

**Government of India
Department of Personnel and Training**

'Non-Functional Upgradation' in respect of Organised Group 'A' Services

[As on 06.9.2022]

Note:- This is a compilation of all existing instructions on the subject of Non-Functional Upgradation. This is expected to serve as a reference and guide and the user is not required to keep referring to the Office Memoranda (OMs). The reference number and date of the original OMs have been indicated in Appendix.

1. The concept of 'Non-Functional Upgradation' [NFU] in respect of Members of Organised Group 'A' Services [OGAS] was introduced on the acceptance of the recommendations of the Sixth Central Pay Commission. Under these instructions, grant of higher grade pay/pay scale/pay level, wherever due and admissible, is effective from the date of issue of orders of posting of first Indian Administrative Service (IAS) officer of a particular batch, at various levels in the Centre.

[Para 1 and 2 of O.M. No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

2. Whenever an IAS Officer of the State or Joint Cadre is posted at the Centre at various levels, NFU is admissible to officers belonging to batches of Organised Group A Services that are senior by two years or more and have not so far been promoted to that particular grade in their cadre. NFU would be granted in the same grade on non-functional basis from the date of posting of IAS Officers in a particular level at the Centre.

[Para 1 (i) of O.M. No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

3. Appropriate amendments in the Service Rules are required to be carried out. Orders of posting of first officer of a particular batch of IAS at the Centre in that grade/level would be issued from time to time, in consultation with the Office of the Establishment Officer, intimating the batch of the first officer IAS officer of that batch who have been posted at the Centre in different levels as well as the date of posting of such IAS officer.

[Para 1 (iii) and (iv) of O.M. No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

4. Grant of higher pay scale/pay level is governed by the following terms and conditions:-
i. The 'Non-Functional Upgradation' (NFU), to be granted under these orders will be based on empanelment and posting of particular batch of IAS officer in the Centre. Such upgradation would not be linked to the vacancies in the grade. [Terms &

Conditions (T&C) No. 1 of Annexure-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

ii. The upgradation granted under these orders will be a purely non-functional in nature, as a measure personal to the officer, and it would not bestow any right to the officer to claim promotion or deputation benefits based on non-functional upgradation in such a manner. [T&C No. 2 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

iii. All the prescribed eligibility criteria and promotional norms including 'benchmark' for upgradation to a particular grade pay would have to be met at the time of screening for grant of higher pay scale/ pay level under these orders. [T&C No. 3 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

iv. A screening committee would be formed by the Ministry for implementation of these orders. There would be three members in committee so formed and they would at least be one level above the grade for which up-gradation is being considered. Secretary of the Ministry concerned would chair the committee. [T&C No. 4 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

v. All instructions concerning grant of NFU presently applicable in the case of grant of Non-Functional Selection Grade [NFSG] to Members belonging to Organised Group 'A' Services would apply in the event of penalty, disciplinary proceedings, suspension etc. [T&C No. 5 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

vi. Orders will be issued with the approval of the competent authority. Grant of higher pay scale on the non-functional basis would be from the date of posting of the first officer belonging to the particular batch of IAS officer at the centre. In case of any delay in the issue of orders, financial benefits under these orders will be given from the due date. [T&C No. 6 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

vii. On grant of NFU in the next pay scale/pay level, the pay would be fixed as per the provisions of CCS (RP) Rules, 2016, as amended from time to time i.e. the pay would be fixed in the next cell of the higher pay level after granting one increment in the lower pay level. Officers can exercise option to get their pay fixed in the higher pay scale/pay level, as provided in CCS (RP) Rules, 2016, as amended from time to time. [T&C No. 7 (i) of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

viii. For the Members of OGAS, who are posted in the Centre under the Central Staffing Scheme, they will be granted one additional increment on account of grant of NFU by their parent cadre/organisation, but their pay level attached to the post which they are holding in the Centre, under the Central Staffing Scheme, will remain unchanged. In such cases the officers granted NFU may continue to draw CDTA, if otherwise

admissible. [T&C No. 7 (iii) of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

ix. As and when the vacancies in the grade (corresponding to the pay level in which NFU has been granted) arise in the service/cadre to which the Member of OGAS belongs, the officer will be considered for regular promotion as per the normal DPC guidelines, based on the provisions of the Service/ Recruitment Rules. Where required and the rules provide for the same, the UPSC will be consulted for grant of regular promotion. However, at the time of regular promotion, pay in the pay level of the promotional post will not be re-fixed again, for officers who have been granted NFU in the same pay level under these orders. [T&C No. 8 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

x. Officers on deputation / study leave or any other duly sanctioned leave would also be considered and granted higher pay scale/pay level on non-functional basis as per the procedure prescribed. [T&C No. 9 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

xi. NFU under these orders to the next higher pay scale/pay level is a fall back option only, to be applied in cases where officers of a particular Service/Cadre are stagnating after completing the minimum eligibility service prescribed in the Rules for promotion, as they have not been granted promotion to a particular grade in normal course by following the due procedure, for want of vacancy etc. [T&C No. 10 of Anx.-I to OM No. AB.14017/64/2008-Estt.(RR) dated 24.4.2009]

xii. The term 'Batch' used in para '2' above, relates to the year of joining the service. For the purpose of grant of NFU the 'Batch' for directly recruited officers of OGAS in the grade in which they have been appointed in the service, shall be the year following the year in which competitive exam was held. In subsequent grades, the 'Batch' would remain the same provided the officer is not superseded due to any reason. In case an officer is superseded, the officer would be considered along with the 'Batch' of these officers with whom his seniority is fixed. [FAQ No. 7 of O.M. No. AB.14017/47/2011-Estt.(RR) dated 1.8.2012]

xiii. Benefit of NFU is admissible to those who have been directly recruited to the OGAS as well as promotees, who have been inducted in the OGAS. In case of such promotees, who have been inducted in the OGAS, for the purpose of grant of NFU, the 'Batch' would be the batch of the directly recruited officers, with whom their seniority is clubbed. [FAQ No. 2 of O.M. No. AB.14017/64/2011-Estt.(RR) dated 25.9.2009]

xiv. As per the terms and conditions prescribed for grant of NFI, all the eligibility criteria and promotional norms including 'benchmark' for upgradation to a particular pay scale/ pay level would have to be met at the time of screening for grant of higher pay scale/ level under these orders. [FAQ No. 6 of O.M. No. AB.14017/47/2011-Estt.(RR) dated 1.8.2012]

xv. Benefit of NFI is admissible from the due date of eligibility. Hence, retired officers who were otherwise eligible for grant of NFI on the due date, would also need to be considered. [FAQ No. 5 of O.M. No. AB.14017/64/2011-Estt.(RR) dated 25.9.2009]

xvi. If an officer is not found eligible for grant of NFI during a vacancy year but is found fit in the next vacancy year, NFI may be granted to the officer from the first day of the next vacancy year i.e. on 1st January. [FAQ No. 14 of O.M. No. AB.14017/47/2011-Estt.(RR) dated 1.8.2012]

xvii. If an officer does not meet the eligibility requirement as on 1st January of the corresponding vacancy year then such an officer is to be considered for grant of NFI in subsequent vacancy year on completion of qualifying service i.e. with effect from 1st January of the next year. [FAQ No. 15 of O.M. No. AB.14017/47/2011-Estt.(RR) dated 1.8.2012]

xviii. In case where an officer has been awarded a 'Penalty' under the rules, the NFI becoming due after the expiry of the penalty period may be granted w.e.f. the due date as per these instructions. In respect of officers for whom NFI becomes due before the expiry of the penalty period, the same may be granted from the next day to the date on which penalty gets over. [FAQ No. 16 of O.M. No. AB.14017/47/2011-Estt.(RR) dated 1.8.2012]

