OFFICE MEMORANDUM

Subject:- Preparation of database of posts in Govt. of India offices -Reg.

The undersigned is directed to refer to this Division’s O.M. of even No. dated 10th August, 2017 and subsequent reminder dated 18th August, 2017 and 10th October, 2017 wherein it was requested to send the requisite information in the prescribed proforma (copy enclosed) of all Attached/ Subordinate/ Statutory bodies under their administrative control for onward transmission to Department of Expenditure so that a centralized database of sanctioned post can be prepared.

2. However the information is either still awaited from most of the Divisions or several Divisions have sent the information physically. None of the Divisions has e-mailed the soft copy of the information in EXCEL Format on the e-mail given below.

2. All the Divisional Heads are once again requested to send the requisite information (soft copy) in the prescribed proforma in EXCEL Format at the email id thomas.ev@nic.in / ks.ramakrishnan@gov.in of all Attached/ Subordinate/ Statutory bodies under their administrative control latest by 30.10.2017 for onward transmission to Department of Expenditure.

Encl: As above.

To

All Divisional Heads by name (including NAEB and NRCD)

Copy for information to:
1) PPS to Secretary(EF&CC) / DGF&SS
2) PPS to AS&FA/ AS(AP)/AS(AKM)/AS(AKJ)/ Sr.EA/ Addl.D.G.(FC/WL/PT)/CCA
OFFICE MEMORANDUM

Subject:- Preparation of database of posts in Govt. of India offices -Reg.

The undersigned is directed to refer to DoE's O.M. No. 7(2)/E.Coord-I/2017 dated 28th June, 2017 and subsequent reminder of even No. dated 31st July, 2017 wherein it was informed that no centralized database of posts in each Ministry/Department and overall Government of India is available with DoE. The availability of authentic data regarding number of posts/employees in Government of India is crucial for determining employee related statistics and framing of policies.

2. DoE has decided that a centralized database of sanctioned posts needs to be prepared. Therefore, all the Divisional Heads are requested to send the requisite information in the prescribed proforma in EXCEL Format at the email id thomas.ev@nic.in of all Attached/ Subordinate/ Statutory bodies under their administrative control latest by 16.08.2017 for onward transmission to Department of Expenditure.

Encl: As above.

(Ramesh Kumar)
US(IFD)

To

All Divisional Heads by name (including NAEB and NRCD)

Copy for information to:

1) PPS to Secretary(EF&CC) / DGF&SS
2) PPS to AS&FA/ AS(AP)/AS(AKM)/AS(AKJ)/ Sr.EA/ Addl.D.G.(FC/WL/PT)/CCA