अभाव में अलग अलग मत निर्माण हो सकते हैं। मान लीजिए, दिल्ली में प्रतिस्पर्धी यूनियन का बड़ा जोर है। मद्रास में हमारी यूनियन का

जोर है। अब मद्रासवाले हमारे कार्यकर्ता और दिल्लीवाले कार्यकर्ता दोनों समान sincerity रखते हैं, sincerity में अंतर नहीं है। दोनों समान dedication रखते हैं, आत्म-समर्पण रखते हैं। किन्तु अच्छे कार्यकर्ता के नाते स्थानिक परिस्थिति के प्रकाश में सोच विचार भी कर सकते हैं। अब पूरे BMS का consciousness रखते हुए भी यदि दोनों जगह के कार्यकर्ताओं को दोनों स्थानों की जानकारी नहीं होगी तो कठिनाई यह पैदा होगी कि, मद्रास, जहाँ हमारा बहुत अच्छा काम है, वहाँ लोग कहेंगे कि नहीं, हम इस हड़ताल में शामिल नहीं होंगे। इसका विरोध करना चाहिए। विरोध के कारण जो भी झगड़ा पैदा होगा, देख लेंगे। दिल्ली वाले कहेंगे, नहीं, हम साथ तो नहीं हैं, लेकिन झगड़ा लेने से ठीक नहीं रहेगा। विरोध हुआ तो हम संभाल नहीं पाएंगे। अच्छा है, इस समय कुछ न बोला जाए। तटस्थ रहा जाय।

अब वहाँ की परिस्थितियों को देखा तो वह ठीक है। केवल मद्रास का विचार किया तो उनका कहना ठीक है। लेकिन अखिल भारतीय स्तर पर यदि Industrial Federation है तो उसको कुछ न कुछ एक निर्णय लेना पड़ेगा कि नहीं? यदि हमने उन पर छोड़ दिया तो फिर हमारी भी Socialist Party हो जायेगी। जिसके मन में जो आया वह करता जाए, ऐसा तो ठीक नहीं। तो कुछ एकसूत्री, एक अनुशासन में चलने वाला कुछ एक निर्णय होना आवश्यक है। ऐसा यदि निर्णय होगा तो आप समझ लीजिए कि आज वास्तव में realities ऐसी है कि सबको प्रसन्न रखने वाला निर्णय हो ही नहीं सकता। बहुत लोगों के खयाल में यह आता नहीं। Line of communication two-way (दोतरफा बातचीत) न होने के कारण, जगह जगह की जानकारी न होने के कारण बहुत बार यह होता है कि, अपने स्थान की सुविधा-असुविधा ध्यान में रखकर निर्णय ऐसा ही होना चाहिए, ऐसा आग्रह रखा जाता है। अब निर्णय ऐसा ही होना चाहिए, यह विचार स्थानिक परिस्थितियों के प्रकाश में मन में आना तो योग्य है। लेकिन ऐसा आग्रह तो ठीक नहीं कि All India (अखिल भारत) का विचार होगा तो भी हमारी स्थानीय परिस्थित ऐसी है, अखिल भारतीय महासंघ क्या जानता है? ऐसा बाकी संस्थाओं में कहा जाता है।

साभार-दत्तोपंत ठेंगड़ी जीवन दर्शन (खण्ड-2) पुस्तक से



## CONGRATULATIONS

*In the works Committee elections held at recently, BPMS affiliated unions won the majority.  
Heartily congratulations to the entire team for victory.*



**3 BRD Air Force Station, Chandigarh  
have won 6 seat out of 10  
in works Committee election held on 08 Feb 23.**







## Government ORDERS

सत्यमेव जयते

*No.DOPT-1669789084378, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, ESTT.(Estt. Allowance) dated 30-11-2022*

### Allowances

Department of Personnel & Training has issued various instructions from time to time on various Allowances applicable to Central Government Employees. The essence of these instructions has been summarized in the following paras for guidance and better understanding.

#### 1. Children Education Allowance (CEA)

Consequent upon the decisions taken by Government to implement the recommendation of 7th CPC, this department has issued an OM No. A-27012/01/2017-Estt.(AL) dated 17.07.2018. The salient features of CEA are:

- CEA/Hostel Subsidy can be claimed only for the two eldest surviving children.
- The amount of CEA will be Rs. 2250/- per month per child.
- The amount of hostel subsidy is Rs. 6750/- per month.
- The reimbursement of CEA for Divyang Children of Government servant shall be payable at double the normal rate of CEA i.e. Rs. 4500/- per month.
- The rate of CEA would be raised by 25% every time the DA on the revised pay structure goes up by 50%.
- The CEA and Hostel subsidy is admissible in respect of children studying from two class before class one to 12th standard.

Link: <https://documents.doptcirculars.nic.in/D2/D02est/CEA%20OMwVQXm.pdf>

#### 2. Risk Allowance

- As per decision taken by the Government on the recommendation of 7th CPC rates of Risk Allowance were revised.
- Risk Allowance is presently given to Central

Government employees engaged in hazardous duties

or whose work will have a deleterious effect on health over a period of time.

- The Risk Allowance will not be treated as "Pay" for any purpose.

Link: <https://documents.doptcirculars.nic.in/D2/D02est/RiskAllowancesOMfxZ7H.pdf>

#### 3. Night Duty Allowance (NDA)

Consequent upon the decision taken by Government on the recommendations made by 7th CPC on the subject following guidelines has been issued:

- Night duty will be defined as duty performed between 22:00 hours and 6:00 hours.
- A uniform weightage of 10 minutes shall be given for every hour of night duty performed.
- The ceiling of basic pay for entitlement of NDA shall be Rs 43600/- per month.
- The hourly rate of NDA equal to  $[(BP+DA)/200]$  will be paid and the basic pay and DA for the calculation of NDA rates shall be the basic pay and DA prevalent as per 7th CPC.
- The amount of NDA will be worked out separately for each employee depending upon the basic pay the concerned employee is drawing on the date of performing the night duty.