Illustration: If an IAS Officer belonging to 2008 Batch has been posted in the Centre at the level of Director in the year 2022, then Members of OGAS who are two batches senior i.e. 2006 and earlier batches of OGAS, who have yet to be promoted to the grade of Director/ Level-13 in their cadre, would be eligible for grant of NFI in Pay Level-13. Similarly, if an IAS Officer belonging to 2013 Batch has been posted in the Centre at the level of Deputy Secretary in the year 2022, then Members of OGAS who are two batches senior i.e. 2011 and earlier batches of OGAS, who have yet to be promoted to the grade of Deputy Secretary/ Level-12 in their cadre, would be eligible for grant of NFI in Pay Level-12. Same principle would apply in case of posting of an IAS officer at the Centre at the level of Joint Secretary or Additional Secretary (wherever such a grade exists in the cadre of an OGAS).

APPENDIX

Sl. No.	Office Memorandum No. and date	Brief Subject
1.	No. AB.14017/64/2008- Estt.(RR) dated 24.4.2009	Non-Functional upgradation for Officers of Organised Group 'A' Services in PB-3 and PB-4
2.	No. AB.14017/64/2008- Estt.(RR) dated 25.9.2009	Non-Functional upgradation for Officers of Organised Group 'A' Services in PB-3 and PB-4 - Clarifications
3.	No. AB.14017/47/2011- Estt.(RR) dated 1.8.2012	Non-Functional upgradation for Officers of Organised Group 'A' Services in PB-3 and PB-4 - Frequently Asked Questions

No. AB.14017/64/2008-Estt.(RR)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi, the 24th April, 2009

Office Memorandum

Subject:- Non-Functional upgradation for Officers of Organised Group 'A' Services in PB-3 and PB-4

Consequent upon the acceptance of the recommendations of the Sixth Central Pay Commission, the following orders are issued:-

(i) Whenever an Indian Administrative Services Officer of the State of Joint Cadre is posted at the Centre to a particular grade carrying a specific grade pay in Pay Band 3 or Pay Band 4, the Officers belong to batches of Organised Group A Services that are senior by two years or more and have not so far been promoted to that particular grade would be granted the same grade on non-functional basis from the date of posting of the Indian Administrative Service Officers in that particular grade at the Centre.

(ii) Grant of higher scale would be governed by the terms and conditions given in Annex-1.

(iii) Appropriate amendments in the Service Rules may also be carried out.

(iv) Establishment Division of this Department will issue orders from time to time, in consultation with the Establishment Officer, intimating the

batch of the officers belonging to the Indian Administrative Service who have been posted at the Centre in the various grades of PB-3 and PB-4 as well as the date of posting of the first officers belonging to the batch.

2. Grant of higher scale (i.e. pay band and/or grade-pay) under these instructions would be w.e.f. 1.1.2006, wherever due and admissible.

3. Hindi version will follow.

[Signature]
(SMITA KUMAR)
Director (E-1)
Tel. 2309 2479

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.

Copy to :-

1. The Rajya Sabha Secretariat, New Delhi.

2. The Lok Sabha Secretariat, New Delhi.

3. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.

4. Establishment Officer and Secretary, ACC (10 copies).

TERMS AND CONDITIONS FOR GRANT OF HIGHER PAY SCALE ON NON-FUNCTIONAL BASIS TO OFFICERS OF ORGANISED GR. A SERVICES

1. The non functional up-gradation granted under these orders will be based on empanelment and posting of particular batch of IAS officer in the Centre. Such up-gradation would not be linked to the vacancies in the grade.

2. The up-gradation granted under these orders will be a purely non-functional up-gradation, personal to the officer and it would not bestow any right to the officer to claim promotion or deputation benefits based on non-functional up-gradation in such a manner.

3. All the prescribed eligibility criteria and promotional norms including 'benchmark' for up-gradation to a particular grade pay would have to be met at the time of screening for grant of higher pay-scale under these orders.

4. A screening committee would be formed by the Ministry for implementation of these orders. There would be three members in committee so formed and they would at least be one level above the grade for which up-gradation is being considered. Secretary of the Ministry concerned would chair the committee.

5. All instructions concerning grant of non-functional up-gradation presently applicable in the case of grant of MFG to officers of Group 'A' Services would apply in the event of penalty, disciplinary proceedings, suspension etc.

6. Orders will be issued with the approval of the competent authority. Grant of higher pay scale on the non-functional basis would be from the date of posting of the first officer belonging to the particular batch of IAS officer at the centre.

In case of any delay in the issue of orders, financial benefits under these orders will be given from the due date.

(i) Pay fixation under on grant of non-functional up-gradation under these orders will be done as per the provisions of CCS (RP) Rules, 2008 i.e. the officers will be granted one increment at the rate of 3% of basic pay and the difference of grade pay will be added to their basic pay.

(ii) As far as similarly placed officers of organized Gr. A Services, who are posted under the Central Staffing Scheme are concerned, they will be granted one additional increment on account of the non-functional up-gradation, but their grade pay will remain unchanged on the ground that they are holding a particular post with a specific grade pay under the Central Staffing Scheme. In such cases the officers granted non-functional up-gradation may continue to draw Gr. A-II admissible.

8. As and when the normal vacancies in the grade arise, the officer will be considered for regular promotions as per the normal DPC guidelines, based on the provisions of the recruitment rules. UPSC will be consulted wherever the rules provide for the same. However at the time of promotion, the pay in the grade will not be fixed again for officers who have been granted up-gradation under these orders.

9. Officers on deputation / study leave or any other duly sanctioned leave would also be considered and granted higher pay-scale on non-functional basis according to the prescribed procedure.

10. Non-functional up-gradation to the next higher grade pay granted under the scheme is a fall back option only, to be applied in cases where officers of a particular Service have not been granted promotion to a particular grade in normal course according to the due procedure.

11. ILLUSTRATION :- If officers of 1987 batch of IAS empanelled as Joint Secretary in the grade pay of Rs. 10,000 PB-4 and an officer of the batch gets posted in the Central Staffing Scheme) on 15th January 2008, all officers of the 1985 batch of organized Gr. A Central Services who have not been promoted to the Joint Secretary equivalent grade and who are eligible for the same on 1/1/2007 for the panel year 2007-08, would be appointed to the same grade on non-functional basis under the instructions w.e.f. 15/1/2008. Same would be the case in the event of posting of an officer of particular batch as Deputy Secretary/ Director under Central Staffing scheme.

No. PC-6 to BRDB/03/191/2007/GE I

GOVERNMENT OF INDIA
MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS
BORDER ROADS DEVELOPMENT BOARD

4th Floor, B' Wing,
Sena Bhavan New Delhi
Dated: 14th May 2009

Sub.: Non Functional upgradation for officers of organized Group 'A' Services in

PB-3 and PB 4

Reference is invited to the OM no. AB.14017/64/2008-Estt. (RR) dated 24th April 2009 (Copy enclosed) on the above subject conveying the approval of the Government for implementation of the Scheme for non functional upgradation of officers belonging to organized Group 'A' services in PB 3 and PB 4 as per the detailed procedure laid down in the aforesaid OM.

