

09<sup>th</sup> October 2022

To,

The C.P.I.O.  
Wildlife Institute of India  
Chandrabani, Dist. Dehradun  
Uttarakhand - 248 001

Sub.: Information under the RTI Act, 2005 – reg.

Ref.: Your reply letter No. WII/RTI/CPIO/2022-23 (Qtr-I)/19, dated 08/07/2022.

Sir/Madam,

Reference is invited to the information provided under the RTI Act through your letter, as above. Service matters being my forte over the years, your reply makes it abundantly clear to me that 15 posts of Group-C have been lying vacant since 2013 are liable to be abolished. Revival of such posts lying vacant/in-abeyance/abolished for such long period(s) needs due approval of Ministry of Finance, Dept. of Expenditure or the IFD of the concerned ministry i.e. MoEFCC, in this case. (Refer attached O.M. No. 7(1)/E.Coord-I/2017, dated 12<sup>th</sup> April 2017, p – 1 to 3).

Moreover, Institutional DPCs cannot be considered in equivalence to the Cadre Review process as per Gol guidelines (refer attached O.M. No. 2/1/87-PP, dated 23 Nov., 1987, p – 6 to 8). **Thus, please avoid giving irrelevant/misleading information.**

I further request you to provide specific information for the following under RTI Act:

1. Number of Cadre Reviews done by the Institute in last 30 years (please do not quote any information on DPCs done by the Institute).
2. Cadre breakup of vacant 22 nos. of DR posts as shown in Annexure – 1 of your reply (p-10).
3. Details of total No. of **posts sanctioned in feeder channel** in each cadre of Group-C viz., Administrative Assistant, Stenographer, Technical Grade, Drivers and MTS etc, as per approved Recruitment Rules of the Institute. Copy may be provided.
4. Details of No. of **posts presently vacant/available in feeder channel** in each cadre of Group-C viz., Administrative Assistant, Stenographer, Technical Grade, Driver and MTS etc.
5. Breakup of vacant posts nos. 15 lying under category (Promotion/other mode of recruitment).
6. Clarify the term "Other mode of Recruitment" shown in column "Vacancies", Annexure – 1.
7. Details of posts (Direct Recruitment/Promotional) lying vacant due to retirement/demise of WII employee(s) with **name & date of retirement/demise, specifically in each case.** (*Emphasis should be given to provide correct data as sought, by circumventing irrelevant information*).
8. Copy of the G.O. being followed by WII for revival of 15 posts lying vacant since 2013.
9. Certified Copies of the letters addressed to IFD, MoEFCC and/or Ministry of Finance, Dept. of Expenditure seeking permission for revival of posts lying vacant/abolished, since 2013.

Postal Order bearing No. 57F 001113 for an amount of Rs. 10/- is attached as RTI Fee.

Yours' truly,

*Vijay Singh*  
(Vijay Singh) 9/10/22

Advocate, High Court of Uttarakhand  
87, Pradhan Wali Gali, Sewala Kalan  
P.O.: Majra, Dehradun – 248 171 (Uttarakhand)



सूचना का  
अधिकार  
RIGHT TO  
INFORMATION



भारतीय वन्यजीव संस्थान  
Wildlife Institute of India

No. WII/RTI/CPIO/2022-23 (Qtr-I)/19

Date: 08/07/2022

To,

Mr. Vijay Singh  
Advocate, High Court of Uttarakhand  
87, Pradhan Wali Gali, Sewala Kalan  
P.O. Majra, Dehradun - 248171

Sub.: Information under RTI Act, 2005-reg.

Ref.: Your RTI application No. – NIL – dated 13 June 2022

Sir,

Please refer to your application cited above under RTI Act, 2005. In this context, point-wise response to your queries is given below:

Point No	Point-wise information sought	Reply of WII
1.	Total number of Sanctioned Posts on 01.06.2022	Information sought vide point no.1,2 and 3 vide Annexure 1
2.	Total number of Vacant Post as on 01.06.2022	
3.	Details of Vacant Post under following categories as on 01.06.2022. (a) Direct Recruitment (b) Promotional Posts	
4.	Details of posts lying vacant due to retirement/demise of employee (s) with date, to be mentioned specifically in each case (retirement/demise)	The information is not available with Administration.
5.	Number of Cadre Reviews done by the Institute in last 30 years	The information is not available with Administration.

