

No.F.15/1/2011-ACI *DS/11/1671*
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT

'A' Wing, 4th Level,
Delhi Secretariat,
I.P. Estate, New Delhi.
Telephone No: 22392134
Dated: 23.05.2011

OFFICE MEMORANDUM

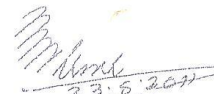
Subject: Conversion of Temporary posts into Permanent ones.

While processing the proposals regarding continuation of temporary posts received from various Departments, it has come to the notice of FD that some Departments have not taken any initiative for conversion of posts from temporary to permanent even though the said posts were created several years ago and even if the same were in existence for more than three years.

As per the existing instructions, issued by the Government of India, on the subject, 90% of the temporary posts involving work of permanent nature, which have been in existence for more than three years can be converted into permanent ones. The action for the conversion of temporary posts into permanent ones is required to be taken by the Heads of Departments, concerned, on the strength of which the said temporary posts have actually been created. The conversion of temporary posts is required to be considered with reference to the nature of work, in consultation with the Associate Finance of the Department. If the scheme/project for which posts were created involves work/activity of continuing nature, then the posts may be converted into permanent ones.

All the Departments, are therefore, requested to initiate necessary steps to convert the temporary posts involving work of permanent nature into permanent ones in consultation with the Associate Finance of the Department, concerned, provided the said posts were in existence for more than three years, were actually filled up and that the posts are required on a long term basis. The Department shall also furnish the detailed reasons as to why the said temporary posts could not be converted into permanent ones while submitting proposals to Finance Department for continuation of posts; otherwise it will be difficult to concur the continuation of the said temporary posts.

This issues with the approval of Pr. Secretary (Finance).


(B.L. SHARMA)
Spl. Secretary (Finance)

- To
1. All Pr. Secretaries/Secretaries/ HODs of Deptts. of Government of NCT of Delhi.
 2. All Branches in Finance Department.

Name of Office/Department _____

Check List for initiating the Proposals for Continuation of Temporary Posts

Sl. No.	Nomenclature & No. of Post	Pay Scale of the Post	Date of Creation (A copy of the order under which the temporary posts were created may be placed in the file and duly linked up)	Whether the posts are under the Plan or Non-Plan?	Whether adequate budget provision is available in CRR?	Whether the posts were created for which the purpose still exists?	Whether the work/scheme/project is permanent? If so, the posts are in existence for the last more than three years.	Whether the valid sanction for continuation of the posts for the last three years has been obtained? If so, the sanction of the last years be linked up.	Names of the persons occupying the posts/drawing salary against the posts upto 31 st March of last FY. (Pl. attach additional sheet(s) if required)	Whether any of the posts had remained vacant for more than one year? If so, the reasons for not filling up the posts may be furnished.	Reasons for non-conversion of the posts, which were in existence for more than three years, into permanent ones.
1	2	3	4	5	6	7	8	9	10	11	12

(Head of Office)