

संख्या.....

तारीख.....

प्रस्तावित किया जाता है कि ऊपर वर्णित पदाधिकारी को इस संगठन में पुनराभिनियोजन पर कार्मिक और प्रशिक्षण विभाग के केन्द्रीय (अधिषिष्ट कर्मचारी) प्रकोष्ठ/रोजगार और प्रशिक्षण महाविद्यालय के विशेष प्रकोष्ठ से अधिषिष्ट कर्मचारियों के पुनराभिनियोजन के लिए स्कीम के निबंधनों के अनुसार नियुक्त किया गया था।

2. पदाधिकारी द्वारा ऊपर दी गई विशिष्टियां इस कार्यालय में उपलब्ध अभिलेखों के प्रतिनिर्देश से सत्यापित कर ली गई हैं और ठीक पाई गई हैं।

3. ऊपर स्तंभ 9 (ग) के अधीन पुनर्समायोजन के मामले में:--

प्रस्तावित कर्मचारी का ऊपर उप स्तंभ (iii) में और अनुसूचक स्तंभ 9(ग) के उप स्तंभ (i) में उपरोक्त रीति से राज्य को अन्तर्विभागीय स्थानांतरण नहीं किया जा सकता है।

4. यह विकल्प इस विभाग/कार्यालय में तारीख..... माह..... वर्ष..... को प्राप्त हुआ था। पुनर्समायोजन के लिए उसकी पात्रता का केन्द्रीय सिविल सेवा (अधिषिष्ट कर्मचारिवृद्ध पुनराभिनियोजन) नियम, 1990 के नियम 6 के निबंधनों के अनुसार सत्यापन कर लिया है और तदनुसार पुनराभिनियोजन के लिए उसका विकल्प आवश्यक कार्रवाई के लिए प्रस्तावित किया जाता है।

स्थान :

फोन सं. :

तार का पता :

(यदि कोई हो) :

हस्ताक्षर

कार्यालय अध्यक्ष

नाम और पदनाम

कार्यालय का पता

कार्यालय की मोहर

MINISTRY OF PERSONNEL PUBLIC  
GRIEVANCES & PENSIONS

(Department of Personnel &amp; Training)

## NOTIFICATION

New Delhi, the 28th February, 1990

G.S.R. 99(E).—In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the Redeployment of Surplus Staff against vacancies in the Central Civil Services and Posts (Group C) Rules, 1967, the Redeployment of Surplus Staff against vacancies in the Central Civil Services and Posts (Group D) Rules, 1970, the Redeployment of Surplus Staff against vacancies in the Central Civil Services and Posts (Group A and B) Rule, 1986, and the Redeployment of Surplus Staff in the Central Civil Services and Posts (Supplementary) Rules, 1989, except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules for regulating the redeployment and readjustment of surplus staff against vacancies in the Central Civil Services and Posts, namely :—

1. Short Title and Commencement : (1) These rules may be called the Central Civil Services (Redeployment of Surplus Staff) Rules, 1990;

(2) They shall come into force on the date of their publication in the official Gazette.

(3) Definitions : In these rules, unless the context otherwise requires :

(a) 'Appendix' means Appendix to these rules ;

(b) 'Cell' means,

(i) in relation to the surplus staff belonging to Groups A, B and C, the Central

(Surplus Staff) Cell in the Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, and—

(ii) in relation to Group D surplus staff, the Special Cell in the Directorate General of Employment & Training, Ministry of Labour ;

(c) 'Commission' means the Union Public Service Commission ;

(d) "Controlling authority" means the authority competent under the rules regulating recruitment to a Central Civil Service or Post to take a decision for and initiate the process of filling of a vacancy in that service or post ;

(e) 'Readjustment' means the reappointment of an ex-surplus employee, though already deployed to another post, in accordance with these rules ;

(f) 'Redeployment' means the appointment of a surplus employee against a vacancy in a Central Civil Service or post in accordance with these rules ;

(g) 'Surplus staff and 'surplus employee or employees' means the Central Civil Servants (other than those employed on ad-hoc, casual, work-charged or contract basis) who—

(a) are permanent or, if temporary, have rendered not less than five years' regular continuous service ; and