If you are not satisfied with the above reply, you may appeal to the Appellate Authority of Wildlife Institute of India, Dehradun.

Thanking you,

Yours faithfully,

*Rajiv Mehta*  
(Rajiv Mehta)  
CPIO


पत्रपेटी सं० 18, चन्द्रबनी, देहरादून - 248 001, उत्तराखण्ड, भारत  
Post Box No. 18, Chandrabani, Dehradun - 248 001, Uttarakhand, INDIA  
ई.पी.ए.बी.एक्स. : +91-135-2640114, 2640115, 2646100 फ़ैक्स : 0135-2640117  
EPABX : +91-135-2640114, 2640115, 2646100 Fax: 0135-2640117  
ई-मेल / E-mail : wii@wii.gov.in वेब / Website: www.wii.gov.in



**Plan for filling up of Vacancies****Name of the Ministry/Department:- Wildlife Institute of India, Dehradun**

Group	SS	PIP	Vacancies			Recruitment Plan for the year 2022-23				Recruitment Plan for the year 2023-24				Remarks
			DR	Promotion + Other mode of rect.	TOTAL	DR Vacancies reported to Recruiting Agencies/under process:			Calender of DPC with no of vacancies	DR Vacancies reported to Recruiting Agencies			Calender of DPC with no. of vacancies	
						UPSC	SSC	Other recruiting agencies of Ministry		UPSC	SSC	Other recruiting agencies of Ministry		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
"A"	47	28	6	13 *	19	N.A	N.A	N.A	N.A					
"B" (Gazett ed)	NIL	NIL	NIL	NIL	NIL	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A	N.A
"B" (Non-Gazett ed)	21	12	6	3	9	N.A	N.A	N.A	**	N.A	N.A	N.A	N.A	one each post of Group B vacant from Oct 20, Feb 21, April 22
"C"	97	60	22	15	37	N.A	N.A	N.A		N.A	N.A	N.A	N.A	***
TOTAL	165	100	34	31	65									

INFORMATION PROVIDED  
UNDER RTI

  
कुल सचिव / Registrar  
भारतीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
देहरादून / Dehradun

Continued at page no. 2



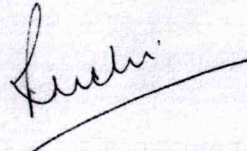
\* Earmarked for deputation appointment

\*\* (i) DPC will be conducted to fill two promotional posts of Group C level and one post of Group B level during 2022-23.

(ii) Calendar for DPC for 2023-24 not yet finalized because we have first to assess the eligibility of existing staff for promotion and DPC calendar will be made accordingly.

\*\*\* Dates of vacancy of group C post- 2 post Oct 13, 1 post Dec 14, 3 post Sep 15, 1 post April 18, 1 post July 18, 1 post Jan 19, 1 post July 19, 1 post Oct 19, 1 post July 20, 1 post July 21, 2 post Nov 21.

SS- Sanctioned Strength  
PIP- Person in Position  
DR-Direct Recruitment

  
कुल सचिव / Registrar  
भारतीय वन्यजीव संस्थान  
WILDLIFE INSTITUTE OF INDIA  
देहरादून / Dehradun

INFORMATION PROVIDED  
UNDER RTI



**No 2/1/87-PP**  
**Government of India**  
**Department of Personnel & Training**  
**(Policy Planning Division)**

New Delhi, Dated 23 Nov., 1987

**OFFICE MEMORANDUM**

**Subject:- Guidelines for cadre review of Groups 'B' 'C' & 'D' Cadres in the light of the recommendation made by the 4<sup>th</sup> Central Pay Commission.**

Periodical Cadre Review is an important part of personnel management in the organization. It plays a vital role in the smooth functioning of the cadre and in keeping up the morale of its members. The main thrust of the cadre review should be on manpower projections and recruitment planning on scientific lines aiming at the same time at rationalization of the existing cadre structure with a view to improving the efficiency morale and effectiveness of the cadre. This Ministry had issued in instructions from time to time which have been quoted in the margin for carrying out cadre reviews of Groups 'C' and 'D' employees.

