

U.T. Administration of Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman – 396 220.

No.6/27/07/PER-06/Part 2153

Dated:- 03/10/2016.
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C I R C U L A R

I am directed to forward herewith the following Office Memorandum's received from the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi for information and necessary action in the matter as under :-

1. O.M. No.Misc.-14017/10/2015-Estt.(RR) dated 21/06/2016 regarding Simplification in finalizing/amending of Recruitment Rules on cases emerging out of grant of exemption from consultation with UPSC.
2. O.M. F.No.AB-14017/10/2016-Estt.RR dated 14th July, 2016 regarding Introduction of single window system for acceptance of proposals for framing/amendment of recruitment Rules.
3. O.M. No.AB.14017/13/2016-Estt.(RR) dated 9th August, 2016 regarding Seventh Central Pay Commission's recommendations – revision of pay scales – amendment of Service Rules/Recruitment Rules.

(Rakesh Kumar)
Deputy Secretary (Per)
Tel No.2231707

To,

All Heads of Office,
Daman & Diu.

Copy to :-

1. The Staff Officer to Administrator, Secretariat, Daman for information, please.
2. The Deputy Collector, Diu with a request to circulate the same to all Heads of Office in Diu District.
3. Office copy/Website/Guard file

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No. AB.14017/13/2016-Estt. (RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
New Delhi

Dated: 9th August, 2016

OFFICE MEMORANDUM

Subject:- Seventh Central Pay Commission's recommendations – revision of pay scales- amendment of Service Rules/Recruitment Rules

The recommendations of 7th CPC have been considered by the Government and the CCS (Revised Pay) Rules 2016 have been issued by Department of Expenditure vide Notification dated 25th July, 2016. Consequently, in place of the Pay Band and Grade Pay, the revised pay structure comprising the "LEVEL in the PAY MATRIX" has come into effect. In the light of this, it has now been decided that the existing Service Rules/Recruitment Rules shall be amended by the Ministries/Departments by substituting the existing Pay Band and Grade Pay by the new pay structure i.e. "LEVEL in the PAY MATRIX" straightaway without making a reference to the Department of Personnel and Training (DOP&T)/Union Public Service Commission (UPSC). The heading of column No.4 of the Schedule in RRs may be modified to "LEVEL in the PAY MATRIX". Similarly, in column 11 of Recruitment Rules, for promotion the corresponding "Pay Band and Grade Pay" needs to be replaced with corresponding "LEVEL in the PAY MATRIX". In cases where deputation is also one of the methods of recruitment, the field of selection for deputation which includes various grades should also reflect the corresponding "LEVEL in the PAY MATRIX".

2. The above amendments may be carried out by 30th September, 2016.

G. Jayanthi
(G. Jayanthi)
Director (E-1)

To

All Ministries/Departments of Government of India

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F.NO.AB-14017/10/2016-Estt.RR
Government of India
Ministry of Personnel, Public Grievance and Pensions
Department of Personnel and Training
Establishment-I Division

North Block
New Delhi, the 14th July, 2016.

Office Memorandum

Sub: Introduction of single window system for acceptance of proposals for framing/amendment of recruitment rules.

In order to reduce the time cycle in finalisation of proposal relating to framing/amendment of RRs and to streamline the processes involved, it has been decided that henceforth all proposals for framing/amendment of Recruitment Rules (RRs) will be received under single window system.

2. The proposals shall be submitted under the Single Window System on Tuesdays and Thursdays of every week between 10.00 AM to 12.00 Noon. The concerned Under Secretaries of the Administrative Ministry/Department shall attend a meeting with the officers concerned in RR Division of DoP&T on the scheduled day and time. In case the concerned Nodal Officers are not attending office, then the link officer will receive the proposals. The Ministries/Departments may ensure that all the points indicated in the checklist are fulfilled. A copy of the checklist is enclosed at Annexure-I. The work allocation of RR Division of this Department among the three Units including contact details is enclosed at Annexure-II.
3. Only those proposals which are fulfilling all the requirements of the checklist will be processed for providing comments/approvals.
4. This Department has developed a Web-Based Information System so as to enable the Ministries and Departments to know the current status of consideration /disposal of proposals relating to framing/amendment of Recruitment Rules and Search-cum-Selection Committee. The Departments are requested to visit the website of DoP&T for ascertaining the status of consideration of proposal. The meeting, if any, fixed by the Department of Personnel & Training to discuss regarding the proposals will also be informed through the system. The Ministries/Departments may continue to follow all the existing instructions on the subject, including consultation with UPSC and Legislative Department.

G. Jayanthi
(Jayanthi G.)
Director(E.I)
Tel: 23092479

To

All the Ministries and Departments.

7/1/2016

7/1/2016

https://mail.gov.in/iwc_static/layout/shell.html?