(b) have been rendered surplus alongwith their posts from the Ministries, Depart-

ments, Offices of the Government of India, as a result of—

- (1) administrative and financial reforms, including, inter-alia, restructuring of an organisation, zero base budgeting, transfer of an activity to a State Government, Public Sector Undertaking or other autonomous organisation, discontinuation of an on-going activity, and introduction of changes in technology; or
- (2) studies of work measurement undertaken by the Staff Inspection Unit of the Ministry of Finance or any other body set up by the Central Government or the Ministry/Department concerned; or
- (3) abolition or winding up either in whole or in part of an organisation of the Central Government;

(h) 'Rolls' mean the list of surplus staff currently under redeployment or readjustment through the Cell.

### 3) Reporting of Vacancies to the Cells :

(1) Vacancies in the Central Civil Services and Posts in Groups 'A' and 'B'

- (i) The controlling authority in respect of a Group 'A' or Group 'B' Service or post in which any vacancy is to be filled up by direct recruitment through the Commission (otherwise than on the basis of a competitive examination) shall, while sending requisition for the purpose to the Commission, also simultaneously send a copy thereof to the Cell.
- (ii) The Commission shall not entertain a requisition placed for the purpose unless it indicates that a copy thereof has simultaneously been sent to the Cell and shall take action for recruitment to the posts notified to the Commission in the usual manner only if—
  - (a) no recommendation is received by it from the Cell within a period of 15 days from the date of receipt of the requisition in its office sponsoring the surplus employee or employees for appointment against such vacancy or vacancies, or
  - (b) the candidate(s) recommended for consideration by the Cell is (are) not found suitable by the Commission for appointment to the post(s) in question.
- (iii) Where a post is to be filled up by transfer in consultation with the Commission, the controlling authority in respect of the post shall first intimate the vacancy to the Cell, who, if it has a surplus employee on its rolls who is prima-facie suitable for appointment thereto, shall sponsor him to the Commission, under intimation to the controlling authority concerned, for being

considered for absorption against the post in question. Such a post will be circulated only if (a) the Cell communicates the non-availability of a suitable surplus employee from its rolls to sponsor for absorption in it, or (b) the Commission holds the surplus employee sponsored by the Cell to be unsuitable for appointment to the post.

(iv) All vacancies in Central Civil Services and posts in Groups 'A' and 'B', which are to be filled by direct recruitment or by transfer but otherwise than through the Commission, shall first be reported to the Cell and shall be filled from amongst the surplus staff, unless the controlling authority of the service or post in question has ascertained from the Cell that they have no suitable persons from amongst the surplus staff available with them for being nominated against the particular post.

(v) The provisions contained in sub-rule (1) shall not apply to the posts and services under the administrative control of—

- (a) the Departments of (i) Atomic Energy, (ii) Space, (iii) Electronics, (iv) Indian Audit and Accounts, (v) Railways (excluding the posts located in the Headquarters Offices of the Railway Board);
- (b) the Ministry of Defence (lower field formations other than the Defence Research and Development Organisation);
- (c) the various security and para-military organisations under the Ministries of Home Affairs and Defence, and Cabinet Secretariat :

Provided that this shall not debar the controlling authority of such services or posts to request the Cell to sponsor suitable surplus employees, and to appoint them.

(2) Vacancies in the Central Civil Services and Posts in Groups 'C' and 'D'—

- (i) All vacancies in the Central Civil Services and Posts in Groups 'C' and 'D', except those covered by clause (iii) of this sub-rule and clause (a) of sub-rule (4), shall be filled from amongst the surplus staff sponsored by the concerned Cell.
- (ii) The Government departments or offices may fill vacancies in accordance with the normal procedure only after ascertaining from the concerned Cell that they have no suitable persons from amongst the surplus staff available with them for the particular post.
- (iii) The vacancies of the following categories need not be reported to the Cell concerned :
  - (a) those to be filled by transfer on deputation;
  - (b) those to be filled on ad-hoc or short term basis, appointments to which have no

prospects of being continued indefinitely and being finally regularised ;

- (c) those to be filled by promotion, where eligible candidates having prescribed qualifications for promotion are available in the feeder cadre(s) ;
- (d) those located in the Ministries or Departments, referred to in sub-clauses (a) and (b) of clause (v) of sub rule (1) ;
- (e) those located in the organisations referred to in sub-clause (c) of clause (v) of sub-rule (1) which are to be filled otherwise than through open recruitment ;
- (f) those in posts on the personal staff of a high dignitary, appointment to which is to be made at the discretion of such dignitary ;
- (g) those to be filled by appointment on compassionate grounds of the dependent(s) of deceased Government Servants.
- (h) those in the Central Secretariat Service, Central Secretariat Stenographers Service, and the Central Secretariat Clerical Service;
- (i) those being utilised for making appointments under sub-rule (6) of rule 4 and rule 12.