Link: [https://documents.doptcirculars.nic.in/D2/D02est/Scan\\_20200716\\_104438Lw6p5.pdf](https://documents.doptcirculars.nic.in/D2/D02est/Scan_20200716_104438Lw6p5.pdf)

#### 4. Over Time Allowance (OTA)

Consequent upon the recommendations of 7th CPC as accepted by the Government, it has been decided that:

- "Ministries/Departments to prepare a list of those staff coming under the category of 'Operational Staff'. Rates of Overtime Allowance not to be revised upwards".
- The following definition has been used to define Operational Staff: "All non-ministerial, nongazetted Central Government Servants directly involved in smooth operation of the office including those tasked with operation of some electrical or mechanical equipment."
- The concerned Administration Wing of the

Ministries/Departments will prepare a list of operational staff with full justification based on the above parameters for inclusion of a particular category of staff in the list of operational staff with the approval of JS(Admn.) and Financial Adviser of the concerned Ministry/Department.

- (iv) The grant of OTA may be linked to biometric attendance.

Link: <https://documents.doptcirculars.nic.in/D2/D02est/Ota%20OM%20EnglishtKhPT.PDF>

### **5. Special Allowance Payable to Parliament Assistants**

- (i) As per the decision taken by the Government on 7th CPC recommendations to enhance the rates of Special Allowance payable to those wholly engaged in Parliament work during Parliament session by 50% from the existing levels of Rs. 1500/- and Rs. 1200/- payable to Assistants and UDCs respectively to the level of Rs. 2250/- and Rs 1800/-.
- (ii) The allowance will be admissible at full rates for every calendar month in which the Parliament is in session for at least 15 days in that month. For month with shorter period, the allowance will be admissible half the rates prescribed for the full month.
- (iii) No OTA shall be paid to Parliament Assistants for the calendar months in which the Parliament is

in session.

Link: [https://documents.doptcirculars.nic.in/D2/D02est/A-27023\\_02\\_2017-Estt-AL-24102017.pdf](https://documents.doptcirculars.nic.in/D2/D02est/A-27023_02_2017-Estt-AL-24102017.pdf)

### **6. Special Allowance for Child Care for Women with Disabilities**

- (i) For providing extra benefits to women employees with disabilities especially when they have young children and children with disabilities, it has been decided that women with disabilities shall be paid Rs. 3000/- per month on Special Allowance for child care. The allowance shall be payable from the time of the child's birth till the child is two years old.
- (ii) The above limit would be raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

Link: [https://documents.doptcirculars.nic.in/D2/D02est/A-27012\\_03\\_2017-Estt-AL-16082017.pdf](https://documents.doptcirculars.nic.in/D2/D02est/A-27012_03_2017-Estt-AL-16082017.pdf)



*No.DOPT-1669804026297, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, CRD(CRD) dated 29-11-2022*

### **Cadre review of central civil services**

The Department of Personnel & Training (DoPT) is the nodal agency of the Government of India for personnel management policies. As such, although cadre management and cadre reviewing are primarily the concern of individual Cadre Controlling Authorities (CCAs), the responsibility for laying down standards in the matter and for coordination rests with the DoPT in accordance with its role as nodal agency for formulation and evaluation of personnel policies in Government of India. As a part of this Department's endeavour to keep the personnel policies relevant to current and future needs, various instructions were issued on the cadre review. The essence of various instructions issued on the cadre review have been summarized in the following paras for guidance and better understanding:

1. The concept of cadre review owes its origin to the recommendations made by the First Administrative Reforms Commission in its Report on Personnel Administration released in 1969. The Government of India had accepted recommendation of the ARC and in 1972, a Cadre Review Committee (CRC) was constituted under the Chairmanship of Cabinet Secretary with Secretary of the Ministry controlling the Cadre, Secretary of DoPT and Secretary of Department of Expenditure (DoE) in Ministry of Finance as members of the Committee and certain broad guidelines for objective cadre management were issued.

2. Cadre review encompasses several key elements of cadre management such as formation of service, manpower projection, recruitment planning, training, deputation, encadrement, decadrement, creation of posts, managing reserves, etc. It helps realign a service to the everchanging organizational needs and maintain congruence between functional needs and legitimate aspirations of the officers. The main thrust of cadre review is on manpower projections and recruitment planning on scientific lines aiming at the same time at rationalization 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. However, of late, the cadre management has not been getting due attention or has been misconstrued as a



process of upgrading /downgrading or creation of cadre posts only, which over a period of time has led to serious distortions in the cadre/service. Hence, keeping in view the issues noticed by the Department while conducting cadre review of various Central Group 'A' Services after issuance of consolidated guidelines on 14.12.2010 and to keep the personnel policies relevant to current and future needs, a revised consolidated Guidelines on cadre review of Central Group 'A' Services was issued on 30.09.2022. Besides, the broad issues concerning cadre review have been elaborated in the revised Monograph on cadre review of Central Group 'A' Services enclosed therewith.