- (i) No. 5/25/77-PP Dt. 26.8.77
- (ii) No. 5/22/71-PP.II Dt. 13.1-1982
- (iii) No. 5/20/85-PP Dt. 19.11.1985

2. The 4<sup>th</sup> Central Pay Commission had also considered the question of cadre reviews and related matters in respect of promotion policy of Groups 'B' 'C' and 'D' employees. The recommendations made by the Commission in this regard, in paragraphs 23.9 and 23.10 of the Report are reproduced in the Annexure-I to this O.M.

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3. It has been decided in supersession of the instructions referred to in paragraph I above that the following guidelines are to be followed while carrying out the cadre reviews of Groups 'B', 'C' and 'D' employees.

### **Agency for conducting cadre reviews**

- 3.1 The cadre reviews will be carried out by the Cadre Controlling Authority.
- 3.2 The Departmental Cadre Review Committees may be set up by the respective Ministries Departments controlling the cadres to be reviewed and should comprise the representatives of the following:-
- (a) Attached /Subordinate Office concerned.
  - (b) Integrated Finance.
  - (c) The Personnel unit (Administration/ Establishment Division) in the Ministry/Department dealing with the personnel aspects of the cadre.
  - (d) Concerned field Organisations.
  - (e) Any other member considered necessary by the cadre controlling Authority.

A few examples for constituting the Departmental Cadre Review Committees are indicated in Annexure-II to this O.M., of the guidance of Ministries, departments etc.

### **Principles governing cadre reviews**

- 3.3 The cadre Review may be visualized as an exercise for complete manpower planning taking into account the annual intake at the entry level, maintenance needs, growth etc. rather than being viewed only as a need for up gradation of posts to provide promotional opportunities to the members of the staff.



- 3.4 The Cadre Review may be conducted on functional cum-structural considerations with due regard to the duties and responsibilities and the need to promote efficiency in the Organisation/Department.
- 3.5 Wherever SIU norms/yardsticks have already been laid down for provision of staff, these should be taken into account, while conducting cadre review for various categories/grades.
- 3.6 The cadre review exercise may be conducted periodically for all groups 'B' 'C' 'D' posts without linking it to the level of stagnation in the cadre.
- 3.7 While conducting cadre reviews, time bound promotions may be considered only in exceptional cases, where it is provided for in the Service Rules of respective categories/grades of the concerned staff. The cadre review should be consistent with the needs and requirements of the organization.
- 3.8 While conducting cadre review, the Administrative Ministry may consider rationalisation of categories/grades through merger, as over the passage of time, there might have been proliferation of categories, levels and grades in each Service. A multi-disciplinary approach may be considered rather than having straitjacket or watertight compartmentalization.
- 3.9 In isolated categories where promotion to next grade is not possible, efforts may be made to identify posts after taking into account the qualifications and experience, duties and responsibilities attached to these posts, for merging them with the existing cadres. In case it is not possible to merge them in an existing or proposed hierarchical structure, these posts should not be filled by direct recruitment but by transfer on deputation so that the incumbents of such posts do not stagnate.

### **Periodicity**

- 3.10 The cadre review exercise may be conducted after every five years.



## **Role of Department of Personnel & Training**

3.11 The primary responsibility for conducting cadre review for Group B, C&D cadres will be of the concerned cadre controlling authorities in the respective Ministries/Departments. It would be the duty of the Ministries and Departments to ensure that the cadre reviews are carried out by the cadre controlling authorities periodically in the light of these guidelines. The Department of Personnel & Training will lay down the policy, issue progress of cadre reviews, conducted by the concerned cadre controlling authorities/Ministries/ Departments.

