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No. 12-B/94-PW
ADMINISTRATIVE SECRETARIAT,

..... 3rd May, 1994.

A copy of Office Memorandum No. 7(12)-E.Coord/94 dated 29.3.1994 and No. 7(7)-E.Coord/93 dated 6.4.1994, received from the Govt. of India, Ministry of Finance (Department of Expenditure), New Delhi is forwarded to the following for information and guidance:-

1. All Heads of Departments/Offices.
2. All sections in the Secretariat.

Assistant Secretary (Perf.)

Copy of OM No. 7(12)-E.Coord/94 dated 29th March, 1994 from Govt. of India Ministry of Finance Department of Expenditure, New Delhi.

Subj:- Economy in the administrative expenditure of Govt.-Rank on creation of posts.

The undersigned is directed to refer to this Ministry's OM No. 7(12)-E.Coord/94 dated 20/6/84 as amended from time to time including OM No. 7(12)-E.Coord/85 dated 8.6.1988 and OM No. 7(7)-E.Coord/93 dated 3.5.1993 on the subject indicated above and to state that the powers given to Ministers/Departments to create 'Plan' posts in Groups 'B', 'C' and 'D' (including non-scientific 'Plan' posts under the Department of Science & Technology) are hereby withdrawn. The above mentioned OM dated 8th June, 1984 and 3.5.1993 will stand modified to the extent indicated above with immediate effect.

All Ministries/Departments are requested to ensure implementation of the above decision.

Hindi version is enclosed.

Copy of OM No. 7(7)-E. (Coord)/93 dated 6th April, 1994 from Govt. of India Ministry of Finance (Deptt. of Expenditure), New Delhi.

Subj:- Economy in administrative expenditure of the Govt.-Rank on creation of posts/filling up of vacancies - Guidelines for processing of cases.

The undersigned is directed to refer to this Ministry's OM No. 7(7)-E. (Coord)/93 dated 3.5.1993 on the above subject wherein it has, inter alia, been indicated in para 1(b) that if a post is held in abeyance or remains unfilled for a period of one year or more it would be deemed to be abolished. It is hereby clarified that if the post is required subsequently the normal procedure for creation of new post will have to be followed. Reference is made to the instructions received from the Govt. of India dated 3.5.1993 in which it has been stated that the reservation of posts for one year or more. It is hereby clarified that the above instructions of 3.5.93 will not be applicable to posts reserved for one year or more for one year or more to the extent necessary for maintaining reservation quota taking into account filled up general quota posts.

Hindi version is enclosed.