*[Para 3 of the OM No. I-11011/16/2022-CRD dated 30.09.2022]*

### **3. Cadre Review of Central Group 'A' Services/cadres:**

*[Annexure-IV to OM No. I-11011/16/2022-CRD dated 30.09.2022]*

#### **3.1. Formulation of Proposal :**

(i) While considerable latitude will be available to the cadre authorities in preparing and presenting cadre review proposals, it must be ensured that the necessary statistical data are compiled and updated on a continuing basis in the format given in consolidated guidelines. It is also necessary while presenting review proposals to give a sketch of the historical background of the Service, its inception, its objectives, growth of service in last cadre reviews, the implementation report of last cadre review, status of cadre review of Group 'B' and 'C' cadres/posts in the Department, the functional and organisational structure of the Cadre/Service, special features peculiar to the Service, difficulties and problems faced during the process of cadre management, changes taken place in the cadre structure from time to-time, the reports of any expert committee on the Service and change in role of the Service/organisation. Present as well as the proposed organisational structure of the Department and the Service showing posts at different levels with their designations, pay scales and the functional inter-relationship among them along with organisational chart should be enclosed with the cadre review proposal. The posts to be upgraded should be identified and the justifications for upgradation should be mentioned. Recruitment Rules/Service Rules, as amended till to date, both respect of Service posts as well as its feeder posts, grade-wise seniority lists

updated as on first of the 'Current Year' (i.e. Year in which the proposals are being framed) should invariably be attached with the proposal. In the format, the reference year may be taken as beginning from first January of the year in which the proposals are being framed. The cadre review proposal would be prepared by the CCA in the form of a Note for Committee of Secretaries. As such, apart from above information, every note should include details of inter-ministerial consultations (if required), financial implications, approval required, annexures of the information in prescribed format (Annexure-II) as per model cadre review proposal (Annexure-III).

*[Para 4.1(i) of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

*[Annexure-II to OM No. I-11011/16/2022-CRD dated 30.09.2022]*

*[Annexure-III to OM No. I-11011/16/2022-CRD dated 30.09.2022]*

(ii) The proposal would be formulated, to the extent possible, in consultation with the representatives of service association(s). While drafting the proposal, all issues like mandate of the service, expected changes in the Organization's activities, automation, amendment in the business processes, recruitment planning, plugging the skill gaps, cadre structure, career progression, incumbency, financial implications etc. must be analyzed and made part of the proposal. These issues and their impact on cadre structure have been discussed in the Monograph.

*[Para 4.1(ii) of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

(iii) The proposal may be considered on availability of manpower, functional and strategic requirements. The CCAs should review the vacancies regularly not only for their filling up process but also for the continuance of such posts. It is better to surrender the posts which are not feasible to be filled in long run on permanent basis.

*[Para 4.1(iii) of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

(iv) The identification of each additional post required (either by way of fresh addition to the cadre or through upgradation of an existing post) in terms of specific duties, would be of considerable value in a cadre review proposal. As far as possible, work norms in terms of duties and responsibilities should be unambiguously set out to justify the proposed addition. It must be emphasized in this connection that some amount of

increase in work has to be treated as normal and should not lead to any increase in the manpower requirements. Only perceptible and significant increases in activity should be translated into additional personnel requirements. Proposals for increase in cadre strength and introduction of new grades, thus, may generally be avoided and only be moved if there are stringent functional justification. Having estimated the essential additional needs, the levels or grades at which such needs arise should be clearly identified. While making assessment for cadre review proposals, continuance of existing posts and need of the service (zero base review) may also be assessed based on their functional requirement, and if any of the posts/services becomes redundant due to introduction of the advanced technology or changes in mandate of the Govt, such posts/services may be abolished/merged.

*[Monograph 2022, Para 4.1(iv) of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

(v) The efforts should be made to make the structure sustainable. While suggesting a cadre structure, creation of high percentages of posts at higher level on the cost of lower grades distorting the cadre and affecting the functioning of the organization adversely may be avoided.

*[Para 4.1(v) of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

(vi) Full functional justification for creation/upgradation of each post should be given. A job evaluation exercise may be undertaken for each category of posts to ensure that different grades are assigned corresponding level of functions and responsibilities.

*[Monograph 2022, Para 4.1(vi) of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

(vii) It may be ensured that the cadre review would not have an adverse impact on the feeder grade.

*[Para 4.1(vii) of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

### **3.2 Reference to Department of Personnel and Training/Department of Expenditure**

(i) The proposal should be referred to DoPT with the approval of Integrated Finance Division and the Minister in charge.

(ii) The CCA would also give a certificate that there is no Court Case pending having a bearing on the cadre review.

(iii) The name (s) of contact officer (s) for further/additional information may be clearly indicated in the reference.

(iv) The proposal should be examined vis-à-vis the checklist provided in section 5 of the Monograph to ensure that the proposal is complete in all respects.

*[Para 4.2 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

### **3.3. Financial Implications**

(i) The proposal having additional financial implications would be entertained strictly on functional considerations like consistent increase in workload, horizontal expansion in activities etc. keeping in view the economy instructions issued by the DoE from time-to-time.

(ii) While calculating the additional expenditure, the impact of Non-Functional Upgradation/Non-Functional Selection Grade/Non-Functional Second Grade/Dynamic Assured Career Progression/Flexible Complementing Scheme etc. (wherever applicable) may be taken into account. The calculation sheet must be enclosed with the proposal.

*[Para 4.3 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

### **3.4. Procedure for cadre review**

(i) Every cadre should be reviewed once every five years. The review should be first carried out by the CCA, preferably in consultation with the representatives of the service/cadre in question. However, if it is convinced after such a review that no change in the cadre structure is required, the decision should be conveyed to this Department with the approval of Minister in charge.

(ii) All the Ministries/Departments may nominate a suitable officer for the purpose of cadre review. It will be the responsibility of the nodal officers, so nominated, to provide the necessary progress report in this regard to the Cadre Review Division of the DoPT.

(iii) The cadre review proposal, so prepared by the CCA in the form of a Note for Committee of Secretaries be referred to the Cadre Review Division of DoPT. The DoPT would examine the proposal based on the various parameters of cadre review and obtain the approval of Secretary (P) on its observations/recommendations and then refer it to DoE for approval of Secretary (Expenditure).

