

**Government of Jammu and Kashmir
Finance Department, (Codes Division)
Civil Secretariat, Jammu/Srinagar**

Subject: Instructions for Creation, Revival, Continuation and Transfer of Posts.

CIRCULAR

Attention of all the Administrative Departments is invited to the O.M. No: 7(1)/E.Coord-1/2017 dated 12th April, 2017 issued by the Department of Expenditure, Ministry of Finance, Government of India wherein the instructions related to creation, deemed abolition, revival and continuation of posts have been issued.

The following principles shall apply to the creation, revival, continuation and transfer of posts:

1. Creation of Posts:

- i. No post shall be created without prior concurrence of Finance Department and thereafter approval of the Competent Authority.
- ii. Proposals for creation of posts may be referred to the Finance Department through respective Director (Finance) with the approval of Administrative Secretary and Minister/Advisor in-charge of the concerned Administrative Department.
- iii. 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.
- iv. All proposals for creation of posts shall be submitted in terms of Rule 284(2) of General Financial Rules (GFR)-2017.

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2. Supernumerary posts:

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

3. Deemed Abolition & Revival of posts:

- i. All posts, except newly created posts kept in abeyance or remaining vacant for a period of more than 2 years in any 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.

- ii. A post falling into the category of 'deemed abolished', cannot be filled up prior to obtaining its revival, from Finance Department.
- iii. 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.
- iv. Newly created posts (posts which have been sanctioned recently), 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.
- v. Revival of posts would be considered in rare and unavoidable circumstances only.
- vi. Proposals for revival-of posts may be referred to Finance 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.

4. Continuation of Posts:

Continuation of Posts would be considered subject to continuation of the scheme/project for which posts were initially sanctioned.

5. 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 concurrence of Finance Department is required for the same.

All Administrative Departments are, therefore, directed to adhere to the above instructions while referring the proposals regarding creation, revival, continuation and transfer of posts to the Finance Department.

Sd/-
(Dr. Arun Kumar Mehta)IAS,
Financial Commissioner,
Finance Department.

No. A/97(02)-Sgr-210(S)
Copy to the:-

Dated:-15-07-2021.

1. Advocate General, J&K High Court Srinagar/Jammu.
2. Principal Accountant General J&K Srinagar/Jammu.
3. All Financial Commissioners.
4. Principal Secretary to the Hon'ble Lieutenant Governor
5. All Principal Secretaries to Government.
6. Jt. Secretary (J&K), Ministry of Home Affairs, Government of India.
7. Principal Resident Commissioner, 5-Prithvi Raj Road New, Delhi.
8. Chief Electoral Officer, J&K.
9. All Commissioner/ Secretaries to Government.
10. Divisional Commissioner Kashmir/ Jammu.
11. Principal Secretary to Chief Justice J&K High Court Srinagar/Jammu.
12. Registrar General, J&K High Court Srinagar/Jammu.
13. Director Anti Corruption Bureau, J&K.
14. Director General, Audit and Inspections.
15. Director General, Budget Division J&K.
16. Director General Accounts and Treasuries.
17. Director General Funds Organization.
18. Director Local Fund Audit & Pensions, J&K.
19. Director Information J&K.
20. All Head of Departments/ Managing Directors/ Chief Executives of State PSU's/ Autonomous Bodies/ Societies.
21. Secretary J&K Public Service Commission.
22. All District Development Commissioners.
23. Secretary, J&K Legislative Assembly.
24. Director/Principal, Northern Zonal Accountancy Training Institute Jammu.
25. Director Accounts & Treasuries Kashmir/ Jammu.
26. All Directors of Finance/Financial Advisors & CAOs.
27. Principal Accountancy Training School Srinagar.
28. Joint Director, J&K Funds Organization Srinagar/Jammu.

29. General Manager, Government Press, Srinagar/ Jammu for publication in Government Gazette.
30. Private Secretary to Hon'ble Advisors (F)/(B)/(BK), for information.
31. Private Secretary to Chief Secretary.
32. Private Secretary to Financial Commissioner, Finance Department.
33. All Treasury Officers.
34. I/C website, FD (www.jakfinance.nic.in).
35. I/C website, GAD (www.jkgad.nic.in).
36. Government Order File (W2scs).


(S.L. Pandita)

 Director General (Codes),
Finance Department

Checklist for Creation of Posts

S.No.	Particulars	
Details of post		
1	Name / Designation of the post	
2	Pay scale of the post	
3	Nature of post (Scientific/Technical/Admin/Faculty/other)	
4	Duties and responsibilities of the post	
5	Functional justification for creation (For each of post separately)	
6	Does this post exists with name scale of pay and grade pay	
7	How work is being managed in the absence of the post	
8	Mode of recruitment of post (enclose copy of RRs)	DR/Deputation/Promotion
9	Essential and minimum qualification of the post	
10	No. of existing posts in the grade of the post	(a) Sanctioned (b) Vacant (with date)
11	Immediate lower (feeder) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
12	Immediate higher (promotional) post in the hierarchy	(a) Sanctioned (b) Vacant (with date)
13	Possibility of outsourcing/contract/redeployment	
14	Whether the proposed creation is on bare minimum requirement if yes-Full justification.	
15	Financial implication (both recurring and nonrecurring) 1. Already created posts. 2. After proposed creations.	
16	Whether proposal has been submitted with the approval of the Hon'ble Advisor In-charge of Department.	

Director Finance/ Financial Advisor

Administrative Secretary



Checklist for Revival of Posts

S.No	Particulars	
1	Name of the Department/Organization	
2	Name / Designation of the post	
3	Pay scale of the post	
4	Date of Vacancy	
5	Mode of Recruitment of the Post (enclose copy of RRs)	DR/Deputation/Promotion
6	No. of Posts in the grade of post proposed to be revived	(a) Sanctioned (b) Vacant (with date)
7	Duties and responsibilities of the post	
8	Functional justification for revival of the post	
9	Efforts made to fill up the post since date of vacancy (in chronological order with relevant documents)	
10	How the work is being managed in the at sence of the post and why this arrangement cannot continue	
11	Possibility of outsourcing/contract	
12	Financial implication of the revival of the post	
13	Matching savings (Specific post with Pay Scales) (DF/FA may certify that these posts are live and not surrendered earlier)	
14	No. of posts in immediate lower (feeder) grade	(a) Sanctioned (b) Vacant (with date)
15	No. of posts in immediate higher (promotional) grade	(a) Sanctioned (b) Vacant (with date)
16	Detailed sanctioned strength and vacancy position of the Department/Organization(Level wise)	
17	Whether the post has been offered as matching savings for creation/revival of any other post	
18	Any other relevant information	

Certificate: It is certified that all such posts under the administration control of this department which are vacant for more than 5 years, have been abolished.

Director Finance/ Financial Advisor

Administrative Secretary