2. The matter has been examined in this Secretariat and it has been decided with the approval of the Defence Secretary that steps will be initiated for implementation of the scheme for organized Group 'A' services of the Border Roads Organisation as per the details contained DoPT OM of 24th April 09. In this connection Dte.GBR is requested to submit the following for further action-

(i) Proposal for consideration of the Screening Committee for the posts of EB, SG (NFS), SE and CE for the organized Group 'A' services of BRO corresponding to the posts of Deputy Secretary, Director and Joint Secretary as per the orders issued by Estt. Division of DoPT intimating the batch of officers belonging to Indian Administrative Service who have been posted in the centre to corresponding grades of PB 3 and PB 4 as per para 1 (IV) of the DoPT OM dated 24 April 2009.

(ii) Proposal for amendment of existing Service Rules in this regard.

3. As decided by the DoPT, grant of higher scales will be w.e.f 1.1.2006 wherever due and admissible.

(S. K. Vagnik)
Director (Works)

DGBR
Seema Sadak Bhavan
Delhi Cant, New Delhi

CC- DDG Pers), H.O. DGBR

No. AB.14017/64/2008-Estt.(RR)

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

New Delhi, the 25th September, 2009

Office Memorandum

Subject:- Non-Functional upgradation for Officers of Organised Group 'A' Services in PB-3 and PB-4-Clarifications

This Department vide OM dated 24.4.09 issued instructions regarding non-functional upgradation for officers of Organised Group 'A' Services in PB-3 and PB-4. Subsequently vide OM dated 21.5.09, details regarding the batch of officers belonging to the IAS and who have been posted at the Centre in various grades of PB-3 and PB-4 w.e.f. 1.1.2006 as well as the date of posting of the first officer belonging to the batch were indicated. In this connection, clarifications have been sought from this Department by some Ministries/Departments and by individual representations. The same have been considered by this Department in consultation with Department of Expenditure and following clarifications are issued.

Point of doubt

This office Memo refers to the term 'Batch' in Central Civil Services and Indian Engineering Services, the definition of a batch is, the year in which the exam is conducted. In some other services, the recruitment is done through interview only. Where recruitment is done through interview only, the Batch is the year in which the Advertisement is issued by the UPSC or the year of interview for recruitment

Clarification

Since different services have different criteria for defining 'Batch', the term 'Batch' in the OM refers to the year of joining the service.

2. In some services, there is induction. Officers inducted into Group 'A' of Group 'B' officers into the Organized Group 'A' service. Whether these officers will be eligible for the benefits under this OM. If so how the criteria of batch will be decided in their case.

batch of the 'direct recruit' officers with whom their seniority is clubbed.

3. In the OM dated 21.5.09, all officers of Group 'A' Services belonging to 1984 and earlier batches are clubbed together for providing the non functional upgrade to SAG w.e.f. 26.10.2006, the date on which the first officer of 1986 batch of IAS was appointed as JS at the Centre. The cut-off date for granting non-functional upgrade to SAG to batches senior to the 1984 batch should have been 01.01.2006. Similarly in other grades.

The scheme for non-functional upgrade of officers of Organised Group 'A' Services in PB-3 and PB-4 is based on the recommendations of the 6th CPC. These recommendations have been implemented only from 1.1.2006. As such, any upgrade can be only with reference to the officers of IAS posted to the Centre after 1.1.06. Therefore, the request for granting non-functional upgrade w.e.f. 1.1.06 is not permissible.

4. Para 7 of the terms and conditions of Annexure-I provides that pay fixation will be done as per the provisions of CCS(RP) Rules, 2008. Whether the officers can exercise option regarding date of fixation in the higher scale as provided in CCS(RP) Rules.

5. Whether retired employees are to be granted the benefit of non-functional upgrade Para 6 of our instructions provide that benefits would be from due date. Therefore, even retired officers who are otherwise eligible as on due date would need to be considered.

2. The new HAG scale of Rs. 67,000-79,000 has been introduced in replacement of the pre-revised S-30 scale. It is clarified that consequent upon the carving out of the new HAG scale, non-functional upgrade under the scheme will be available to particular Grade Pays in PB-3 and PB-4 and also to the HAG scale. SAG officers can be allowed Non-functional

3. Hindi version will follow.

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 23092112

To

1. All Ministries/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.

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- (4) Establishment Officer and Secretary, ACC (10 copies).
- (5) All Officers and Sections in the Department of Personnel & Training.
- (6) Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi
- (7) All Staff Members of National Council (JCM)
- (8) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (9) Establishment (RR Division) (100 copies)
- (10) NIC, North Block for posting on the website.

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India

DEPARTMENT OF PERSONNEL AND TRAINING
ESTT. (RR) DIVISION

FREQUENTLY ASKED QUESTIONS ON NON-FUNCTIONAL UPGRADATION (NFU)

S.No.	Point of doubt	Clarification
1.	What are the recommendations of 6 th CPC for grant of Non-Functional Upgradation to for Officers of Organized Group 'A' Services?	The Government should, consider batch-wise parity while empanelling and /or posting at Centre between respective batches of IAS and other organized Group A services with the gap being restricted to two years. Whenever any IAS officer of a particular batch is posted in the Centre to a particular grade carrying a specific grade pay in pay bands PB-3 or PB-4, grant of higher pay scale on non-functional basis to the officers belonging to batches that are senior by two years or more should be given by the Government.
2.	Whether the recommendations of 6 th CPC have been accepted by the Government?	Yes. This will also be applicable to the Indian Police Service and the Indian Forest Service in their respective State Cadres for which the relevant cadre controlling authorities will issue the orders. (Ministry of Finance, Department of Expenditure Notification dated 29 th August, 2008 refers)
3.	When were the guidelines on NFU issued by DOPT?	DOPT have issued detailed instructions on grant of NFU to the officers of Organized Group A Services in OM No. AB 14017/64/2008-Estt.(RR) dated 24 th April, 2009.
4.	To whom the instructions are applicable?	NFU is applicable to the officers of Organized Group A services in PB-3, PB-4 and in HAG scale also where there is such a Grade in the Service