(iv) The Note would then be placed before the CRC by DoPT. The Cadre Review Division of the DoPT acts as



Secretariat to the CRC.

(v) Based on the recommendation of CRC, the proposal would be submitted for MOS (PP)'s approval. It would then be referred to the DoE for Finance Minister's approval.

(vi) The CCA would then take approval of Cabinet. The Note for Cabinet should ideally be prepared within a month of the approval of the MoS (PP) and Finance Minister on the recommendation of CRC.

(vii) Within three months of the approval of the Cabinet, the CCA may initiate amendment in the draft Recruitment Rules/Service Rules to give effect to the cadre review.

*[Para 4.4 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

**3.5. Composition of Cadre Review Committee-** The Cadre Review Committee would comprise the following functionaries:

(i)	Cabinet Secretary Chairman	Member
(ii)	Secretary of the Ministry controlling the cadre	Member
(iii)	Secretary, Department of Personnel and Training	Member
(iv)	Secretary, Ministry of Finance, Department of Expenditure	Member
(v)	The senior most member of the service/cadre concerned	Member

Any additional functionaries related with the proposal may also be included, with the approval of Cabinet Sectt., as invitee to participate in the meeting of CRC.

*[Para 4.5 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

**3.6.** It is reiterated that apart from the cadre review proposal of Central Group 'A' services/cadres listed herein, the above said procedure would be applicable in case of other proposals like formation of new service/Group 'A' cadre, merger of Central Group 'A' Services, Grant of Organised Group 'A' Central Service status, declaration as dying cadres etc. Cadre review does not automatically grant status of Central Group 'A' service/cadre or organised status, unless specific approval for it has been obtained during the exercise. Such proposal may be moved along with cadre review proposal or separately, as per requirement.

*[Para 4.7 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

**3.6.1 Attributes of Organised Group 'A' Central Services:** The attributes of an Organised Group 'A'

Service are reiterated below:

(i) The highest cadre post in such services is not below the level of Rs. 37400-67000 plus Grade pay of Rs.10000 (SAG);

(ii) Such services have all the standard grades namely, Rs. 15600-39100 plus Grade pay Rs.5400 (JTS), Rs.15600-39100 plus Grade pay Rs.6600 (STS), Rs. 15600-39100 plus Grade pay Rs.7600/Rs.37400-67000 plus Grade pay of Rs.8700 (JAG/NFSG) and Rs. 37400-67000 plus Grade pay of Rs.10000 (SAG);

(iii) At least 50% of the vacancies in Junior Time Scale (JTS) in such services are required to be filled by direct recruitment;

(iv) All the vacancies above JTS and upto SAG level in such services are filled up by promotion from the next lower grade;

(v) While a service may comprise one or more distinct cadre (s), all such cadres should be governed by composite Service Rules facilitating horizontal and vertical movement of officers of a particular cadre at least upto SAG level. The cadre posts of an Organized Service expressly belong to that service. The posts not belonging to any service are classified as General Central Service and, therefore, an Organized Group 'A' Service cannot have posts/grades classified as General Central Service; and

(vi) Such a service consists of two distinct components, namely Regular Duty Posts and Reserves. The Reserves are generally of four types, viz (i) Probationary Reserves, (ii) Leave Reserve, (iii) Training Reserve and (iv) Deputation Reserve. The various types of reserves are usually created and accounted for in the Junior Time Scale.

Note:- The existing Organised Group 'A' Services have evolved over a period of time and may have minor deviations owing to their respective functional requirements. The services already declared as such need not, however, be reviewed.

The above are certain basic attributes of an Organised Group 'A' Service. There is, however, nothing to suggest that the services/cadres fulfilling these criteria would be automatically conferred the status of an Organised Group 'A' Service. An Organized Group 'A' Service is one which is constituted consciously as such by the CCAs and such a service can be constituted only through the established procedures.

*[OM No. I-11019/12/2008-CRD dated 19.11.2009]*

[Para 22 of Annexure-I of OM No. I-11011/16/2022-CRD dated 30.09.2022]

### 3.7. Creation of posts outside cadre review:

Normally, addition to a cadre by way of increasing the number of posts at different levels should be considered only in the course of five year cadre review. Mid review changes should be avoided as far as possible. Regular cadre reviews carried out at five years intervals must envisage such eventualities while making advance projections for the five year period of additional manpower requirements. Accordingly, the need for creating posts, encadrement and upgradation of posts not envisaged by the CRC before the next cadre review is due, can be expected to be rare. In the event, however, of such eventuality, it may be ensured that the additional posts so created conform to the cadre structure most recently approved by the CRC. The adhoc measures of creation, encadrement, upgradation of posts is not supported if the cadre review is due, however, in case of unavoidable circumstances, if such a proposal is moved, this should be taken up with the Cadre Review Division of the DoPT first before referring to the DoE alongwith the justification and reasons for not waiting for cadre review for consideration of such proposal.

[Para 4.8 of OM No. I-11011/16/2022-CRD dated 30.09.2022]

**3.8 Restriction on direct recruitment-** The restriction on direct recruitment to the extent that it should not exceed 3% of the total cadre strength imposed in 1998 was lifted in 2010 advising the CCAs not to resort to any bulk recruitment as it would create a bulge in the structure leading to stagnation at later stage. The recruitment plan for next five years may invariably be made part of the cadre review proposal and while projecting such recruitment planning attempts may be made to keep it around ideal 3% of the authorized cadre strength per year avoiding clubbing of recruitment. Recruitment planning approved during the cadre review may be followed and for any deviation, fresh plan may be finalized in consultation with the DoPT.