ANN-I

CHECK LIST FOR THE MINISTRIES/DEPARTMENTS FOR SENDING PROPOSALS TO DOPT FOR FRAMING/AMENDING OF RECRUITMENT RULES

1.	Whether the proposal has been sent online to DoPT	YES/NO/NA
2.	Whether the proposal has been freezed by DOPT for sending the same on file	YES/NO/NA
3.	If the proposal sent on-line has been freezed, the copy of report in regard to Schedule(Annexure-I) and Annexure-II for Annexure-III, as the case may be enclosed.	YES/NO/NA
4.	Whether the observations made by DoP&T have been incorporated in the proposal	
5.	Schedule (Annexure-I) enclosed.	YES/NO/NA
6.	Annexure-II, if it is case of framing of RRs, enclosed	YES/NO/NA
7.	Annexure III, if it is a case of amendment of RRs, enclosed.	YES/NO/NA
8.	In case post created or upgraded, order furnished	YES/NO/NA
9.	In case post re-designated, order furnished	YES/NO/NA
10.	In case of addition or abolition of posts, the Order sanctioning additional/new posts or abolition of posts enclosed.	YES/NO/NA
11.	Hierarchy of chart indicating number of posts in each grade, pay band and Grade Pay and method of recruitment furnished (both existing and proposed)	YES/NO/NA
12.	Whether initial constitution clause, where the RRs are framed for the first time and there are officers already holding the posts on regular basis, inserted.	YES/NO/NA
13.	Whether the method of recruitment, prescribed by UPSC as one time method of recruitment in absence of RRs of post(s) intimated.	YES/NO/NA
14.	If yes, whether Recruitment Rules for feeder posts enclosed.	YES/NO/NA
15.	In case of amendment, whether copy of existing Recruitment Rules furnished.	YES/NO/NA
15.	Whether RR/Amendment in RRs placed on the website of the Ministry as per DoP&T OM dated 13.10.2015.	YES/NO/NA
16.	Whether comments (consequent to placing of RR proposal on website) received have been properly addressed	YES/NO/NA
17.	Whether proposal is referred with the approval of Secretary of the Ministries/Department in terms of	YES/NO/NA

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Annexure-II

Work allocation in RR Division, DoPT		
Designation	Subject Dealt by the Officer	Contact Details
US(RR-I)	All matters relating to Ministries/Departments starting with alphabet J to Z	Tel:23094254
US(RR-II)	All matters relating to Ministries/Departments starting with alphabet F to I	Tel:23092564
SO(RR)	All matters relating to Ministries/Departments starting with alphabet A to C	Tel:23092561
SO(RR-II)	All matters relating to Ministries/Departments starting with alphabet D & E	Tel:23092561

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No.Misc.-14017/10/2015-Estt.(RR)
Government of India
Ministry of Personnel P.G & pensions
Department of Personnel and Training

North Block, New Delhi

Dated: 21.06.2016

OFFICE MEMORANDUM

Sub: Simplification in finalizing/amending of Recruitment Rules on cases emerging out of grant of exemption from consultation with UPSC.

The undersigned is directed to say that the process of finalizing/amending of RRs for any post involves consultation with the RR division of DoPT, UPSC and thereafter vetting by the Legislative Department. The matter regarding the need to follow this procedure for carrying out amendments in the RRs for giving effect to the decision of the competent authority exempting certain posts or category of posts from consultation with UPSC, has been reviewed with a view to simplification of the procedure.

2. All the proposals regarding exemption of posts or category of post from consultation with UPSC are processed after holding prior consultation with UPSC. If there is a disagreement with the views of UPSC, the same is resolved with the approval of the competent authority. After the approval of the competent authority, a notification is also issued exempting posts or category of posts from consultation with UPSC. Therefore, if the amendment is limited to incorporation of the provision relating to exemption from consultation with UPSC for which a notification has already been issued by DoP&T, then consultation with RR Division of DOPT and UPSC once again is not considered necessary.

3. The Competent Authority has therefore decided that the process of again consulting DoPT and UPSC for amending the Recruitment Rules (on limited issue of exemption from consultation) is not necessary. The Ministries/Departments may amend column 13 of the Recruitment Rules for effecting the notifications issued by Estt B Division of this Department regarding exemption of certain posts/category of posts from consultation with UPSC after vetting by the Legislative Department.

Contd..

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4. However, if any other changes are to be made in the RR, then before finalization of the RR, the procedure for consultation with RR Division of DoP&T, UPSC and vetting by Legislative Department may be followed.

G. Jayanthi

(G. Jayanthi)

Director (E-I)

To

All Ministries/Departments to the Government of India.

Copv to:-

1. President's Secretariat, New Delhi
2. Vice-President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
6. The Registrar General, the Supreme Court of India, New Delhi
7. The Registrar, Central Administrative Tribunal, Principal Bench, New Delhi
8. The Comptroller and Auditor General of India, New Delhi
9. The Secretary, Union Public Service Commission, New Delhi
10. The Secretary, Staff Selection Commission, New Delhi
11. All the attached offices under the Ministry of Personnel, Public Grievances & Pension
12. National Commission for Scheduled Castes, New Delhi
13. National Commission for Scheduled Tribes, New Delhi
14. National Commission for OBCs, New Delhi
15. Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
16. Establishment Officer and AS.
17. All Officers and Sections in the Department of Personnel and Training.
18. NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.