### (3) Withdrawal of vacancies

No vacancy which has been reported to the Cell and against which a surplus employee has been either nominated by the Cell or, in the case of a vacancy reported under clause (i) or (iii) of sub-rule (1) above, recommended by the Commission, shall be withdrawn :

Provided that where the withdrawal of such a vacancy is considered necessary, request for it shall be made by, or with the express approval of, the Secretary of the administrative Ministry, giving reasons for the same.

Provided further that in the case of any doubt or controversy regarding the need or propriety of withdrawing the vacancy, the administrative Ministry or Department shall abide by the decision of the Department of Personnel and Training.

### (4) Selective reporting of vacancies to the Cells ;

Notwithstanding anything contained in sub-rules (1), (2) and (3) the concerned Cell may issue instructions that, —

- (a) the Ministries and Departments need not report vacancies in certain posts, grades, services or regions, as may be specified, to the Cell either for any specific period or till further instructions to the contrary are issued, and
- (b) vacancies existing in particular posts, grades, services or regions at any point of time should be reported to it, and should not be filled up through any other modes including those prescribed in the Recruitment Rules, except after obtaining a specific clearance from the Cell aforesaid.

### Redeployment of Surplus Staff

#### (1) Against vacancies in Groups 'A' and 'B' Services or posts

- (i) The surplus employees recommended by the Cell will be entitled to first priority for appointment to the vacancies in Group 'A' and 'B' Services or posts filled by direct recruitment including those filled through the Commission (otherwise than on the basis of a competitive examination held by the Commission), or by transfer :

Provided that they are found suitable by the Commission or other prescribed authority and no suitable disabled defence services personnel are available with them for appointment to such vacancies.

- (ii) The Cell shall recommend to the Commission the name of a surplus employee who, for the time being, is borne on its rolls, for being considered for appointment to a specific post, wherein the vacancy has been notified to the Commission and to the Cell, and for appointment to which the surplus employee concerned appears to the Cell to be prima facie suitable, having regard to the scale of pay attached to the post and the one held by him, his qualifications and the relevance of his previous experience.
- (iii) The Cell may recommend more than one surplus employee on its rolls for being considered for appointment to a post for which each of them seems to it to be prima-facie suitable for appointment.
- (iv) The Commission may consider any surplus employee whose bio-data has been referred to it by the Cell, for appointment to a post, even if he has not been specifically recommended by the Cell for that post; provided (a) the post in question carries the same scale of pay or has the same maximum of the pay scale as the one held by him, (b) the surplus employee is found suitable for appointment to such post in preference to the other posts for which his candidature may have been sponsored by the Cell, and (c) he does not suffer from any of the disabilities mentioned in clause (v) of this sub-rule.
- (v) The Cell shall not recommend the name of a surplus employee to the Commission, —
  - (a) if on being sponsored by the Cell he has already been recommended by the Commission for appointment to a post in a Central Government Department carrying a pay-scale not lower than his existing pay scale;
  - (b) if he has joined another post in the meantime, whether on redeployment through the Cell, or otherwise, or has asked for reversion to another continuing post on which he holds a lien;