[Para 4.9 of OM No. I-11011/16/2022-CRD dated 30.09.2022]

### 3.9 Provision of reserve posts in Organized Group 'A' Central Services-

There are four types of Reserves, viz. Training, Leave, Deputation and Probationary. Organised Group

'A' Services should have all the four types of Reserves. The following norms for reserves in the Organized Group 'A' Central Services are provided:

- i. Training Reserve – Not exceeding 1.5% of Senior Duty Posts
- ii. Leave Reserve – Not exceeding 1.5% of Senior Duty Posts
- iii. Deputation Reserve\* – Not exceeding 5% of Senior Duty Posts
- iv. Probationary Reserve – It should be equivalent to the period of probation prescribed multiplied with a normal batch of Direct Recruit Officers. The JTS therefore should only provide for duty posts and should have promotee officers in JTS and direct recruit officers who have completed probation and are in JTS. A number of organized Group "A". Central Services do not have probationary reserves and are utilizing JTS strength for this purpose. The necessary changes in JTS and creation of separate probationary reserve should be undertaken at the time of Cadre Review.

\*Fixation of Deputation Reserve should be guided by the number of officers on deputation.

The CCAs of Organized Group 'A' Central Services may keep these norms in view while formulating proposals for cadre review. The reserve requirement of the services having higher reserve provision than the above should be reviewed in cadre review keeping in mind the reserve utilization and the vacancy position.

[OM No. I-11019/2/2013-CRD dated 11.02.2013]

[Para 8.1 of Annexure-I of OM No. I-11011/16/2022-CRD dated 30.09.2022]

**3.10. Maintenance of Statistical Profile:** Statistical profile is one of the important tools for not only preparing policy guidelines on cadre management and indication of career progression of a service, but also to examine a cadre review proposal in scientific manner with its impact on other similar services. The statistical profile is maintained half yearly, i.e., 1st January and 1st July of every year. For the purpose the following may be ensured:

- i. All the CCAs will have to provide Statistical Information within a given time frame (1st half yearly report by 31st July and 2nd half yearly report by 31st January) in the prescribed format. The same may be placed on their respective websites too alongwith details about the Service. Difference in cadre strength from the

last cadre review may be provided along with supporting documents for addition/deletion which includes approval of the Competent Authority and consultation of DoPT.

ii. The CCA would prepare civil list of the officers of the service preferably every year and make available the same on the website of the Administrative Ministry under intimation to this Department.

iii. The CCA may provide status of implementation of last cadre review and conditions imposed by the CRC/DoPT/DoE regularly by the end of every year, till the same is fully implemented.

iv. The CCA may upload latest SRs/RRs on the website and provide a copy to the Cadre Review Division of DoPT.

v. The CCA may appoint nodal officer and provide name of nodal officer to the Cadre Review Division of this Department.

vi. Notifications regarding Cadre Review/ Organized status etc. would also be uploaded by the CCAs concerned on their respective websites.

vii. The senior most member of the service (who is also a member of the CRC) may also take up the matter with the concerned CCAs to provide the information within the given time frame.

viii. For the CCAs who fail to provide timely information, any request of encadrement, upgradation, creation of posts etc. in the cadre would be considered only on the basis of the cadre strength last approved by CRC.

*[Para 4.10 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

*[Annexure V to OM No. I-11011/16/2022-CRD dated 30.09.2022]*

#### **4. Cadre reviews of Group 'B' and 'C' employees/posts.**

*[Para 5 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

##### **4.1. Agency for conducting cadre reviews:**

(i) The cadre reviews will be carried out by the CCAs in consultation with the DoE.

(ii) The Departmental CRC may be set up by the respective Ministries/Departments controlling the cadres to be reviewed and should comprise the representatives of the following:

- (a) Attached/Subordinate Office concerned.
- (b) Integrated Finance Division.

(c) The Personnel unit (Administration/Establishment Division) in the Ministry/Department dealing with the personnel aspects of the cadre.

(d) Concerned Field Organizations.

(e) Any other member considered necessary by the CCA.

*[Para 5.1 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

##### **4.2. Principles governing cadre reviews:**

(i) The cadre review may be visualized as an exercise for complete manpower planning— considering the annual intake at the entry level, maintenance needs, growth etc. rather than being viewed only as a need for upgradation of posts to provide promotional opportunities to the members of the staff.

(ii) The cadre review may be conducted on functional cum-structural consideration with due regard to the duties and responsibilities and the need to promote efficiency in the Organisation/Department. Hence, while conducting cadre review the cadre structure may be made pyramidal with enough officers at all the levels for not only effective functioning of the organization but also to fill higher posts. A structural ratio of 3:1 between two consecutive grades (feeder grade: higher level) is better to fill posts.

(iii) Wherever SIU norms/yardsticks have already been laid down for provision of staff, these should be considered, while conducting cadre review for various categories/grades.

(iv) The cadre review exercise may be conducted periodically for the groups 'B' and 'C' posts without linking it to the level of stagnation in the cadre.

(v) While conducting cadre review, time bound promotions may be considered only in exceptional cases, where it is provided for in the Service Rules of respective categories/grades of the concerned staff. The cadre review should be consistent with the needs and requirements of the organization.

(vi) While conducting cadre review, the Administrative Ministry may consider rationalization of categories/grades through merger, as over the passage of time, there might have been proliferation of categories, levels and grades in each Service. A multi-disciplinary approach may be considered rather than having strait jacket or water tight compartmentalization.

(vii) The cadre review exercise may be conducted after every five years. However, if CCA is convinced that no



change in the cadre structure is required, the decision should be taken in consultation with the Departmental CRC.

