

No. CDR.II/576/1/2018
Government of India
Ministry of External Affairs,
(CPV Division)

New Delhi: 20.02.2018.

ORDER

Competent authority has approved the constitution of a Cadre Review Committee to review all the cadres of the Central Passport Organisation.

2. The composition of the Cadre Review Committee would be as follows:

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|------|---|------------|
| i. | Shri Arun K. Chatterjee, Joint Secretary (PSP) & CPO | - Chairman |
| ii. | Shri Kanishk Sharma, Under Secretary (Fin.I), MEA | - Member |
| iii. | Shri V. Vijayakumar, DPO, Passport Office, Mumbai | - Member |
| iv. | Shri Sahib Singh, DPO (Administration & Cadre), CPV Division, MEA | - Member |

3. The terms of reference of the Cadre Review Committee is as under:-

- a) It shall rationally assess the manpower requirement in various grades based on the volume of work being handled.
- b) It shall also take into account the development in the technological front post-PPP mode of Passport Seva Project, while determining the manpower requirement.
- c) The Cadre Review shall be an exercise for complete manpower planning taking into account the annual intake at the entry level, maintenance needs, growth etc. Rather than being viewed only as a need for up-gradation of posts to provide promotional opportunities to the members of the staff.
- d) The Cadre Review shall be on functional cum-structural considerations with due regard to the duties and responsibilities and the need to promote efficiency in the organisation.
- e) Wherever SIU norms/yardsticks have already been laid down for provision of staff, these should be taken into account, while conduction and review for various categories/grades.
- f) The Cadre Review exercise shall be done for all groups without linking it to the level of stagnation in the cadre.
- g) While conducting cadre review, time bound promotions may be considered only in exceptional cases, where it is provided for in the Service Rules of respective categories/grades of the concerned staff. The Review shall be consistent with the needs and requirements of the organisation.
- h) It may consider rationalisation of categories/grades through merger also.
- i) In isolated categories where promotion to next grade is not possible, efforts may be made to identify posts after taking into account the qualifications and experience, duties and responsibilities attached to these posts, for merging them with the existing cadres. In case it is not possible to merge them in an existing or proposed hierarchical structure, these posts should not be filled by direct recruitment but by transfer on deputation so that the incumbents of such posts do not stagnate.

- j) The committee shall submit its report containing as far as possible an accurate projection of manpower required in various grades for efficient functioning of the Central Passport Organization at optimal economic cost.
 - k) It shall make efforts to address stagnation in various grades of in such a manner which shall be financially prudent and without compromising the functional efficiency of the organization.
 - l) The committee may consider the views of the service associations and may consult other stakeholders in this regard.
 - m) The committee may also make any other recommendation which it consider necessary with regard to the Cadre Review of Group B and Group C service.
4. The Cadre Review Committee shall submit its report in six months.


(Daya Krishan)
Asstt. Passport Officer (Cadre)
20.02.2018

To:

1. Shri Arun K. Chatterjee, JS (PSP) & CPO.
2. Shri Kanishk Sharma, Under Secretary (Fin.I), Ministry of External Affairs, JNB, Janpath Road, New Delhi.
3. Shri V. Vijayakumar, Deputy Passport Officer, Passport Office, Mumbai.
4. Shri Sahib Singh, Deputy Passport Officer (Administration & Cadre), CPV Division, Ministry of External Affairs, New Delhi.

Copies for information to:

1. Secretary (CPV) & OIA, Ministry of External Affairs, Akbar Bhawan, New Delhi.
2. Director (Finance), Ministry of External Affairs, JNB, New Delhi.
3. OSD (PSP), CPV Division, Ministry of External Affairs with the request to upload this order on PSP's website.
4. PS to EAM, Ministry of External Affairs, South Block, New Delhi.
5. US to MOS (VKS), Ministry of External Affairs, South Block, New Delhi.
6. All Passport Officers with the request to inform all the officials of the CPO.
7. AO (PV-IV), CPV Division, Ministry of External Affairs, New Delhi.