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No.F.7(1)-E(Coord)/86  
Government of India  
Ministry of Finance  
(Department of Expenditure)

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New Delhi, the 20th May, 1986

OFFICE MEMORANDUM

**Subject:** Ban on creation of posts/filling up of vacancies  
modification of guidelines.

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The undersigned is directed to refer to this Ministry's communications cited in the margin on the subject mentioned above.

1.	OM No.7(1)-E(Coord)/84	dated 3.1.1984
2.	OM No.7(1)-E(Coord)/84	dated 13.1.1984
3.	OM No.7(1)-E(Coord)/84	dated 31.1.1984
4.	OM No.7(1)-E(Coord)/84	dated 20.6.1984
5.	OM No.7(1)-E(Coord)/84	dated 31.7.1984
6.	OM No.7(1)-E(Coord)/84	dated 12.9.1984
7.	OM No.7(4)-E(Coord)/85	dated 2.4.1985

2. Representations have been received from various Staff Associations requesting for lifting of the ban orders. Similar requests have also been received from various Ministries/Departments. The question regarding continuance or otherwise of the ban orders on creation/filling up of posts has been considered and it has been decided that the existing guidelines may be modified to the extent indicated below:

(I) Vacancies both Plan and non-Plan arising due to promotion, retirement or death may be filled up. It may, however, be done after the posts which have been found to be surplus, as a result of the review by the Cabinet Secretary's Committee, have been abolished.

(II) While creating any new assets such as purchase of vehicles, establishment of new organisations, etc., staff required for running such assets should also be provided. The number of posts that can be made available by re-deployment from existing strength should be taken into account in deciding on the staff requirement.

(III) As regards creation of posts under plan schemes the staff component should be considered as a part of the entire Plan scheme at the formulation stage. While approving a Plan scheme by the Ministries/Departments

under the delegated powers by EFC/PIB, no piecemeal decision should be taken in respect of approval of the scheme alone leaving aside the staff component. In other words, whenever a scheme is approved, the necessary staff for execution of such schemes may also be provided for. However, while taking such a decision, a condition should be imposed that the precise timing of filling up of such posts should be indicated with reference to the various phases of completion of the project or scheme.

3. There is no modification in the existing guidelines, subject to (II) above, regarding creation of non-Plan posts. Such proposals for creation of non-Plan posts will continue to be considered at the level of the Finance Minister/Cabinet.

4. The Ministry of Home Affairs etc. are requested to issue suitable instructions to all Departments, attached offices and subordinate offices under them and all Union Territory Administration to bring to their notice the modifications mentioned above. The Ministries concerned may also inform the autonomous organisations under them regarding the above mentioned modifications.

sd/-  
(B.P. Varma)

Joint Secretary to the Government of India

To

Secretaries of all Ministries/Departments (by name),  
except Finance Secretary/Secretary(Expenditure).

Copy for information and necessary action:

1. All FAs (by name).
2. Deptt. of Public Enterprises (Shri VK Dar, Secretary).
3. C&AG (Shri T.N. Chaturvedi).
4. Secretary, President's Sectt.
5. Secretary, Election Commission.
7. Secretary, Union Public Service Commission.
8. Secretary, Lok Sabha.
9. Secretary General, Rajya Sabha.
10. CGA (Smt. Girija Eswaran).
11. Plan Finance Division (Shri G.N. Tandon, Jt. Secy.).
12. Director, SIU (Shri R.N. Ghosh).

Copy for information to: PS to Finance Secretary.  
PS to Secretary(Expenditure).

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