(viii) All the Ministries/Departments may nominate a suitable officer for cadre review of Group 'B' and 'C' posts. It will be the responsibility of the nodal officers, so nominated, to provide the necessary report in this regard to the Cadre Review Division of the DoPT every year (by 31st January).

(ix) The cadre review of Group 'B' and 'C' posts so conducted under the procedure contained in above paras should not result in creation of posts in Central Group 'A' Services or any change in status of the cadres/services from Group 'B'/'C' to 'A' for which Guidelines are applicable as laid out in para 3 above.

*[Para 5.2 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

**4.3 Role of DoPT in cadre review of Group 'B' and 'C' posts:** The primary responsibility for conducting cadre review for Group 'B' and 'C' cadres will be of the concerned CCAs in the respective Ministries/Departments. The DoPT will lay down the policy, issue guidelines and if necessary, review the progress of cadre reviews, conducted by the concerned CCAs/Ministries/Departments. Hence, any new policy issue contained in the cadre review proposal may be referred to Cadre Review Division of this Department.

*[Para 5.3 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

**5. Cadre review of Other services/cadres/posts:** Apart from the Central Group 'A' Services/cadres (para 3) and Group 'B' and 'C' posts/employees (para 4), there are Services classified as Central Group 'A' Service in the CCS (CCA) Rules 1965 (as amended from time-to-time). All such services/cadres may also be reviewed through DoPT and the guiding factors for preparation of cadre review proposal in these services/cadres may be same as detailed in para 3. A composite cadre review proposal for all the posts in that Service/cadre may be prepared.

*[Para 5.4 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

**6. Dealing with Isolated posts:** In isolated categories where promotion to next grade is not possible, efforts may be made to identify posts after considering the qualifications and experience, duties and responsibilities attached to these posts, for merging them with the existing cadres. While conducting cadre

review of various categories of services/cadres/posts, an exercise may be undertaken to identify such isolated posts and to include them for encadrement, if feasible. In case it is not possible to merge them in an existing or proposed hierarchical structure, these posts should not be filled by direct recruitment but by transfer on deputation so that the incumbents of such posts do not stagnate. While conducting cadre review exercise, creation of isolated posts may be avoided, to the extent possible. Often departments create posts for various reasons having similar functional duties and responsibilities as cadre posts. Such posts are manned by both cadre officers and those outside the cadre(s). It should be the constant endeavor of Cadre Authorities to periodically review the position regarding such posts with a view to encadre them keeping in view:

- (a) the nature of functions and responsibilities attached to them.
- (b) the likelihood of their continuing.
- (c) the desirability of deploying cadre officers to such posts.

*[Monograph 2022, Para 6 of OM No. I-11011/16/2022-CRD dated 30.09.2022]*

**7.** The above guidelines issued in accordance with the role of this Department being nodal department for the manpower planning and policy and hence all the Ministries/Departments may ensure necessary compliance to the above guidelines. At the first stage, all the Ministries/Departments may nominate a nodal officer for the purpose and constitute the Departmental CRC, wherever applicable, within one month and send a report to this Department (any change in nodal officer or Departmental CRC may be endorsed to this Department). It may also be intimated whether any of the cadres/services under their control (not listed in the Annexure-IV of the OM No. I. 11011/16/2022-CRD dated 30.09.2022) are required to be reviewed through the CRC as per the provisions. Thereafter, the preparation of cadre review proposals, wherever due, may be initiated and attempts may be made to submit the proposal in this regard to this Department or Deptt. of Expenditure (as the case may be) within six months. Calendar issued by this Department for Central Group 'A' Services required to be reviewed through the CRC from time-to-time may be strictly complied.

*[OM No. I-11019/18/2022-CRD dated 14.02.2022]*

*[OM No. I-11019/18/2022-CRD dated 26.08.2022]*

*[Annexure –IV to OM No. I-11011/16/2022-CRD dated*

30.09.2022]

8. In case any reference to the relevant OM is required, the same may be accessed by clicking on the hyperlink or from the DoPT's website. List of the OMs mentioned in this document is as under:

- OM No. I-11019/12/2008-CRD dated 19.11.2009
- OM No. I-11019/2/2013-CRD dated 11.02.2013
- OM No. I-11019/18/2022-CRD dated 14.02.2022
- OM No. I-11019/18/2022-CRD dated 26.08.2022
- OM No. I-11011/16/2022-CRD dated 30.09.2022



*No.DOPT-1669618325007, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel and Training, ESTT.(Estt. D), dated 28-11-2022*

### **Instructions on exemption from passing the Typewriting Test in respect of Lower Division Clerk (LDCs) who do not belong to Central Secretariat Clerical Service (CSCS)**

Note:- (i) This document is a compilation of all relevant instructions on the subject of "Exemption from passing the Typewriting Test in respect of LDCs who do not belong to Central Secretariat Clerical Service (CSCS)" and therefore is intended to serve as the guide without the need, for anyone to refer to old OMs issued from time to time. The list of such OMs is given in Appendix to

this document. In case any reference to the relevant OM is required, the same may be accessed from Archive Section of DOPT's Website.

(ii) While due care has been taken to compile this document, however, if any omissions or correction are noticed, the same may be brought to the notice of the Department of Personnel & Training.

1. The following paragraphs indicate the criteria for grant of exemption from passing the Typewriting Test in respect of LDCs who do not belong to Central Secretariat Clerical Service (CSCS) under the Central Government:-

#### **(i) To whom applicable :**

Instructions for Exemption from passing the Typewriting Test is applicable to Persons appointed as LDCs to posts which do not belong to CSCS whether such appointment is by promotion from erstwhile Group

'D' or by direct recruitment through SSC or other-wise or by any other method including appointment on compassionate grounds or on ad-hoc basis.

