

## CHAPTER II

### CLASSIFICATION, CHARACTER & STATUS OF POSTS

#### I. CLASSIFICATION

1.1 The Civil Services of the Union shall be classified as follows :—

- (i) Central Civil Services, Group A
- (ii) Central Civil Services, Group B
- (iii) Central Civil Services, Group C
- (iv) Central Civil Services, Group D

[Rule 4 of the CCS(CCA) Rules, 1965].

1.2 If a Service consists of more than one grade, different grades of such Service may be included in different groups.

1.3 Civil posts under the Union other than those ordinarily held by persons to whom the CCS (CCA) Rules do not apply, shall by a general or special order of the President, be classified as under :

- (i) Central Civil Posts, Group A
- (ii) Central Civil Posts, Group B
- (iii) Central Civil Posts, Group C
- (iv) Central Civil Posts, Group D

[Rule 6 of the CCS(CCA) Rules, 1965].

1.4 Unless created as specific additions to the existing cadres which have been already classified, all posts, permanent or temporary, should be formally classified as soon as created in consultation with the Department of Personnel & Training and the Ministry of Finance.

[H.D. O.M. No. F12(6)46-Ests dt. 16-8-46 (para 5) No. 12/60/50-Ests dt. 21-11-50 and Notfn. No. 2 0/16/60-Ests(A), dt. 13-3-62 & 29-3-1962, Notfn. No. 21/2/74-Estt(D) dt. 11-11-75].

1.5 Unless created as specific additions to existing cadres which have already been classified, and in the absence of any general or special orders to the contrary, Central Civil Posts will, w.e.f. 11-11-1975 be classified as follows :—

S. No.	Description of Posts	Classification of Posts
1.	A Central Civil Post carrying a pay or a scale of pay with a maximum of not less than Rs. 1300.00	Group A
2.	A Central Civil Post carrying a pay or a scale of pay with a maximum of not less than Rs. 900.00 but less than Rs. 1300.00	Group B
3.	A Central Civil Post carrying a pay or scale of pay with a maximum of over Rs. 290.00 but less than Rs. 900.00	Group C
4.	A Central Civil Post carrying a pay or scale of pay the maximum of which is Rs. 290.00 or less.	Group D

NOTE 1. For the Purpose of classification of posts as indicated above—

(i) "Pay" has the meaning assigned to it in FR 9(21) (a) (i).

(ii) the "pay or a scale of pay" of a post means the pay or scale of pay prescribed under the Central Civil Services (Revised Pay) Rules, 1973.

NOTE 2. Any post created or deemed to have been created in the revised scale of pay on or after the 1st Jan., 1973 but before the date of issue of Deptt. of Personnel & Trg. Notification 4—35Per & Trg/87



No. 21/2/74-Estt(D) dt. 11-11-75, otherwise than as a specific addition to an existing cadre which has already been classified and having a classification higher than the one envisaged by this Notification, as amended, shall be reclassified under this Notification without prejudice to the status of the existing incumbent of such post.

[Deptt. of Personnel & Trg., Notfns. No. 21/2/74-Estt(D), dt. 11-11-75].

1.6 For up-grading of Group C or down-grading of Group B posts, the Union Public Service Commission should be consulted before the Department of Personnel & Training are approached for concurrence to the proposed re-classification.

[M.H.A. O.M. No. F.18/45/51-Ests, dt. 29-9-51].

1.7 The post of Senior Gestetner Operator is a Group C post, whereas Junior Gestetner Operator is a Group D post.

[M.H.A. OM No. F. 2/25/54-RPS, dt. 3-10-56—Para I(II)]

## II. CHARACTER OF POSTS

### A. Ministerial or non-ministerial

2.1 Ministerial servant means a Government servant of a subordinate service whose duties are entirely clerical, and any other class of servant specifically defined as such by general or specific order of a local government. Local government does not include a Chief Commissioner.

[FR 9(17)]

2.2 Those members of Group B service whose duties are predominantly clerical shall be called as ministerial servants.

[F.D. Letter No. F.11(6)-RI/33, dt. 1-4-1933 to the A.G.C.R.].

2.3 Having regard to the nature of the duties attached to them, the posts of Private Secretary to Secretaries and Joint Secretaries should be classified as 'Ministerial'.