No.AB.14017/47/2011-Estt. (RR) dated 1st August, 2012

5.	From which date the grant of NFU to officers of Organized group A services is to be made?	The benefit is based on the recommendations of 6 th CPC and will be available w.e.f. the date of posting of IAS officers in various grades on/after 01.01.2006.	The terms and conditions for grant of NFU are prescribed in the Annexure to the OM dated 24.4.2009. As per the same all the eligibility criteria and promotional norms including 'benchmark' for upgradation to a particular grade pay would have to be met at the time of screening for grant of higher pay scale under these orders.
6	What are the eligibility conditions to be met for grant of NFU?	The purpose of grant of NFU the 'Batch' for direct recruit officers in the induction grade shall be the year following the year in which competitive exam was held. In subsequent grades the 'Batch' would remain the same provided the officer is not superseded due to any reason. In case an officer is superseded the officer would be considered along with the 'Batch' with which his seniority is fixed.	For the purpose of grant of NFU the 'Batch' for direct recruit officers in the induction grade shall be the year following the year in which competitive exam was held. In subsequent grades the 'Batch' would remain the same provided the officer is not superseded due to any reason. In case an officer is superseded the officer would be considered along with the 'Batch' with which his seniority is fixed.
7.	What is the definition of the term 'Batch'?		Where the entry of officers in Organized Group A Service by DR is at STS, JAG level, how the 'Batch' shall be reckoned?
8.		In respect of officers entering Organized Group A service by DR at STS, JAG level, they shall be assigned the benefit of 'Batch' corresponding to the 'Batch' of the officers with whom the seniority is clubbed	Yes. Such officers shall be assigned to the benefit of 'Batch' corresponding to the batch of the 'direct recruit' officers with whom their seniority is clubbed.
9.	Whether the benefit is available to Group B officers inducted into the Organized Group A service?		Whether the officers can exercise option regarding date of fixation in the higher scale as provided in CCS(RP) Rules?
10.	Whether the officers can exercise option regarding date of fixation in the higher scale as provided in CCS(RP) Rules?		Retired officers who are otherwise eligible as on due date shall be considered for the benefit of pay
11	Whether retired employees are eligible for the benefit of NFU?		

12	Whether the scheme is applicable to Scientists, Doctors, etc. who are covered by their own in-situ promotion schemes?	Non-Functional Upgradation and other in situ promotion schemes are desirable to mix one with the other. The benefit of NFU to Organized Group A Services shall not be applicable to the officers in those Organized Services where FCS and DACP Schemes are already operating and where officers are already separately covered by their own in-situ Career Progression Schemes.	The instructions issued in this Department's OM dated 13.4.2010 on communication of ACRs prior to 2008-09 shall be applicable for considering cases of NFU also.	If an officer is not found eligible during a vacancy year and is found fit in the next vacancy year, NFU may be granted from the 1 st April, i.e. the 1 st day of the next vacancy year.	13.	Whether DOPT OM dated 13.4.2010 on communication of ACR prior to 2008-09 is applicable while considering cases for NFU ?	What is the due date of upgradation if found unfit on the date assigned to a batch?	14.	If an officer does not meet the eligibility requirement as on the 1 st January of the corresponding vacancy year then such officer is to be considered for grant of NFU in subsequent vacancy year on completion of qualifying service w.e.f. 1 st April, i.e. 1 st day of the next vacancy year.	15.	How to consider cases where the officers do not meet the qualifying service in the vacancy year in which the batch is covered for non-functional up gradation?	How the NFU shall be given in respect of officers given penalty?	16	The NFU becoming due after the expiry of the penalty period may be granted w.e.f. the due date as per DOPT instructions. In respect of officers for whom NFU becomes due before the expiry of the penalty period, the same may be granted from the day next to the date on which penalty gets over.	17.	Whether the instructions regarding counting of past Group A service at In view of the provisions on meeting the prescribed eligibility criteria and
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12	Whether the scheme is applicable to Scientists, Doctors, etc. who are covered by their own in-situ promotion schemes?	Non-Functional Upgradation and other in situ promotion schemes are desirable to mix one with the other. The benefit of NFU to Organized Group A Services shall not be applicable to the officers in those Organized Services where FCS and DACP Schemes are already operating and where officers are already separately covered by their own in-situ Career Progression Schemes.	The instructions issued in this Department's OM dated 13.4.2010 on communication of ACRs prior to 2008-09 shall be applicable for considering cases of NFU also.	13	Whether DPT OM dated 13.4.2010 on communication of ACR prior to 2008-09 is applicable while considering cases for NFU ?	What is the due date of upgradation if found unfit on the date assigned to a batch?	14	If an officer is not found eligible during a vacancy year, NFU may be granted from the 1 st April, i.e. the 1 st day of the next vacancy year.	15	If an officer does not meet the eligibility requirement as on the 1 st January of the corresponding vacancy year then such officer is to be considered for grant of NFU in subsequent vacancy year on completion of qualifying service w.e.f. 1 st April, i.e. 1 st day of the next vacancy year.	16	The NFU becoming due after the expiry of the penalty period may be granted w.e.f. the due date as per DPT instructions. In respect of officers for whom NFU becomes due before the expiry of the penalty period, the same may be granted from the day next to the date on which penalty gets over.	17	Whether the instructions regarding counting of past Group A service at	In view of the provisions on meeting the prescribed eligibility criteria and
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No.AB.14017/47/2011-Estt. (RR) dated 1st August, 2012

(Mukta Goel)
Director (E.I).



the time of lateral entry on DR basis to higher grades as per DOPT OM dated 1.9.98 shall be applicable for grant of NFU also?	promotional norms in DOPT OM dated 24.4.09, these instructions shall be applicable for the purpose of grant of NFU also.
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The proposal of Ministry of Urban Development regarding grant of NFU has been examined in this Department and the position is clarified as under:-

(i) No instructions have been issued. However, this Department has earlier issued instructions on the application of sealed cover procedure while granting NFSG in 'Organized Group A service'. It has been clarified that the Internal Selection Committee, while considering the issue of grant of NFSG shall also place the recommendations for grant of NFSG in a sealed cover. If the Officer (s) concerned are covered by any of the following three situations as on the 1st January of the relevant calendar year in which the case of the concerned officers matures for grant of NFSG, unless such meeting is held in advance of the relevant year in which case the date of the meeting of the Internal Selection Committee will be relevant:

- (a) where the officer is under suspension;
- (b) where a charge sheet has been issued and the departmental proceedings for disciplinary action are pending; and
- (c) where prosecution for a criminal charge is pending in a court of law.

Similar procedure as above may be followed while considering cases for grant of NFU as per OM dated 24.4.09.

(ii) The instructions issued in this Department's OM dated 13.4.2010 on communication of ACRs prior to 2008-09 shall be applicable for considering cases of NFU also.

(iii) If an officer is not found eligible during a vacancy year and is found fit in the next vacancy year, NFU may be granted from the 1st April, i.e. the 1st day of the next vacancy year.

(iv) For grant of NFU, all the prescribed eligibility criteria and promotional norms including 'bench mark' for upgradation to a particular Grade Pay would have to be met at the time of screening for grant of higher pay scale under these orders. Therefore, for point (iv) it may be clarified that if an officer does not meet the eligibility requirement as on the 1st January of the corresponding vacancy year then such officer is to be considered for grant of NFU in subsequent vacancy year on completion of qualifying service w.e.f. 1st April, i.e. 1st day of the next vacancy year.

2. Joint Secretary (E) has seen.

(R. Gayathri)
US(RR)

Ministry of Urban Development, Nirman Bhawan, New Delhi
DOPT ID Note No. AB.14017/16/2010-Estt. (RR) dated 27 Sept., 2010

2/10

No. 22011/4/2013-Est(D)

Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

New Delhi,
8th May, 2017

OFFICE MEMORANDUM

Sub: Procedure to be observed by the Departmental Promotion Committees (DPCs) – Model Calendar for DPCs – Relevant year up to which APARs are to be considered and Model Calendar for conducting DPCs – regarding.