[Para 2 (1) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992]

#### **(ii) when exemption may be allowed**

(a) If above 45 years of age on the date of their appointment, such persons may be granted exemption from the date of their appointment.

(b) If between the age of 35 years and 45 years at the time of their appointment, such persons may be granted exemption on attaining the age of 45 years.

(c) If below 35 years of age on the date of appointment, such persons may be given exemption after 10 years of service as LDC provided they have made main two genuine attempts to pass the typing test; otherwise they may be granted exemption after attaining the age of 45 years.

(d) Those LDCE who have made two genuine attempts for passing the typing test prior to the issue of O.M. dated 29.9.1992 but have not completed 8 years service as LDC, may be granted exemption from passing the typing test for completion of 8 years of service or on attaining the of 45 years whichever is earlier.

[Para 2 (2) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992] and

[Para 2 (i) of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015]

#### **(iii) Typing Test**

(a) The Typing test for the purpose of, these orders will be the typing test conducted by the SSC.

(b) The Certificate in typewriting issued under the Hindi Teaching scheme will be treated as equivalent to the Certificate issued by the SSC for the purpose of those Orders.

[Para 2 (3) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992]

#### **(iv) Genuine Attempt**

The 'genuine attempt' referred to above would be determined by the Head of the Department in consultation with the SSC keeping in view that mere appearance in the test or a perfunctory attempt would not constitute a genuine attempt.

[Para 2 (4) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992]

**(v) Service as LDC**

For the purpose of computing service as LDC

(a) Broken periods of service, if any, as LDC on a regular scale of pay may also be taken into account.

(b) Continuous combatant clerical service will also be reckoned in the case of ex-servicemen appointed as LDC.

[Para 2 (5) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992]

**(vi) Release of increments**

(a) On such exemption being granted, the increments of affected persons may be released from the date from which such exemption is granted to them without any arrears for the period prior to the date of exemption, subject to the retention of normal annual date of increment.

(b) On their passing the typing test, the increments may be released from the date of the test without any arrears for the period prior to the date of the Test subject to retention of the normal annual date of increment.

[Para 2 (6) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992]

**(vii) Eligibility for regularisation/ confirmation**

They would also be eligible for regularisation/ confirmation in LDC Grade from a date not earlier than the date of exemption or the date of the test at which they passed the typing test, as the case may be.

[Para 2 (7) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992]

**(viii) Physically Handicapped:**

(a) Physically handicapped persons (now Persons with Disabilities) who are otherwise qualified to hold clerical post and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.

(b) The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but covers only those whose physically disability permanently prevents them from

typing.

[Para 2 (8) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992] and

[Para 2 (ii) of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015]

**(ix) Surplus Employees :**

In respect of Surplus employees redeployed as LDCs the provision for stoppage of increment for not passing the typing test may be enforced from the date of next but one increment after re-deployment.

[Para 2 (9) of DOPT O.M. No. 14020/2/91-Estt.D dated 29.09.1992]

(x) It is clarified that persons appointed as LDCs to posts which do not belong to CSCS can be considered for promotion only after they have passed the typing test or they have been exempted in accordance with the prescribed procedure from passing it and any such promotion will have prospective effect. If the Recruitment Rules for the post of UDC do not contain such a provision necessary action may be taken to amend the recruitment Rules to incorporate a suitable provision in this regard.

[DOPT O.M. No. 14020/3/95-Estt.D dated 14.9.1995]

(xi) It is clarified that the above mentioned criteria for grant of exemption from passing the typing test in respect of such LDCs including Physically Handicapped persons/Persons with Disabilities would also be applicable to the test on computers.

[Para 4 of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015]

(xii) Above Instructions are also extended to Sportspersons recruited against Sports quota under the Scheme of appointment of meritorious sportspersons.

[Para 5 of DOPT O.M. No. 14020/1/2014-Estt.D dated 22.04.2015]

**Appendix**

Reference Office Memorandum on Exemption from passing the Typewriting Test in respect of LDCs who do not belong to Central Secretariat Clerical Service (CSCS)

1. O.M. No. 14020/1/2014-Estt.D dated 22.04.2015
2. O.M. No. 14020/3/95-Estt.D dated 14.9.1995
3. O.M. No. 14020/2/91-Estt.D dated 29.09.1992





Ministry of Finance, Department of Expenditure, EV Branch

**Inclusion of Central Government employees selected against the vacancies notified or advertised prior to 22.12.2003, under Central Civil Services (Pension) Rules, 1972 - reg.**

DoP&PW may please refer to their file No.57/05/2021-P&PW(B) regarding seeking approval of this Department for issuing general instructions on inclusion of Central Government employees selected against the vacancies notified or advertised prior to date of notification (22.12.2003) of National Pension System (NPS) for its applicability to the Central Govt. employees w.e.f. 01.01.2004 under the purview of CCS (Pension) Rules, 1972 and vetting, the draft OM to be issued.

2. The proposal containing the revised draft OM to be issued for this purpose has been examined in this Department and concurred in. Further, DoP&PW may also like to consider consulting DoLA and DoP&T in view of the fact that earlier the cut-off date was (01.01.2004 which has now been changed to 22.12.2003.

3. This issues with the approval of Finance Secretary & Secretary Expenditure.

□



### Important Notice

Pensioners who have performed Annual Life Certificate (Identification) through any available modes may check their status by visiting link <https://pcdapension.nic.in/pcda/view-sparshppo.php>

It is hereby intimated that approval for extension of Annual Life Certificate (Identification) for three months for SPARSH pensioners will be expiring on 28<sup>th</sup> February.

Pensioners who have yet not performed Annual Life Certificate (Identification) are advised to perform Annual Life Certificate (Identification) by 28<sup>th</sup> February, 2023 to avoid stoppage of Pension.