- (c) if he is due for superannuation within six months from the date of his transfer to the rolls of the Cell;
- (d) if his services are terminated or he is to be retired (including premature or voluntary retirement on the basis of a notice given by the surplus employee) or discharged from service or otherwise ceases to be on the rolls of the Cell on any date before the expiry of six months from the date of his transfer to the rolls of the Cell; (e) for absorption in a post which lies outside the parameters of placement laid down in rule 5.
- (vi) The Commission may, in its discretion, consult the confidential reports written earlier on a surplus employee or, if necessary, call him for interview to determine his suitability for appointment to a post but shall not subject him to a written test for this purpose.
- (vii) The Commission may, in its discretion, relax the educational qualifications, experience etc., prescribed for recruitment to a service or post, in respect of any member of the surplus staff sponsored by the Cell for appointment to such service or post, if the surplus candidate is otherwise considered by them to be suitable for appointment to the service or post in question.
- (viii) The Commission shall, as far as possible, finalise and communicate to the Cell its assesment of suitability or otherwise of a surplus employee recommended by the Cell for a post within one month from the date of receipt of such recommendation in its office.
- (2) Against vacancies in Groups 'C' and 'D' Services or posts
- (i) The surplus staff nominated by the Cell shall enjoy first priority for appointment against a vacancy, after the disabled defence services personnel.
- (ii) The surplus staff sponsored by the concerned Cell for redeployment against vacancies in Group 'C' or Group 'D' Central Civil Services and posts, as the case may be, shall not be subject to any tests or interviews for the purpose of appointment, unless otherwise decided by, or in consultation with, the Cell concerned.
- (iii) The surplus staff shall not be ineligible for appointment in the recipient organisation on the ground that they do not possess the minimum educational qualifications prescribed for the posts to which they are redeployed by the Cell except in cases where certain minimum technical qualifications are prescribed for a particular post :

Provided that where a surplus employee is already holding an equivalent post with substantially identical duties on a regular basis, he will not be treated

as unsuitable for appointment to a post, merely on grounds of not possessing the educational or technical qualifications prescribed for appointment thereto, if he has satisfactorily completed probation therein, or if he was not required to be placed on probation, his performance therein during the preceding period of not less than two years has been reported to be satisfactory.

- (iv) If the Cell in the Department of Personnel and Training, on review of the vacancies reported to it, comes to the conclusion that it may not be possible for it to arrange a suitable placement in a Group 'C' post, it may, as far as possible with prior intimation to the Cell in the Directorate General, Employment & Training, nominate a Group 'C' surplus employee for appointment to a vacancy in a Group 'D' Service or post, and in that case, these rules shall apply to such nomination, as are applicable to the nomination of a Group 'D' surplus employee made by the Cell in the said Directorate General :

Provided that where nominations are made by the Department of Personnel & Training as well as by the Directorate General, Employment and Training for the same vacancy, the recipient organisation shall act upon the nomination received by it first and shall inform the other organisation to divert its nomination elsewhere.

(3) Redeployment of surplus officiating employees :

- (a) An employee, who is officiating in a post declared surplus, shall be eligible for redeployment to a post as per clause (i) of sub-rule (1) of rule 5, provided that, —
- (i) he was appointed to such post through the regular process of promotion or transfer and there was, in the ordinary course, no prospect of his reversion from it within a period of six months from the date from which he is declared surplus;
- (ii) he does not, suo motu, opt for being reverted to a post on which he holds a lien; and
- (iii) he is not due for superannuation, and has not asked for being allowed to retire under the rules applicable to him from a date within the aforesaid period of six months.
- (b) A surplus officiating employee shall revert to the post on which he holds a lien, whether administrative or substantive (unless such post has already been abolished or declared surplus), at the expiry of a period of six months from the date from which he was declared surplus, if no placement in an appropriate post can be arranged for him within such period, or he refuses to accept the placement arranged for him, or fails to join such placement within the joining time allowed by the authority under whom such placement is located.



- (ii) such post is not lower than the post which forms, or would ordinarily form, the next lower rung in the promotional ladder for the incumbents of the post of the level currently held by the surplus employee :

Provided, further, that, —

- (i) a surplus employee who is sponsored or nominated against a post carrying a pay scale with a higher maximum, in terms of clause (i) of the first proviso above should either have the qualifications, as prescribed for appointment to the post by direct recruitment or by transfer, or should have been successfully performing in his parent department the duties attached to such post; and
- (ii) when redeployed in a post carrying a lower scale of pay, the surplus employee shall be permitted to carry his current pay-scale along with him to the next post but this benefit shall not be extended where, despite availability of a post in a matching or a higher pay-scale, a person is redeployed in a post carrying a lower pay-scale at his own request.
- (3) Where a surplus employee is drawing pay in a pay-scale different from those prescribed under the Central Civil Services (Revised Pay) Rules, 1986, the administrative Ministry shall while reporting the particulars of such employee to the concerned Cell for arranging his redeployment, or as soon as may be thereafter, also communicate to the Cell, the pay-scale under the aforesaid rules, corresponding to his pay-scale, as may be determined in consultation with the Ministry of Finance having regard to the duties and responsibilities attached, and qualifications prescribed for appointment to the post held by him. For the purpose of his placement under this rule and under rule 6, the employee will be deemed as borne on such corresponding pay-scale of the said Revised Pay Rules, as determined under this rule.

