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अपर सचिव

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सत्यमेव जयते

भारत सरकार
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कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नोर्थ ब्लॉक, नई दिल्ली-110001

GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL
PUBLIC GRIEVANCES AND PENSIONS
NORTH BLOCK, NEW DELHI-11001
<http://www.persmin.nic.in>

D.O.No. 28013/1/2009-AIS-I

Dated: 12th May, 2010

Dear Chief Secretary,

The Indian Institute of Public Administration (IIPA), New Delhi has been entrusted with the responsibility to conduct a study titled **"To take a comprehensive look at the requirement of IAS officers over a longer time frame"** by this Department. In this context data will be collected from all the 24 cadres by IIPA through a questionnaire and tables prepared by them in consultation with this Department. A copy of the questionnaire and table along with the annexure is enclosed.


2. It is requested that the enclosed questionnaire and tables may be filled and returned to the Director, IIPA, I.P. Estate, Ring Road, New Delhi-110002 or by e-mail to diriipa@bol.net.in within 15 days of the receipt of this letter. In the event of any doubt regarding the questionnaire and tables format, you may contact: Prof. R.K. Barik, Mobile 09968401713 (email- barik_rk@yahoo.co.in), Dr. Akbar Ali Mobile 09953282219 (email- akbarxav@gmail.com) of IIPA.

With regards,

Yours sincerely,

To

All CHIEF SECRETARIES


(Dr. S.K. Sarkar)

Name of the Officer:
Designation:
Cadre State:

1. (a) Is any post(s) temporarily*(1) created in the State Cadre under second proviso of Rule 4(2) of IAS (Cadre) Rules*(1) which is continuing for more than two-year?

Yes

No

If yes, specify the date and the need to create the post according to the format given in table No.9.

- (b) Has the prior approval*(2) of the Central Government taken for its continuance for further period?

Yes

No

If not, specify the reason thereof.

Give details of the temporary created Cadre post according to the format given in table No.9.

2. (a) How many Ex-Cadre*(3) posts in the State are manned by IAS officers?
Please furnish details of such posts according to the format given in table No.4.

- (b) Does State Government have the consent*(4) of the Central Government for this?

Yes

No

- (c) Are these posts within the limit of SDR quota*(5) of the state?

Yes

No

If not, specify the reasons thereof.

DETAILED EXPLANATIONS, PROVISIONS ARE INDICATED AT ANNEXURE-1&2

3. Are officers from State Services appointed to these posts (Ex-Cadre) often in place of the IAS?

Yes

No

If yes, then do they fulfill the norms of *administrative experience**(6) equivalent to their IAS colleagues. Specify.

4. (a) Is any *non-Cadre**(7) officer holding Cadre posts in the State?

Yes

No

If yes, give the period involved in respect of each post.

(b) If the period exceeds *three months**(8) whether approval of the Central Government has been taken?

Yes

No

If not, specify the reason thereof.

5. Whether the State Government informs the Central Government *regularly**(9) about the Cadre post, kept vacant or held in abeyance for periods exceeding *six months**(9)?

Yes
No

Give details of all such posts according to the format given in **table No.10**

6. (a) Are there cases in the State where one Cadre officer holds more than one post?

Yes
No

If yes, give No.s and details of such cases in the State.

- (b) In any case if the officer holds the post *beyond twelve months**(10) then give the reasons and details of such cases.

7. Should the *Cadre Review**(11) which takes place every five years, be done more frequently?

Yes
No

If yes, specify the reason thereof.

8. Does the State Government regularly update records regarding posts that need to be *encadred**(12) in tune with the *developmental needs**(13) of the State?

Yes

No

If yes, than give details of the posts encadred during the last ten years.

9. What is the *direct recruitment**(14) intake of the State Government? Give the numbers of DR during the last ten years.

10. Does the Central Government allot DR quota to the State Cadres according to the *plans and projections**(13) made by States in lieu of their future development needs, for at-least ten years?

Yes

No

Specify the basis of plans and projections made by your State in this regards.

11. (a) Are promotions of the State Civil Service Officers (SCS) to the IAS held regularly or does it get delayed?

Please specify the reason for these delays.

(b) Give details of the State Civil Service (SCS) Officers whose promotion is due in the next ten years, according to the format given in **table no.8**

12. It often happens that IAS officers, after working in the State, don't prefer to *join**(15) the Central Government at the DS/Director level. Due to

1. Family adjustment problems.
2. Not getting facilities compared to those they are getting in the State.

Specify any other reason thereof.