[M.H.A. No. F.12/2/52-Ests, dt. 3-3-1952].

2.4 Unless already classified, all new posts should be classified into 'Ministerial'.

[M.H.A. O.M. No. F.20/16/48-Ests., dt. 23-11-49 (para 3) and No. F.12/48/52-Ests., dt. 17-1-53].

2.5 Posts of Senior Gestetner Operator are to be classified as 'Ministerial'.

[M.H.A. OM. No. F.2/25/54-RPS dt. 3-10-56 (para 1(ii))].

2.6 All proposals regarding classification of posts as 'Ministerial' or 'non-Ministerial' should be referred to the Department of Personnel & Trg. who will, where necessary consult the UPSC.

[M.H.A. O.M. No. F.12/48/52-Ests., dt. 17-1-53 (para 2)].

### B. Scientific/Technical

3.1 The Criteria for declaring posts as scientific/technical are laid down in the Cabinet Secretariat office Memoranda No. 164/CF/59-60, dt. 29-12-60, 85/11/F-61(1) dt. 28-12-61 and 85/11/CF-62 dt. 17-3-62. Administrative Ministries/Departments are themselves competent to declare posts as scientific/technical in consultation with their Associated Finance, and the Deptt. of Personnel & Training (in doubtful cases).

### C. Industrial & non-industrial

4.1 Such of the staff who come within the meaning of 'Workmen' for the purposes of the Industrial Disputes Act, 1946, as amended from time to time, should be classified as 'Industrial employees'.



#### D. Tenure posts

5.1 Tenure post means a permanent post which an individual Government servant may not hold for more than a limited period. In case of doubt, a local Government may decide whether a particular post is not a tenure post.

[FR 9(30A)]

5.2 The Union Public Service Commission should be consulted before classifying a post, whether permanent or temporary, as a tenure post.

[Note (iv) below para 3 in M.H.A. Notification No. 18/4/51-Ests(B), dt. 1-9-1958.]

### III. STATUS (GAZETTED OR NON-GAZETTED)

#### Criteria :—

6.1(i) Group A posts and Group B non-ministerial and executive posts should ordinarily be given gazetted status.

(ii) Group B ministerial posts may be given gazetted status only on very special considerations, such as, the following :—

- (a) The officer already had gazetted status before appointment.
- (b) The officer has commissioned or gazetted officers under his orders.
- (c) The officer performs duties of a technical character requiring special qualifications.
- (d) The officer is periodically left in charge of the office during the absence of his superior on tour and has to dispose of business and to deal with gazetted officers or businessmen/on behalf of his superior.

[Para 3 of Home Deptt. Letter No. 1838-Public, dt. 16-7-1921].

(iii) Group C and Group D posts to be treated as a rule, as non-gazetted.

6.2 Late Home Department O.M. No. 12(6)/46-Ests dt. 16th August, 1946 requires that all newly created posts, whether permanent or temporary, should be classified, as soon as created in consultation with the Home Department. These instructions were reiterated in the Ministry of Home Affairs (now Department of Personnel & Trg.) O.M. No. 12/60/50-Ests., dt. 21st November, 1950 that in all cases relating to classification of posts or conferment of gazetted status, prior concurrence of the Ministry of Home Affairs (now Deptt. of Personnel & Trg.) should invariably be obtained in future. Proposals for conferment of gazetted status on newly created posts should therefore be considered by the administrative Ministry and, where justified, should be referred to the Department of Personnel & Trg. in the form of self-contained Office Memoranda.

### IV. EX-OFFICIO SECRETARIAT STATUS

7.1 The instruction for the conferment of *ex-officio* Secretariat status on officers holding non-secretariat posts are contained in the Ministry of Home Affairs O.M. No. 17/7/65-Ests(A) dt. the 16th November, 1967. According to these instructions, Secretariat status is necessary only for those officers who :

- (a) sign communications, orders or notifications on behalf of Government.
- (b) within the limits of the Rules of Business or Secretariat Instructions, take decisions on behalf of Government.

Wherever there is a departure from the conditions stated at (a) and (b) above, the *ex-officio* status would lapse with the transfer/retirement of the present incumbent.

7.2 The conferment of *ex-officio* Secretariat status on any non-Secretariat officer does not add to the status of the post held by him.