Hindi version is attached.

Sd/-  
**(V.P. Uppal)**  
**Director (PP)**

To

1. All the Ministries/Departments of the Government of India (as per standard list) (with usual number of spare copies)
2. All attached and Subordinate Offices of the Ministry of Home Affairs/Ministry of Personnel, public Grievances and Pensions.
3. All Union Territory Government/Administration.
4. Secretary, UPSC/Office of the Comptroller and Auditor General of India (With 10 spare copies)
5. Registrar, Supreme Court of India, New Delhi.
6. Lok Sabha/Rajya Sabha Secretariat.
7. All Officers/section of the Ministry of Home Affairs/Ministry of Personnel, P.G. & Pensions.



Government of India  
Ministry of Finance  
Department of Expenditure  
E-Coord-I Branch

Sub: Uploading of Compendium of instructions.

Please find enclosed a copy of O.M. dated 12<sup>th</sup> April, 2017 regarding Compendium of instructions for creation, revival, continuation and transfer of posts as approved by competent authority for issuing Secretaries and FAs of all the Ministries/Departments.

2. It is requested that the same may be uploaded in the Department of Expenditure's Website.



(Sobeer Singh)  
US(E.C.I)  
13.04.2017

Encl: As above.

Incharge, NIC, MoF(DoE)

No. 7(1)/E.Coord-I/2017  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated, 12<sup>th</sup> April, 2017

**OFFICE MEMORANDUM**

**Subject: Compendium of instructions for Creation, Revival, Continuation and Transfer of posts.**

This Department has issued instructions related to creation, deemed abolition, revival and continuation of posts from time to time. Therefore, in supersession of all previous instructions/ orders regarding creation, continuation, transfer and revival of posts, it has been decided, with the approval of Competent Authority, to issue a compendium of instructions covering all the aspects relating to these issues.

2.1 These instructions shall apply to creation/continuation/revival of posts in all Ministries/ Departments, their Attached offices, Subordinate offices, Statutory bodies etc.

2.2 Proposal for creation/revival/continuation/supernumerary posts should be routed through IFD of concerned Ministry.

2.3 These instructions are not applicable to CPSEs, which may follow the instructions issued by Department of Public Enterprises in this regard.

2.4 Instructions in respect of Autonomous Bodies will be issued separately.

**3.1 Creation of Posts:**

- a. All powers with respect to creation of posts delegated under DFPRs stands withdrawn and only Finance Minister (for below JS level posts) and Cabinet (for JS and above level posts) would be the Competent Authority for creation of posts.
- b. For creation of posts at JS and above levels, only 'Cabinet' and no other 'Standing Committee' is competent, except in respect of requirements relating to national security.
- c. Approval of this Department is not required for creation of Statutory posts. Only those posts may be considered as Statutory, whose name and level/ pay scale have been specifically provided in an Act of Parliament (only post mentioned in Statute, not support staff).
- d. Proposals for creation of posts may be referred to Department of Expenditure through respective IFD with the approval of Secretary and Minister in-charge of the concerned administrative Ministry.
- e. The proposals for creation of posts may be submitted on file, along with the prescribed checklist issued by this Department (Annexure -I). Separate checklist may be prepared for each category of post. Proposals received without proper checklist would not be considered and returned.
- f. Specific exemptions for creation of posts granted to any Ministry/ Department by this Department will however continue.



3.2 The level of approval for creation of posts is summarized in the following tables:

For Ministries/ Departments, Attached offices, Subordinate offices, Statutory bodies etc.