□

F.No. 31011/24/2022-Estt. A-IV, Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Establishment A-IV Desk, dated 27-12-2022

**Extension of the LTC block year 2018-21 (extended) for a period of three months - reg.**

The undersigned is directed to refer to the above mentioned subject and to state that as per rule 10 of the CCS(LTC) Rules, 1988, a Government servant who is unable to avail of the LTC within a particular block of two years or four years may avail of the same within the first year of the next block of two years or four years. Accordingly, the block year 2018-21 was deemed extended upto 31st December, 2022 by virtue of rule 10 of the CCS(LTC) Rules, 1988.

2. In relaxation of Rule 10 of the CCS(LTC) Rules, 1988, exercising the powers conferred under Rule 18 - 'Power to relax', of the CCS(LTC) Rules, 1988, it has now been decided with the approval of competent authority to extend the LTC Block year 2018-2021 (extended) for a period of three months i.e. upto 31st March, 2023. □

File no. 20/16/1/2021/IRG, Government of India, Ministry of Defence, Department of Defence Production, Directorate of Ordnance (CES)

dated: 27-01-2023

**Grant of temporary duty/transport & accommodation/reimbursement to the office bearers of recognized Federation and Association/JCM members.**

**Ref: DoO(C&S) e-mail vide no. 20/16/1/2021/Per/IR dt. 05/04/2022**

Facilities such as transport and reimbursement of travel expenses can be extended to the invitees to attend the official meetings viz. (i) Meetings of JCM I, II, III & IV; (ii) Periodical meetings between the Directorate and Associations; (iii) Any other meeting of the Directorate including field Units for which a format meeting notice has been issued} and (iv) Any other meeting of the DDP/MoD for which a formal meeting notice has been issued.

2. Transport facility may be provided in the following manner to all such participants (either serving in or retired from any of the units of erstwhile OFB) in the concerned meetings who may have been invited by name or the post they hold in the Associations/ Federations/ Confederation or the nominees of Associations/Federations/Confederation incases where such nomination is required to be done.

(i) On the day of arrival to the city where the meeting

venue is, on the date of departure from the city and on the dates on which the meeting is held.

(ii) Between railway station/airport, place of accommodation and the meeting venue. as the case may be.

3. For serving employees including those on deemed deputation, sanctioning leave/TD, as applicable, shall be done by the respected Unit where the employees are posted.

4. Reimbursement of travel expenses shall be borne by Field units, if applicable by the attendee of the meeting. □

*No.2IN2022-E.IIB, Government of India, Ministry of Finance, Department of Expenditure, dated 30/12/22*

### **Compendium of instructions regarding grant of House Rent Allowance to Central Government employees -regarding**

The Department of Expenditure, Ministry of Finance has issued various instructions from time to time regarding grant of House Rent Allowance to Central Government employees. Such instructions were issued a long back. Therefore, the existing instructions have been reviewed and in supersession of all earlier instructions issued on the subject, a consolidated Master O.M. is hereby circulated for compliance by all Ministries/ Departments.

2. This is issued with the approval of Finance Secretary & Secretary (Expenditure).

#### **A. Scope of Application :**

These instructions will apply to all civilian employees of Central Government. The orders will also be applicable to the Civilian employees paid from the Defence Services Estimates. In respect of Armed Forces personnel and Railway employees, separate orders will be issued by the Ministry of Defence and the Ministry of Railways respectively. These orders are also applicable on persons serving in the Indian Audit and Accounts Department.

Note : Rules mentioned in this Order shall not apply to –

(i) Government servants appointed on ad hoc or personal rates of pay unless the orders sanctioning their appointment specifically provide for the drawal of HRA in addition to pay.

(ii) Staff paid out of contingencies (i.e., casual employees/labour).

#### **B. Revised and Updated Provisions :**

The consolidated and updated guidelines on various aspects on grant of House Rent Allowance to Central Government Employees are as follows:

##### **1. Definitions :**

1.1. Pay : Pay for the purpose of calculating HRA means the pay drawn in the prescribed Level in the Pay Matrix as per 7th CPC recommendations accepted by the Government but does not include any other type of pay like special pay etc.

1.2. “Family” means a Government servant’s wife/husband, children and other persons residing with and wholly dependent upon him/her. A husband/ wife /child/ parent having an independent source of income is not treated as a member belonging to the family of the Government servant except when such income including pension (inclusive of temporary increase in pension and pension equivalent of death- cum- retirement benefits) does not exceed Rs.9000 per month<sup>2</sup>.

1.3. “Same station” means all places which are treated as contiguous to the qualified city/town in terms of Para. 3.2 and those dependent on the qualified city/ town in terms of Paras. 3.4 and also those places which are included in the Urban Agglomeration of a qualified city.

1.4. “Urban Agglomeration(UA)”: The term has been defined in the latest Census Report by the Registrar General & Census Commissioner of India, i.e. an UA is a continuous urban spread constituting a town and its adjoining outgrowths (OGs), or two or more physically contiguous towns together with or without outgrowths of such towns .

#### **2. Classification of cities for the purpose of grant of HRA and rates of HRA:**

2.1. Classification of cities for the purpose of HRA is based on the population of the area, as per the latest Census Report. On the basis of population, cities/towns have been classified for the purpose of grant of House Rent Allowance as under:

S. No.	Classification of Cities / Towns	Population Criteria	Rate of HRA as per 7th CPC
1.	X	50 lakhs & above	24%
2.	Y	5 Lakhs to 50 Lakhs	16%
3.	Z	Below 5 Lakhs	8%

Note : The rates of HRA will be revised to 27%, 18%, 9% for X, Y & Z class cities respectively when Dearness Allowance(DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.

*Continue to Next Edition...*



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