The undersigned is directed to invite reference to the Department of Personnel and Training OM of even number dated 8th September, 1998 prescribing a Model Calendar for DPCs in order to ensure that DPCs are convened in advance and approved select panels are ready on the date of commencement of the relevant vacancy year and that the last date for sending complete proposal to the UPSC is 15 July (in ACC cases) and 31 July (in non-ACC cases) of the year preceding the vacancy year.

2. Reference is further invited to the Department of Personnel and Training OM of even number dated 16th June, 2000 wherein it was prescribed/clarified that only such ACRs (now APARs) should be considered which became available during the year immediately preceding the vacancy/panel year irrespective of the date of convening of the DPC. In other words, for the vacancy/panel year 2000-01, it was prescribed that ACRs (now APARs) up to the year 1998-99 (five years preceding T-1st year) are required to be considered. Accordingly, for the vacancy year 2017-18, APARs up to the year 2015-16 are required to be considered.

3. Reference is also invited to the Department of Personnel and Training OM No. 22011/1/2005-Est(A)/(Pt-II) dated 23rd July, 2009 on the subject 'Preparation and Maintenance of APARs' wherein a time schedule for preparation/completion of APAR has been prescribed. As per this schedule, entire APAR process is to be completed by 30th November of the year following the completion of time period of APAR year.

4. As per the extant instructions, say for vacancy year 2017-18, complete proposal to the UPSC has to be sent by 15 July, 2016 (in ACC cases) and 31 July, 2016 (in non-ACC cases) with APARs up to the year 2015-16. However, the entire process of recording APAR for the year 2015-16 is complete by 30th November, 2016 only. After the issue of guidelines regarding time schedule for completion of APAR, the time lines make it practically impossible to make the last APAR (the APAR of the year immediately preceding T-1st year) available for DPCs, i.e., the APAR for the year 2015-16 does not attain finality and thus may not be available before sending proposal for DPC for vacancy year 2017-18. In this background, the instructions regarding the procedure for convening DPCs have been reviewed in consultation with UPSC.

5. In order to streamline the process of timely convening of DPCs, it has been now decided that henceforth, the following changes may be effected in the DPC procedure in partial modification of this Department OM No. 22011/5/86-Est.(D) dated 10.4.89, OM No. 22011/9/98-Est.(D) dated 8.9.98 and OM No. 22011/6/2013-Est.(D) dated 28.5.2014 (crucial date of eligibility):-

- (i) The vacancy year may be shifted to Calendar Year from the year 2018 onwards, wherever the financial year based vacancy year being followed now.
- (ii) The crucial date of eligibility will be 1st of January of the Vacancy year w.e.f 2019.
- (iii) The APARs for five years preceding T-2nd year may be taken as reckoning APARs, i.e. for the vacancy year 2019 to December, 2019, the reckoning APARs shall be 2016-17, 2015-16, 2014-15, 2013-14 and 2012-13.
- (iv) The year of 2018 being the transitional year, the vacancy period shall be from 1st April 2018 to 31st December, 2018. The reckoning APARs for this vacancy year shall be 2015-16, 2014-15, 2013-14, 2012-13 and 2011-12. The crucial date of eligibility shall be 1st April, 2018 for the transitional year.

6. Ministries/Departments are requested to give wide circulation to these instructions for guidance in the matter and also to ensure strict adherence to the time-schedule prescribed as per the 'Model Calendar' for DPCs.

Encl: as above

(Jayanthi. G)
Director(E-I)

S. Jayanthi

All Ministries/Departments of the Government of India

Copy to:

- (i) The President's Secretariat, New Delhi
- (ii) The Vice-President's Secretariat, New Delhi
- (iii) The Prime Minister's Office, New Delhi
- (iv) The Cabinet Secretariat, New Delhi
- (v) The Rajya Sabha Secretariat, New Delhi
- (vi) The Lok Sabha Secretariat, New Delhi
- (vii) The Controller and Auditor General of India, New Delhi
- (viii) The Secretary, Union Public Service Commission
- (ix) The Secretary, Staff Selection Commission
- (x) All Attached offices under the Ministry of Personnel, Public Grievances and Pensions
- (xi) All Officers and Section in the Department of Personnel & Training
- (xii) NIC for uploading on the website under
- OM's / Orders — "Establishment — Promotion, and

MODEL CALENDAR FOR CONDUCTING DEPARTMENTAL PROMOTION COMMITTEES/DPCS

A. ACC cases:

S. No.	Events	Transitional year (01.04.2018 to 31.12.2018)	Calendar- year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	01 April, 2018	01 January, 2018	01 January, 2019
3.	Compilation of ACR/Integrity Certificates/ Vigilance clearance/Seniority List/Penalty and Vacancy position etc. and forwarding DPC proposal to UPSC	15 April - 15 July 2017	15 January - 15 April, 2017	15 January - 15 April, 2018
4.	Last date for sending complete proposal along with relevant Recruitment/Service Rules to the UPSC. (Effort should be made to send the proposal to the UPSC as soon as possible without waiting for the last date) DPC to be held	15 July 2017	15 April 2017	15 April 2018
5.	On receipt of DPC minutes from the UPSC, post-DPC follow-up action by the administrative Ministry/Department	15 July - 15 November, 2017	15 April - 15 August, 2017	15 April - 15 August, 2018
6.	Approval of the ACC including communication of its approval to the administrative Ministry/Department	December, 2017	September, 2017	September, 2018
7.	Last date for getting ready the approved select panel by the Department	31 March, 2018	January - March, 2018	October - December, 2018
8.		31 March, 2018	31 December, 2017	31 December, 2018

Note: Dates/periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.

B. Non-ACC cases:

Note: Dates/periods suggested in the Model Calendar for DPCs put no bar on earlier completion of various pre-post DPC related actions. Every effort may, as such, be made for taking speedy action in the matter without waiting for the last date or completion of the period as suggested by the Model Calendar for DPCs.

S. No.	Events	Transitional year (01.04.2016 to 31.12.2016)	Calendar-year based	2019
1.	Vacancy year	2018-19	2018	2019
2.	Crucial date for determining eligibility	01 April, 2018	01 January, 2018	01 January, 2019
3.	Completion of ACRs/Integrity Certificates/Vigilance clearance/Seniority List/Penalty and Vacancy position etc., and forwarding DPC proposal	April - July 2017	January April, 2017	January April, 2018
4.	Last date for sending complete proposal along with Rules to the DPC. (Effort should be made to send the proposal to the DPC as soon as possible without waiting for the last date)	31 July 2017	30 April 2017	30 April 2018
5.	DPC to be held	August, 2017 -	May -	May -
6.	On receipt of DPC minutes, post-DPC follow-up action (including approval of the Competent Authority) by the Ministry/Department	February-March, 2018	November-December, 2017	November-December, 2018
7.	Last date for getting ready the approved select panel by the Ministry/Department	31 March, 2018	31 December, 2017	31 December, 2018

New Delhi, the 10th June, 2010

Office Memorandum

Subject:- Non-Functional Upgradation (NFU) for Officers of Organised Group 'A' Services in PB-3 and PB-4

A reference is invited to this Department's OM of even number dated 24.4.09 on the above subject. The Sixth Central Pay Commission had observed that the disparity, as far as appointments to various grades in the Centre are concerned, should not exceed 2 years between IAS and Organized Group 'A' Services. The matter relating to grant of Non-Functional Upgradation to officers of Organized Group 'A' Services has further been examined in this Department and following clarifications are issued.