#### 6. Readjustment of Redeployed Surplus Staff :

(1) A surplus employee who has already been redeployed shall not be eligible to seek readjustment, except in the following cases :

- (a) when redeployed, otherwise than at his own request, —
- (i) in a post carrying a pay-scale lower than the pay-scale on which he was borne at the time of being declared surplus; or
- (ii) in a post carrying a lower classification than that of the post held by him at the time of being declared surplus; or
- (iii) in the case of an employee whose maximum of pay-scale, as per the Central Civil Services (Revised Pay) Rules, 1986 did not exceed Rs. 2900/-, in a State other than the State(s) in which

he had requested for his placement to be arranged while awaiting redeployment and, in the absence of such request, the State in which he was posted at the time of being declared surplus :

Provided that he is not, in the ordinary course, eligible to seek intra-departmental transfer to such State(s) of choice or posting, as the case may be :

Provided, further, that he does not fall under the category which have All India Transfer Liability”.

(b) if his case falls into any other class of cases, as may be specified by the Central Government by an order as being eligible for seeking readjustment under these rules.

(2) A redeployed employee, who in terms of sub-rule (1) is eligible to seek readjustment, shall exercise an option in favour of such readjustment in the form given in the Appendix and shall transmit the same to the Department of Personnel and Training (Surplus Cell) or—in the case of 'Group 'D' employees—to the Directorate General of Employment and Training, New Delhi, through his head or office within two months from the date of joining the post in which he has, for the time being, been redeployed.

(3) In the event of the option being found acceptable, the existing redeployment of the employee shall be treated as provisional and the employee concerned shall, notwithstanding anything to the contrary contained in the definition of the term 'Surplus Staff', be treated notionally to be a surplus employee awaiting final redeployment.

(4) The readjustment shall be subject to the following further conditions :—

(a) The surplus employee shall have no claim to count his past service, including that rendered in the post of his provisional redeployment, towards fixation of seniority in the post in which he is readjusted.

(b) The action for readjustment shall be treated as concluded :—

(i) on the expiry of six months (excluding the period of suspension/disciplinary proceedings, if any) from the date on which the option for readjustment is exercised; or

(ii) on such earlier date on which an order of appointment to a post carrying a matching scale of pay and/or equivalent classification in respect of those covered by sub-clauses (i) and (ii) of clause (a) sub-rule (1) above, and in the appropriate State, in respect of those covered by sub-clause (iii) thereof, is made to the employee; or

(iii) if the employee withdraws option for readjustment or tenders resignation or

- gives notice for voluntary retirement or retires or otherwise ceases to be in service; and, —
- (iv) in the case of an employee who is placed under suspension or becomes the subject of disciplinary proceedings against him, during the period of such suspension or currency of disciplinary proceedings, as the case may be.
- (c) Readjustment shall be only against a vacancy available in a Central Ministry, Department or subordinate office and reported to the concerned Cell.
- (d) A surplus employee already redeployed in a post carrying a higher pay scale may be readjusted in a post carrying a pay-scale matching his original pay-scale and shall have no claim for being readjusted in a post carrying such higher pay-scale nor shall he be entitled to protection of such higher pay-scale in the new post.
- (e) A surplus employee redeployed in a post carrying a lower pay-scale who seeks readjustment under sub-clause (i) or sub-clause (iii) of clause (a) of sub-rule (1) above shall be eligible for protection of status in terms of Department of Personnel and AR's O.M. No. 1/15/84-CS.III dated 3-9-1984, if finally also he is readjusted in a post carrying a lower classification but shall not be eligible to seek further readjustment on that account.
- (f) The surplus employees awaiting initial redeployment shall have prior claim to adjustment against the vacancies reported by the Ministries/Departments/Offices to the Department of Personnel & Training or the Directorate General of Employment and Training, as the case may be, and the possibilities of adjustment of the provisionally redeployed employees shall be explored against the remaining reported vacancies which have not already been permitted to be filled through the normal channels of recruitment.
- (g) No request for adjustment in a particular district or town or department or post shall be entertained.
- (5) The appointment of an employee by way of readjustment in terms of these rules shall be treated as appointment by transfer in public interest for the purposes of grant of transfer Travelling Allowance, joining time and joining time pay.
- (6) The benefits of protection of permanent status and of past service shall be admissible to an employee on readjustment under these rules, on the same terms, as to a surplus employee on his redeployment.
- (7) The vacancies reported to the Cell in question under rule 3 may be utilized by the appropriate Cell for readjustment of redeployed staff in terms of these rules, if there is no suitable surplus

