

F.No. C-30013/15/2018-Ad.IVA
Government of India
Ministry of Finance
Department of Revenue
Central Board of Excise and Customs

5th Floor, HUDCO Vishala Building,
Bhikaji Cama Place, New Delhi
Dated, the 8 May, 2018

To

All Pr. Chief Commissioners/Chief Commissioners/All
Commissioners/Directors General under CBEC.

Subject: Guidelines for appointment in a lower post.

Sir/Madam,

I am directed to forward herewith a copy of OM No
752985/2018E.Coord.I dated 13.04.2018 received from Department of Expenditure
on the subject mentioned above for information and restrict compliance.

Encl. As above

Yours faithfully,


(B. Ginkhan Mang)

Under Secretary to the Govt. of India
Tel. No. 011-26162673

Copy to: Copy to :

The DG (Systems & Data Management), New Delhi with the request to kindly
upload this circular on the Website of CBEC.


(B. Ginkhan Mang)

Under Secretary to the Govt. of India

77
R No. 806077/2018
8/5/18

F.No.O-21030/2/2018-coord
Government of India
Ministry of Finance
Department of Revenue

New Delhi, dated 4 May, 2018

OFFICE MEMORANDUM

Subject: Guidelines for appointment in a lower post.

The undersigned is directed to enclose a copy of O.M No 752985/2018/E.coord.I dated 13th April, 2018 received from Department of Expenditure on the above mentioned subject for necessary action.

Encl: As Above

[Handwritten signature]
4/5/18

(Anu Narayanan)
Section Officer (Coord.)
TELE FAX: 23095372

- ✓ 1. Commissioner(Coord.), CBIC
- 2. JS (Admin.), CDBT
- 3. JS(Admin.), CBIC
- 4. DS(Admin.), Rev. Hqrs.
- 5. DS(Hqrs.), Rev. Hqrs
- 6. DS(NC), Rev. Hqrs.

[Handwritten note]
Pl circulate
to all DS/Di
in Admin wing
Dir(Ad-IV)

Copy to:

- 1. US(Ad.IA &IB)/US(Ad-ED)/US(Ad-1C/CAT), Rev. Hqrs

[Handwritten notes and signatures]
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US(Ad-IV)
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506/Ad-IV
8/5/18

791981
23/4/18

North Block, New Delhi
Dated, the 23 March, 2018
~~13th April~~

Office Memorandum

In continuation to this Department's O.M. dated 12.04.2017 whereby guidelines regarding Creation, Revival, Continuation and Transfer of posts were issued, it has been decided that "A Ministry or Department competent to make appointment to posts in any cadre may make appointments in a lower post in the cadre to the extent of vacancies left unfilled in the higher post." The following guidelines must be followed in this regard:-

- I. The dispensation for down-gradation of posts may be exercised when candidates are not eligible in the feeder grade for promotion against the available post(s) in normal course due to reasons of not completing the required minimum qualifying service as prescribed in Recruitment Rules.
 - II. The dispensation for down-gradation of posts may also be exercised when it is not possible to obtain relaxation in qualifying service due to the fact that relaxation required from DoP&T is for a period of more than one year. The higher level posts, to be operated on lower level, should be directly in the hierarchy of the lower post;
 - III. Total number of sanction posts in the feeder grade and in the higher grade in a cadre should not exceed the combined sanctioned strength of two grades where such operation of posts at lower level is considered.
 - IV. This may be done in consultation with Financial Adviser of concerned Ministry/Department.
2. This issues with the approval of Finance Minister.


Pl forward to all Admin.
branches of DOR for n.a.
NW
26/4/2018


(Renu Sarin)
Deputy Secretary to Govt. of India
Tel# 2309 2761

20/4
A.S. (C) / C.S. (C) / C.S. (C) / C.S. (C)
Copy to:

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

Vikas

JS (A) 
DSC (C) / UAC (C) 25/4