Point of doubt	Clarification
1. The scheme of NFU be made applicable to JTS officer of Organized group as Group 'A'. This upgrade shall be subject to the terms and conditions specified in this Department OM dated 24.04.09	1. In case no IAS Officer is available for comparison in STS grade, grant of Non-Functional Upgradation to STS level may be allowed after 7 years of service as Group 'A'. This upgrade shall be subject to the terms and conditions specified in this Department OM dated 24.04.09
2. The term 'Batch' cannot have different meanings at different places.	2. The 'Batch' for direct recruit officers in the induction grade shall be the year following the year in which competitive exam was held. In subsequent grades the Batch would remain the same provided the officer is not superseded due to any reason. In case an officer is superseded the officer would be considered along with the 'Batch' with which his seniority is fixed.

2. Hindi version will follow.

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 2309 2112

- To
1. All Ministries/Departments of Government of India
 2. The President's Secretary, New Delhi.
 3. The Vice-President's Secretary, New Delhi
 4. The Prime Minister's Office, New Delhi.
 5. The Cabinet Secretary, New Delhi.
 6. The Comptroller and Auditor General of India, New Delhi.
 7. The Union Public Service Commission, New Delhi.

Department of Personnel and Training

No. AB.14017/16/2010-EST.(RR)

dated 10th June, 2010

Copy to :-

- (1) The Rajya Sabha Secretariat, New Delhi.
- (2) The Lok Sabha Secretariat, New Delhi.
- (3) All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
- (4) Establishment Officer and Secretary, ACC (10 copies).
- (5) All Officers and Sections in the Department of Personnel & Training.
- (6) Secretary, Staff Side, National Council (JCM), 13-C, Ferozshah Road, New Delhi
- (7) All Staff Members of National Council (JCM)
- (8) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (9) Establishment (RR-Division) (100 copies)
- (10) NIC, North Block for posting on the website.

(J.A. Vaidyanathan)
Deputy Secretary to the Government of India
Tel. 2309 2112

2/1/2010

The functional grade of Rs. 14300-18300 shall be applicable to the posts of Superintending Engineers and equivalent that are variously designated and included in this functional grade will, however, be subject to actual availability of vacancies in the grade. This shall be permitted only on completion of four years in the grade of Executive Engineer and equivalent including the service rendered in the Non-Functional Second Grade or nine years of regular service, if any, rendered in the Non-Functional Second Grade for the Executive Engineer and equivalent in the grade of Executive Engineer and equivalent, including regular service, if any, rendered in the pay-scale of Rs. 12000-16500.

3. CRD dated June 6, 2000 would now read as under:
Consequently, the Sub-para 3(a) of this Department's O.M. No. 22/1/2000.

O.M. No. 22/1/2000-CRD dated June 6, 2000.
original provisions contained in Sub-para 3(a), 3(b) and 3(c) of this Department's 1902 of 2010. These amended provisions were formulated in supersession of the Supreme Court also vide its Order dated February 11, 2010 in the Civil Appeal No. April 1, 2009 in the Writ Appeal No. 7 of 2006. This decision has now been upheld by dated December 20, 2000 were quashed by the Gauhati High Court in its Order dated equivalent prescribed in Sub-para 1 (ii) of this Department's O.M. No. 22/1/2000-CRD functional grade of Rs. 14300-18300 (pre-revised) to the Superintending Engineers and certain amended provisions with regard to eligibility criteria for grant of

2.

O.M. No. 22/1/2000-CRD dated December 20, 2000.
These instructions were amended comprehensively vide this Department's Services. These instructions were amended comprehensively vide this Department's Executive Engineers and equivalent of All the Organized Group 'A' Engineering to introduce a Non-Functional Second Grade in the scale of Rs. 12000-16500 for the applicable to the Superintending Engineers and equivalent into a 'Functional' grade and Functional pre-revised pay scale of Rs. 4500-5700 (revised; Rs. 14300-18300) Pay Commission (FPC) contained in Para 50.45 of its report to convert the Non-6, 2000 containing instructions to give effect to the recommendations of Fifth Central

Attention is invited to this Department's O.M. No. 22/1/2000-CRD dated June 6, 2000 containing instructions to give effect to the recommendations of Fifth Central Pay Commission (FPC) contained in Para 50.45 of its report to convert the Non-Functional pre-revised pay scale of Rs. 4500-5700 (revised; Rs. 14300-18300) Executive Engineers and equivalent into a 'Functional' grade and applicable to the Superintending Engineers and equivalent into a 'Functional' grade and Services. These instructions were amended comprehensively vide this Department's original provisions contained in Sub-para 3(a), 3(b) and 3(c) of this Department's 1902 of 2010. These amended provisions were formulated in supersession of the Supreme Court also vide its Order dated February 11, 2010 in the Civil Appeal No. April 1, 2009 in the Writ Appeal No. 7 of 2006. This decision has now been upheld by dated December 20, 2000 were quashed by the Gauhati High Court in its Order dated equivalent prescribed in Sub-para 1 (ii) of this Department's O.M. No. 22/1/2000-CRD functional grade of Rs. 14300-18300 (pre-revised) to the Superintending Engineers and certain amended provisions with regard to eligibility criteria for grant of

Subject: Recommendations of the Fifth Central Pay Commission on scales of pay of posts of Superintending Engineers and equivalent in the Organized Group 'A' Engineering Service.

Office Memorandum

3rd Floor, Lok Nayak Bhawan,
New Delhi-110003,
December 29, 2010

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Government of India
No. L-11012/3/2010-CRD

Ref. No. 440775/2005-2006 (RPM)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

New Delhi

Dated 18th January, 2011

OFFICE MEMORANDUM

Subject: Qualifying service for promotion to SAG/HAG Grades in Organised Services- regarding ***

This Department vide OM of even No. dated 15.12.2008 had issued guidelines for amendment of Service Rules for incorporating the eligibility requirements for promotion to SAG and HAG level in Organized Group A Services.

2. The matter has been examined in respect of the Organized Engineering Services where the functional JAG is at Grade Pay of Rs.8700/- and the eligibility requirement for SAG level is 3 years in the JAG grade. Accordingly for promotion to SAG (PB 4 Grade Pay Rs.10000/-) level in Organized Engineering Services, the eligibility requirement shall be

Officers in the grade of Superintending Engineer and equivalent (PB 4 Grade Pay of Rs. 8700/-) with 3 years regular service in the grade of Officers in the grade of Superintending Engineer/equivalent with 17 years regular service in Group A posts in the service out of which at least 1 year of regular service should be in the PB-4 Grade Pay of Rs. 8700/-

For promotion to HAG (Rs 67000-79000/-) level, the eligibility requirement shall be

Officers in the SAG (PB-4 Grade Pay Rs. 10000/-) with 3 years' regular service in the grade OR Officers with 25 years' regular service in Group 'A' posts in the service out of which atleast 1 year' regular service should be in the SAG.

3. The cadre controlling authorities of the various Organized Group A Engineering Services may initiate action for appropriate emendments in the Service Rules.