Note: (1) Answers may be given on a separate sheet in the same order, wherever necessary.

(2) The key to certain words/terminology used in the questionnaire is given in Annexure -1

(3) The objective of the study project is given in Annexure-2

(3) Individual tables and tables supporting the questionnaire are given in Annexure-3(data should be given according to the prescribed format)

Annexure-1

- *1 Rule (4) IAS (Cadre) Rules, 1954
The State Government concerned may add, for a period not exceeding two years to a State or Joint Cadre, one or more posts carrying duties or responsibilities of a like nature to the Cadre post.
- *2 With the approval of the Central Government for a further period not exceeding three years regarding temporary created post(s)
- *3 Posts under the State Deputation Reserve in the respective State Cadre.
- *4 The State Government may, with the prior approval of the Central Government, appoint a Cadre officer to hold an Ex-Cadre post in excess of the number specified for the concerned State in the schedule to the IAS (Fixation of Cadre Strength) Regulation 1955.
- *5 25% of the Senior Duty Post, (SDP) of the State Cadre.
- *6 Administrative experience of the standard of the IAS for the particular post(s).
- *7 State Service Officer according to the Select list of the State.
- *8 If it is proposed to continue the person who is not a Cadre officer beyond a period of three months, the state government shall obtain the prior approval of the Central Government for such continuance.(Rule 9)
- *9 Cadre posts shall not be kept vacant or in abeyance for period exceeding six months without the approval of the Central Government.
- *10 The Cadre officer may hold two post simultaneously with the permission of the Central Government for six months and beyond it for twelve month. But in any case not beyond twelve months.
- *11 The Central Government shall [ordinarily] at the interval of every five years re-examine the strength and composition of each Cadre in consultation with the State Government.
- *12 New post can be included in the State Cadre by the Central Government after consultation with the State Government in the Cadre review meetings.
- *13 Recruitment made on the basis of merit a candidate achieved in Civil Service Exams (CSE) conducted every year by UPSC.
- *14 Projections according to the future need of IAS officers in the State for the smooth running of different Government schemes for the benefit of society.
- *15 Coming to the Central Government on tenure at the DS/Director level.

Objectives of the Study

The Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions has given a consultancy project to IIPA for undertaking a comprehensive study regarding recruitment of IAS officers both through direct recruitment as well by the promotion of State Civil Service Officers, over the next ten years so as to address the acute shortage of IAS officers, particularly those coming on a Central tenure at the level of Deputy Secretary/Director in the Government of India.

The terms of reference/objective of study will be as under:

- i) To ascertain the cadre gaps in the different state cadres of the service vis-à-vis the current authorized strength of each cadre
- ii) To make a realistic assessment of the cadre deficit by adding the number of IAS officers likely to retire on superannuation/resign during the next 10 years to cadre gaps ascertained in point (i) above.
- iii) To make an assessment of the number of officers that would be required over the next 10 years to man the various senior positions in the state cadres, the Central Deputation Reserve and the (State) Deputation Reserve taking into account:-
 - a) The large number of ex-cadre posts being operated by various states in the respective cadres of the IAS.
 - b) The strength of state cadres likely to be revised.
 - c) Officers who opt for deputation under Rule 6(2) (ii) of the IAS (Cadre) Rules, 1954 or seek voluntary retirement for commercial employment otherwise as per the current trends.
- iv) To assess the status of utilization of the Central Deputation Reserve component of the IAS cadre strength at the DS/Director level, including identifying problems, if any, in administering the same and to suggest measures to redress such problems
- v) To assess the utilization of the State Deputation Reserve
- vi) On the basis of the foregoing, present a recruitment plan for the period 2010-20 duly suggesting the measures required to be taken in the immediate, medium as well as long term.
- vii) To review the strength of officers against the promotion quota of the IAS and suggest measures for filling up all such posts urgently.
- viii) To identify various factors contributing to the accumulation of a large number of vacancies in the cadre strength of the IAS both in direct recruitment as well as in the promotion component and suggest means and measures to prevent their recurrence.

- ix) To review the existing policy framework with respect to its adequacy in meeting the quantitative as well as qualitative requirement of manpower for the IAS, keeping in mind emerging administrative interventions.