employee for being nominated or sponsored there-against at the relevant time.

(8) The provisions contained in rules 4 (except sub-clauses (a) and (b) of clause (v) of sub-rule (1) and sub-rule (7) thereof); 5,7,8,9 and 10 of these rules shall also apply in respect of readjustment of redeployed surplus employees.

(9) The acceptance of the option of an employee for readjustment shall not per se confer any immunity upon him from undergoing any training, passing any departmental test or performing any duties as may be required of him by the rules applicable to the post held by him, or under the order of the competent authority, in the office of provisional redeployment.

7. Age Limit : The upper age limit shall not apply in the case of a surplus employee appointed under these rules.

8. Medical Examination.—The surplus staff redeployed by the Cell shall not be required to undergo fresh medical examination unless different medical standards have been prescribed for the post in the recipient organisation or unless the person concerned had not been medically examined in respect of his previous post or, if examined, had been declared medically unfit.

9. Fixation of Pay and Seniority, Counting of Previous Service for Various Other Purposes and Carrying Over of Lien/Classification : The fixation of seniority and pay of the surplus employee and counting of his previous service for various other purposes and carrying over of lien/classification in the new post to which he is appointed on redeployment under these rules shall be regulated in accordance with the instructions issued from time to time by the Government of India in this behalf.

10. Amendment of Recruitment Rules : All rules regulating the recruitment of person to the Central Civil Services and posts shall be deemed to have been amended to the extent as provided for in these rules.

11. Imparting of Training to Surplus Staff in Certain Cases : (1) If the authority in charge of a Cell is of the opinion that a surplus employee cannot be usefully redeployed unless he is given training in certain additional skills, it may nominate him to a suitable course of training.

(2) During the period of training the employee shall continue to be borne on the Surplus Staff Establishment of his parent organisation and shall be paid pay and allowances at the rates already admissible to him.

(3) During training the surplus employee shall abide by the directions of the training authority, including those for his staying in hostel in the case of a residential course.

(4) Notwithstanding that a surplus employee is on training, the Cell may nominate him or sponsor his candidature for any suitable post, and on receipt of offer or orders of appointment, he may, at any,

stage during the course, be relieved to join the post.

(5) In the event of refusal to join the training course or failure to join the same, without providing proper justification therefor, action shall be taken to abolish his surplus post forthwith.

12. Re-transfer of a Former Surplus Employee to his Original Service, Cadre or Group of Posts After or Pending Redeployment.

(1) Notwithstanding anything contained in sub-rule (2) of rule 4, if a regular and long-term vacancy arises in a service, cadre or group of posts, in Group 'C' or 'D', it shall first be offered to the employee or employees declared surplus therefrom during a period of one year preceding the date of occurrence of the vacancy, who has/have been redeployed or readjusted elsewhere or is/are awaiting redeployment.

(2) If more than one such redeployed personnel (including those readjusted and those awaiting redeployment on the rolls of the concerned Cell) opt for being absorbed against such vacancy, the optant who would have been the seniormost amongst them in the service, cadre or group in question, but for having been declared surplus, shall be appointed thereto.

(3) On such re-appointment, the appointee shall be restored his seniority in the service, cadre or group, as was enjoyed by him therein prior to his being declared surplus.

(4) The re-appointment in such cases shall be treated as transfer at own request in the matter of admissibility of transfer Travelling Allowance and joining time pay.