4. Hindi version will follow.

(Dinesh Kapla)
Director

To
All cadre controlling authorities of Organized Group 'A' Services

Copy to:-

1. All Ministers/Departments of Government of India
2. The President's Secretariat, New Delhi.
3. The Vice-President's Secretariat, New Delhi.
4. The Prime Minister's Office, New Delhi.
5. The Cabinet Secretariat, New Delhi.
6. The Comptroller and Auditor General of India, New Delhi.
7. The Union Public Service Commission, New Delhi.
8. The Rajya Sabha Secretariat, New Delhi.
9. The Lok Sabha Secretariat, New Delhi.
10. All Attached Offices under the Ministry of Personnel, Public Grievances and Pensions.
11. Establishment Officer and Secretary, ACC (10 copies).
12. All Officers and Sections in the Department of Personnel & Training.
13. Secretary, Staff Side, National Council (JCM), 13-C, Ferozeshah Road, New Delhi.
14. All Staff Members of National Council (JCM)
15. All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
16. Establishment (RR Division) (100 copies)
17. NIC, North Block for posting on the website.

(Dinesh Kapla)
Director

F.No.BRDB/04/2088/2011/GE-1

Government of India
Ministry of Road Transport & Highways
Border Roads Development Board

B-Wing, 4th Floor
Sena Bhavan, New Delhi
Dated, the 21st December 2012

OFFICE MEMORANDUM

Subject : Non-Functional Upgradation for Officers of Organized Group 'A' Services in HAG Scale (Rs.67000-79000/-)

The undersigned is directed to say that with the approval of Hon'ble Raksha Mantri, in supersession of BRDB letter No. F.No.BRDB/03/191/2007/GE-1 (PC-6) dated 27th April, 2011, the Standing Screening Committee to consider the cases for grant of non-functional upgradation to SAG Officers of Border Roads Engineering Service (Organized Group 'A' Service) of Border Roads Organization in the HAG Scale (Pay Scale of Rs.67000-79000/-) has been reconstituted as under:-

Chairperson	:	Defence Secretary
Members	:	Secretary, Deptt of Ex-Servicemen Welfare, Ministry of Defence
	:	Lt General in HAG+ Scale of Rs.75,500 - 80,000/- in Ministry of Defence

(Rampal Singh)
Under Secretary to the Govt of India

To,

1. Pr. Staff Officer to Defence Secretary

2. Pr. Staff Officer to Secretary, Deptt of Ex-Servicemen Welfare,
Ministry of Defence

3. AG (Coord) HQ of MOD (Army) - for information w.r.t. their letter No.B/
01187/Mal Gens & Above/AG Coord (A)
dated 11th October 2012

~~24/12/12~~

5/12/13
3/10/12
E/D

- (i) Sr. PPS to AS (R), MOD
- (ii) PPS to Secretary BRDB/JS (BR)
- (iii) DDG (Pers), Dte.GBR
- (iv) D (BR-II)

Copy for information to:-

Yours faithfully,
(Anil Kumar)
Deputy Secretary to the Govt. of India
3/3/14

2. The above Screening Committee will consider for grant of higher pay scale on non functional basis as per the terms and conditions outlined in Annexure-1 of the OM No. of the Departmental of Personnel & Training, Ministry of Defence, Public Grievances and Pensions.

Chairman	1	Member	2
Additional Secretary		Ministry of Defence	
Secretary, BRDB/Joint Secretary, Border Roads		Ministry of Defence	
Chief Engineer (Civil), Border Roads Organisation		Ministry of Defence	

I am directed to refer to Border Roads Development Board O.M No. PC-6 to BRDB/03/191/ 2007/GE-1 dated 4th March 2010 on the subject cited above and to say that Standing Departmental Screening Committee to consider the cases of officers of Organised Group 'A' Service of Border Roads Engineering Services (BRES) in Border Roads Organisation for grant of Non Functional Upgradation to the level of JAG (PB-4 Rs.37, 400-67,000/- with Grade Pay of Rs. 8700/-) in terms of DOP&T OM No. AB.14017/64/2008-Estt (R) dated 24th April 2009 and subsequent clarification issued from time to time, has been re-constituted with the approval of competent authority, as under :-

Sub: Re-constitution of Departmental Screening Committee to consider the cases of officers of Organised Group 'A' Service of Border Roads Engineering Services (BRES) in Border Roads Organisation for grant of Non Functional Upgradation to the level of JAG (PB-4 Rs.37, 400-67,000/- with Grade Pay of Rs. 8700 - reg.

The Director
General Border Roads
Seema Sadak Bhawan
Ring Road, Delhi Cantt
New Delhi-110028

New Delhi, dated the 3rd February 2016

F.No. BRDB/04/2250/2013/GE-1/198/S/15/D (A)
Ministry of Defence
Government of India

114
66

Ministry of Defence
Border Roads Development Board
BR-II (GE.I)

Sub: Clarification as to whether Executive Engineers in Level-11 (Grade Pay Rs. 6600/-) of Organised Group 'A' Engineering Services are entitled for grant of NPU in level 12 (GP Rs. 7600) as per NPU Scheme or only NPSG (Non Functional Second Grade) in Level 12 as per the provisions of the RRs or both.

Attention is invited to BRB's letter No. 16062/POL/NFU/DGBR/E-ID dated 26.02.2016 on the above mentioned subject on which clarification was sought from Department of Personnel and Training (copy enclosed) DPT vide their Dy No. 121332616/CR dated 24.4.2017 (copy enclosed) has given the requisite clarification which are forwarded for further necessary action.

Encl: As above (3 sheets).

(Rampal Singh)
Under Secretary (BRB)

DDG (Pers), HQ DGBR, New Delhi.
BRDB ID No. BRDB/04/73/2016/GE.I dt. 01.05.2017

Copy to :-

D (Appt), MWD, along with copy of documents.

3/5

(4)

3/5

Ministry of Defence
Border Roads Development Board
D(BR-IV)/GEI

Reference preceding notes.

2. This relates to seeking clarification from DoPT whether Executive Engineers in PB-3 Grade Pay Rs. 6600/- of Organized Group 'A' Engineering Services are entitled for grant of Non-Functional Upgradation on the basis of partly with two years junior LAS batch in PB-3 Grade Pay Rs. 7600/- as per NEU Scheme (which is not linked to vacancy) OR only for Non-Functional Second Grade (NFSG) in PB-3 Grade Pay Rs. 7600/- (which is linked to availability of vacancy) as per provisions of R.R. for both.

3. It is submitted that in Border Roads Engineering Services (BRES) Group 'A' the entry level post is Assistant Executive Engineer (AEE) in PB-3 Grade Pay Rs. 5400. The next levels are Executive Engineer (EE) in PB-3 Grade Pay Rs. 6600, BRES (NFSG) in PB-3 Grade Pay Rs. 7600, BRES (NFSG) in PB-4 Grade Pay Rs. 8700 and then higher grades of Chief Engineer/AJG.