Table. No.1 General Information

	Authorized strength as on 1 st January 2010	SDP	CDR	SDR	TR	LR/JPR	Vacancies	Remarks
Total								

Table .No.2 Performa showing details all IAS officers in the Cadre as on 1st January 2010

Sr.No.	Name of Officer	Present Post	Date of posting	Tenure in the present post	Retirement due on

Table .No.3 Performa showing details and strength of Cadre Officers and posts

Sr.No.	Particulars of Cadre Post	Date of creation	Date of Posting	Purpose	Remarks	AI(S)Rules)

Table .No.4 Performa showing details of Ex-Cadre posts

Sr.No.	Particulars of Post	Date of creation/Posting	Purpose	Remarks	AI(S)Rules)

Table .No.5 Performa showing details of CDR

Sr.No.	Particulars of Post	Date of Posting	Purpose/Remarks	AI(S)Rules)

Table .No.6 Performa showing details of TR/LR/JPR

Sr.No.	Particulars of Officer	Date of Relieving/Joining Training	Purpose/Remarks	AI(S)Rules)

Table .No.7 Performa showing details all IAS officers taken VR in Last year ten years

Sr.No.	Name of Officer	Designation	Taken VR on

Table .No.8 Performa showing details/numbers of all State officers who are eligible for promotion during 2011-2020

Sr.No.	Name of Officer	No. of years serve in particular grade/level	Present Designation	Retirement due on

Table .No.9 Performa showing details of temporary post in the Cadre

Sr.No.	Particulars of Post	Date of Posting/Creation	Purpose	Remarks	AIS(Rules)

Table .No.10 Performa showing details and strength of the posts kept in abeyance/ vacant

Sr.No.	Particulars of Post	Kept vacant/held in abeyance since	Purpose/Remarks	AIS(Rules)

Sl. No - 2 (I)

No. 28013/1/2009-AIS (I)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

New Delhi, 17th, December 2009.

To

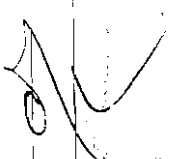
Sh. B.S. Baswan, Director,
Indian Institute of Public Administration,
ITO,
New Delhi.

Subject: Commissioning of a study to take a comprehensive look at the requirement of IAS officer over a longer time frame regarding.

Sir,

I am directed to refer to the subject cited above and to say that with the approval of MOS (PP) it has been decided that IIPA may undertake a comprehensive study regarding recruitment of IAS officers both through direct recruitment as well as promotion of State Civil Service Officers over the next ten years so as to address the acute shortage of IAS officers coming on Central deputation particularly at the level of Deputy Secretary/Director in the Government of India. Term of reference of the study will be as under: -

- (i) To ascertain the cadre gaps in the different state cadres of the service vis-à-vis the current authorized strength of each cadre.
- (ii) To make realistic assessment of cadre deficit by adding number of IAS officers likely to retire on superannuation during next 10 years to cadre gaps ascertained in point (i) above.
- (iii) To make assessment of the number of officers that would be required over the next 10 years to man the various senior positions in the state cadres and the central deputations duly taking into account: -
 - (a) The large number of ex-cadre posts being operated by the various states in respective cadre structure of the IAS.
 - (b) Cadre strength of state cadres likely to be revised.



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(3)

(c) Officers who may opt for deputation under Rule 6(2)(ii) of the IAS (Cadre) Rules, 1954 OR may seek voluntary retirement for post retirement commercial employment otherwise as per present trend.

(iv) To assess the status of utilization of the central deputation reserve component of the IAS cadre strength at DS/Director level, including identifying problems, if any, in administering the same and to suggest measures to redress such problems.

(v) To assess the utilization of state deputation reserve.

(vi) On the basis of all the above, suggest a recruitment plan for the period 2010-20 duly suggesting the measures required to be taken in the immediate, medium as well as long term.


(vii) To review the status of incumbency of the officers against promotion quota of IAS and suggest measures for filling up all such vacant posts for due urgency.

(viii) To identify various factors contributing to accumulation of large number of vacancies in the cadre strength of IAS both in direct recruitment as well as promotion-quota components and suggest means and measures to prevent them in future.

(ix) To review the existing policy framework for its adequacy in meeting the quantitative as well as qualitative requirement of manpower for the IAS, in keeping with the exacting demand of emerging administrative interventions in various fields.

3. You are requested to get the study completed and submit its report within two months from the date of the commissioning of the study. A line of confirmation of acceptance of study as well as the cost of study may kindly be sent to this Department immediately.

Yours sincerely,


(S.S. Shukla)

Under Secretary to the Government of India
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