[No. 1/14/89-CS.III]

A. S. TANEJA, Director.

#### APPENDIX

#### FORM OF OPTION FOR READJUSTMENT

[See Rule 6(2)]

I.....hereby exercise option for readjustment in terms of rule 6 of 'The Central Civil Services (Redeployment of Surplus Staff) Rules, 1990 and furnish below the relevant information by the purpose :

1. Name

(as given in the Service Book)

2. Father's name

3. Date of birth

4. Date of superannuation :     HHH    HHHH    HHHH

5. (a) Office in which employed at the time of being declared surplus

(b) Post held when declared surplus

(c) Pay scale of the post.

(d) Classification of the post held

(e) Status

(f) Category

\*Group A/B/CD

\*Permanent/Quasi-Permanent/Temporary/Officiating

\*Scheduled Castes/Scheduled Tribes/Ex-Serviceman/Handicapped Personnel.

6. Date from which declared surplus

7. Particulars of Office/post in which redeployed

(a) Name and address of office

(b) Date of joining the office

(c) Post joined

(d) Pay scale of the post

Present Address —

Permanent

Office Address

9. Information relevant to the reasons for seeking readjustment :

(A) In a case of redeployment in a post carrying a lower pay scale (otherwise than on own request) —

Pay scale attached to the post

1	2
held at the time of being declared surplus	in which redeployed

\*Strike whichever is inapplicable.



## (B) If a case of redeployment in a post carrying lower classification—

- (i) Nomenclature of the post held in parent office
- (ii) Whether it was classified as Group 'A'/'B'/'C'/'D'
- (iii) Nomenclature and classification of the post in which redeployed
- (iv) Whether facility of protection of classification-status availed of under DP&AR O.M. No. 1/15/84-CS-III dated 3-9-1984: if not, reasons therefor:

## (C) If a case of redeployment in a State other than the one in which posted at the time of being declared surplus, or the one indicated for arranging placement in, when awaiting redeployment (available only in the case of Group 'D'/Group 'C' and such Group 'B' employees whose maximum of pay scale (including personal pay scale where allowed) as per CCS (Revised Pay) Rules, 1986 does not exceed Rs. 2900/-)

- (i) Station at which posted at the time of being declared surplus and the State/U.T. in which it is located .....
- (ii) Station at which posted on redeployment and the State/U.T. in which it is located .....
- (iii) Whether any request was made to the concerned Cell for arranging redeployment in any particular States; if so, name the State/U.T. in which redeployment was requested. Furnish details of reference made to the Cell in this regard. ....
- (iv) (a) Whether the post of redeployment is an isolated post or forms part of a cadre/service .....
- (b) In the latter case, whether the cadre/service has no post located in the State referred to in (iii) or alternatively (i) above (as applicable) to which the applicant can be transferred intra-departmentally in the normal course .....

2. I understand that my past service including that rendered in the post at present held by me, shall not count towards fixation of seniority in the post in which I am readjusted.

3. I also understand that the action for readjustment shall stand closed in any of the circumstances mentioned in clause (b) of sub-rule (4) of rule 6 ibid

Date:

Signature

Station:

Name of the Optant .....

Present designation .....

Office address

No .....

Date .....

Certified that the above-mentioned official was appointed to this organisation on redeployment from the Central (Surplus Staff) Cell of the Department of Personnel and Training/Special Cell of the Directorate Genral of Employment and Training in terms of the Scheme for Redeployment of Surplus Staff.

2 The particulars furnished by the official, as above, have been verified with reference to the records available in this office and have been found to be correct.

3 In case of readjustment under column 9(C) above:

The employee in question cannot be transferred intra-departmentally to the State indicated in sub-col. (iii) and alternatively in sub-column (i) of column 9(C) in the proforma above.

4 The option was received in this Department/Office on (Date)——(Month) ——(Year) —His eligibility for readjustment in terms of rule 6 of the Central Civil Services (Redeployment of Surplus Staff) Rules, 1990, has been verified and accordingly his option for readjustment is forwarded for necessary action.

Station :

(Signature of Head of Office)

Phone No.

Name &amp; designation .....

Telegraphic address (if any)

Office Address .....

Office stamp