S.No	Level of Post	Competent Authority
1	JS and above	Cabinet
2	Below JS level	Finance Minister

#### 4.1 Supernumerary Posts:

The following principles should be observed while creating supernumerary posts:

- The supernumerary posts are created for the purpose of accommodating the lien of a Government servant who, though entitled to hold a lien against the regular post, cannot be so accommodated because of non-availability of such a post.
- The supernumerary post is a shadow post, i.e. no duties are attached to such a post. The supernumerary post is created for a definite and fixed period. Since, a supernumerary post is created for accommodating an officer till he is absorbed in a regular post, it should not be created for an indefinite period.
- The supernumerary post is personal to the officer for whom it is created and no other officer can be appointed against such a post. It stands abolished as soon as the officer for whom it was created vacates it on account of retirement or is accommodated in another regular post. In other words, no officiating arrangements can be made against such a post.
- Administrative authorities should maintain a record of the supernumerary posts, the particulars of the individuals who hold liens against them and the progressive abolition of such posts as and when the holder of the posts retire or are absorbed in regular permanent posts, for the purpose of verification of service for pension.

#### 5.1 Deemed Abolition & Revival of posts:

- All posts, except newly created posts, kept in abeyance or remaining vacant for a period of more than 2 years in any Ministry/ Department/ Attached office/ Subordinate office/ Statutory body, would be considered as 'deemed abolished' unless an exemption has been given at the time of sanctioning the post.
- A post falling into the category of 'deemed abolished' cannot be filled up prior to obtaining its 'revival' from Department of Expenditure.
- Statutory posts, the name and level/ pay scale of which is specifically provided for in an Act of Parliament, are exempted from falling in the category of 'deemed abolished' on remaining vacant for a period of more than 2 years. Only the posts mentioned in Statute may be considered Statutory, not their support staff.
- Newly created posts (posts which have been sanctioned recently by Department of Expenditure/ Cabinet), which do not have RRs would fall under the category of 'deemed abolished' after a period of 3 years from the date of creation unless it is clarified that this relaxation would not be applicable to those newly created posts which have existing RRs.
- Revival of posts would be considered in rare and unavoidable circumstances only.
- Proposals for revival of posts may be referred to this Department on file, along with the prescribed checklist issued by this Department (Annexure - II). Separate checklist may be prepared for each post. Proposals received without proper checklist would not be considered.

5.2 All Ministries/ Departments may submit to this Department, within 3 months, an Action Taken Report regarding abolition of posts which are vacant for more than 5 years in the Ministry/ Department and organizations under their administrative control. Further, while



①  
referring any proposal for creation/ revival of posts to this Department, Ministries/ Departments may enclose a Certificate that all posts under their administrative control, vacant for more than 5 years on the date of referring the proposal, have been abolished.

The conditions for deemed abolition are provided in the following table:

S.No	Type of Post	Post Live for
1	Existing Post (held in abeyance/ vacant for more than 2 year)	Post is deemed abolished
2	Newly created Post - RRs Exist	2 year
3	Newly created Post - RRs do not Exist	3 years
4	Existing Post vacant for 5 years	Post may be abolished Immediately
5	Statutory Posts	Do not fall under deemed abolition

6.1 Continuation of Posts:

Continuation of posts would be considered subject to continuation of the scheme/project for which the posts were initially sanctioned. For above JS level posts, Department of Expenditure would examine and put up the proposal for approval of Secretary (Exp.), Secretary (DoPT) and Cabinet Secretary. In the case of continuation of Secretary level post, approval of Prime Minister may be obtained by the concerned Ministry/ Department after the approval of Cabinet Secretary.

6.2 Competent Authority for continuation of posts is as follows:

S.No	Level of Post	Competent Authority
1	JS and below level	DoE
2	Above JS level	CoS [Secretary (DoE), Secretary (DoPT) and Cabinet Secretary]
3	Secretary level	CoS as above. Thereafter, Ministry to obtain approval of PM

7. Transfer of Posts:

A post sanctioned for a specific purpose in an organization may not be diverted for another purpose at the same or different station. Cases of transfer/ diversion/ adjustment of posts would amount to creation of new post with simultaneous abolition of existing post and prior approval of Department of Expenditure is required for the same.

8. This issues with the approval of Finance Minister.

  
(Renu Sarin)  
Deputy Secretary(E.C.I)  
Tel # 2309 2761

To,

1. Secretaries of all Ministries/ Departments of Government of India
2. Financial Advisers of all Ministries/ Departments of Government of India