4. As per the DoPT instructions regarding Engineering Services (DoPT O.M. dated 6.6.2000, dated 20.12.2000 and 29.12.2000) in Organized Group 'A' Engineering Services there is a provision of Non-Functional Second Grade (NFSG) in PB-3 Grade Pay Rs. 7600 for grant of which Executive Engineers in PB-3 Grade Pay Rs. 6600/- are eligible on completion of five years of regular service. The number of posts of BRS to be operated in the NFSG is restricted to 30% of the Senior Duty Posts (i.e. posts in PB-3 Grade Pay Rs. 6600/- and above). Further, the post of Superintending Engineer is in functional grade PB-4 Grade Pay Rs. 8700/- which will be available on completion of three years of regular service in Group 'A' and regular service of four years in the grade of Executive Engineer including the service rendered in the Executive Engineer NFSG. Thus, for grant of NFSG in PB-3 Grade Pay Rs. 7600/- five years regular service in EE grade is required while for promotion to EE in PB-4 Grade Pay Rs. 8700/- four years regular service in EE (including NFSG) is required in addition to 13 years of Group 'A' service should also be completed.

5. Government vide DoPT OM dated 24.4.2009 had introduced scheme of Non Functional Upgradation (NFU) w.e.f. 1.1.2006. As per this scheme, the officers who belong to the batches of Organized Group 'A' services that are senior by two years or more from the batches of LAS officers and have not so far been promoted to that particular grade would be granted the same grade on non functional basis from the date of posting of the first LAS officer of the relevant/comparable batch in that particular grade at the Centre.

6. Accordingly, NFU has been granted to the eligible officers of Border Roads Engineering Service (BRES) in promotional grades viz. from GP Rs. 5400 to GP Rs. 6600 (i.e. from AEB to EE grades), from GP Rs. 6600 to GP Rs. 7600 (i.e. from EE/BE/NFSG) to SE), and from GP Rs. 8700 to GP Rs. 10000 (i.e. from SE to CE) and so on.

7. But DoGBR has not processed proposals for grant of NFU from GP Rs. 6600 to GP Rs. 7600 (i.e. from EE to EE NFSG) considering that as per DoPT guidelines NFU is applicable only for next higher promotional post and that the promotional post for EE is SE. EE NFSG is a Non-Functional Grade (not a promotional post) in Grade Pay of Rs. 7600 and is considered only for the 30% of Senior Duty Post.

8. Affected BRES EEs have been representing for grant of NFU to them in EE NFSG grade. In one representation an affected BRES Officer has stated that there is similar hierarchical structure in CPWD and other organizations but they are granting NFU in Grade Pay of Rs. 7600. He has also enclosed a copy of an office order issued by Ministry of Urban Development granting NFU to CBS and CEASERS cadre officers in CPWD for reference in this regard. DoGBR has sought a clarification in the matter.

xx/p-21-18/c

p-29-1/c

FR-I 114-II

p-31-30/c

FR-III

W/p-52-51/c

W/p-12-31/c

9. In this regard it is submitted that NFI is not linked to vacancy while the NFI is linked to availability of vacancy. Therefore, there may be a situation that an officer has completed five years regular service in the grade of BE as required for grant of NFI in PB-3 GP Rs. 7600 (though have not completed 13 years service in Group 'A' as required for promotion to the grade of SE) and still he may not be granted NFI for want of his Batch with two years Junior IAS batch as per NFI Scheme. Hence by not considering him for NFI in this grade, he will be a loser till a vacancy is available in NFI or till completion of 13 years regular service in Group 'A' for becoming eligible for SE grade. Further, even after grant of NFI in PB-3 Grade Pay Rs. 7600, the officer will have to be considered for grant of NFI (in same Grade Pay Rs. 7600) on availability of vacancy since this is a statutory provision as provided in the RRs.

10. Hence, it appears that case for grant of NFI in Grade Pay Rs. 7600 (Deputy Secretary scale) to eligible BE officers in BE grade who are not yet eligible for promotion to the grade of SE but are eligible for grant of BE NFI which they are not getting due to non-availability of vacancy in BE NFI, is justified and processing of cases as such would be in order. Further on occurrence of vacancy in BE NFI such officers will also be considered for grant of NFI as per RRs. If however, NFI is granted before becoming eligible for NFI, then the case will not be required to be processed for NFI in the same grade.

11. The file was referred to D (Appointments) (being nodal Division in MoD) for their considered view/clarification. D (Appointments) have advised this Division to take up the issue with DoPT directly for further clarification.

12. In view of the above, we may seek advice/clarification from DoPT as to whether Executive Engineers in PB-3 Grade Pay Rs. 6500, of Organized Group 'A' Engineering Services are entitled for grant of Non-Functional Allowance on the basis of two years Junior IAS batch in PB-3 Grade Pay Rs. 7600, as per NFI Scheme (which is not linked to vacancy) OR only for Non-Functional Second Grade (NFI) in PB-3 Grade Pay Rs. 7600, (which is linked to availability of vacancy) as per provisions of RRs OR for both.

13. As per the requirement of DoPT, kind approval of Defence Secretary may be solicited for referring the file to DoPT.

(Rampal Singh)
US(OB-1) 28.11.16
Tel: 220 6178

[Signature]
U.S. (M)
Defence Secretary

(G. MOHAN KUMAR)
Defence Secretary

U.S. (M)
Defence Secretary

U.S. (M)
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U.S. (M)
Defence Secretary

U.S. (M)
Defence Secretary

Office of Defence Secretary
Date: 21.12.16
Ref No: 4303

19030
1-12-16
1.3/1/16

Ministry of Defence may please refer the proposal seeking clarification as to whether Executive Engineers in Level-11 (Grade Pay Rs. 6600/-) of Organized Group 'A' Engineering Services are entitled for grant of NPU in level 12 (GP-Rs. 7600) as per NPU Scheme or only NPSG (Non Functional Second Grade) in Level 12 as per the provisions of the RRs or both.

2. As per DOP&T OM No. 22/1/2000-CRD dated 6.6.2000 in the Organized Group 'A' Engineering Services, the post in the Level-12 (Pre-revised GP Rs. 7600/- is a Non-functional grade) and the number of posts in the NPSG has been restricted to 30% of the senior duty posts. As per the Border Road Engineering Service Recruitment Rules, the post of Executive Engineer in Level-12 is a NPSG post, however in the RRs the 30% cap of the total Senior Duty Post has not been provided. In the RRs the provision of NPU has also not been prescribed.

3. The proposal has been examined. DOP&T OM No. AB-14017/64/2008-Estt. (RR) dated 24.04.2009 on NPU for officers of Organized Group 'A' services do not have any provision which debars grant of non-functional upgrade at the NPSG level. Further, NPU is admissible as a benefit personal to the officer and it would not bestow any right to the officer to the claim promotion/deputation, the benefits are based on non-functional upgrade. On the other side, NPSG is a substantive grade admissible to the officer and the officers are entitled for claiming other benefit on the basis of NPSG such as promotion/deputation etc..

4. In view of the above there is no provision in the DOP&T OM No. AB-14017/64/2008-Estt. (RR) dated 24.04.2009 which debars grant of NPU at the NPSG level. The breaching of threshold of 30% of Senior Duty Post for grant of NPSG should not be a concern as NPU is not linked to availability of vacancies.

5. M/o Defence is also advised to amend the RRs for incorporating provisions for grant of NPU as per the guidelines of DOP&T.

6. This issues with the approval of Joint Secretary (GDT).

Under Secretary (RR-II)

(Shri. S. K. Singh)

Ministry of Defence (Border Roads Development Board)
ID Note Dy. No. 1213326/16/CR dated 24.4.2017

25/4/17
26/4/17
27/4/17