

**MINISTRY OF PERSONELPUBLIC
GRIVANCES & PENSIONS**
(Department of Personnel &
Training)

NOTIFICATION
New Delhi, the 28th February, 1990

G.S.R. 9(E)-In exercise of the powers conferred by the proviso to article 309 of the constitutions and in suppresses the

Redeployment of Surplus Staff against vacancies in the Central civil Services and Post (Group C) Rules. 1976, the Redeployment of Surplus Staff against vacancies in the central civil Services and Posts (Group D) Rules 1970, the Redeployment of Surplus Staff against vacancies in the Central Civil Services in the Central Civil Services and Posts (Group A and B) Rules 1986 and redeployment of Surplus Staff in Central Civil Services and Posts (Supplementary) Rules 1989, except as respect things done or omitted to be done before such suppression, President hereby makes the following Rule for regulating the redeployment and readjustment of Surplus Staff against vacancies in the Central Civil Services and Posts, namely :--

1. Sort Title and Commencement: (1) these rules may be called the Central Civil Services (Redeployment of Surplus Staff) Rules 1990;
2. They shall come in to force on the date of their

publication in the official Gazette.

- (a) 'Appendix' means Appendix to these Rules;
 - (b) 'Cell means.
- (i) In relation to the surplus staff belonging to Group A, B and C, the central (Surplus Staff) Cell in the Department of personal & Training, Ministry of Personnel, Public Grievances & Pensions, and—
 - (ii) In relation to Group D surplus staff, the special cell in the Direrectorate General of Employment & Training, Ministry of Labour;
- (c) 'Commission' means the Union Public Services Commission;
 - (d) "Controlling Authority means the Authority competent under the rules regulating recruitment to a Central Cervices or Post to take a decision for and initiate the process filling for vacancies in that services or post;
 - (e) "Readjustment" means the appointment of an ex-surplus employee, through already deployed to another post, in accordance with these Rules;
 - (f) "Redeployment" means the appointment of a surplus employee against a

vacancies in Central Civil Services or post in accordance with these rules;

(g) 'Surplus Staff and 'surplus or employees employee or employee or employees' means the Central Civil servants (other than those employed on adhoc, causal, worked charged on contract basis) who--

- (a) Are permanent or, if temporary. Have rendered not less than five years regular continue: -service and;
- (b) Have been rendered surplus along with their posts from the Ministry Departments, office of the Government of India, as a result of—

(1) Administrative and financial reforms, including, inter-alia, restructuring of an organization, zero base budgeting, transfer of an activities to a State Government Public Sector Undertaking or other autonomous organization, discontinuation of an on-going activities, and introduction of charges in technology; or

(2) Studies of work measurement undertaken by the staff Inspection Unit of the Ministry of Finance or

any other body set by the Central Government or the Ministry/ Department concerned; or

(3) Abolition or winding up either in whole or in part of an organization of the Central Government;

(h) 'Rolls' mean the list of surplus staff currently under redeployment or readjustment through the Cell.

3. Reporting of Vacancies to the Cell:

(1) Vacancies in the Central Civil Services and Posts in Group 'A' and 'B'

(i) The controlling authority in respect of a Group 'A' or group 'B' Services or post in which any vacancies is to be filled up by direct recruitments through the Commission (otherwise than on the basis of a a competitive examination) shall while sending requisition for the purpose to Commission also simultaneous send a copy thereof to the Cell.

(ii) The Commission shall not entertain a requisition place for the purpose unless it indicates that a copy

thereof has simultaneously been sent to send the Cell and shall take action for recruitment to the post notified to the commission in the usual manner if only-

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(a) No recommendation is received by it from the cell within a period of 15 days from the date of receipt of the requisition in its office sponsoring the surplus employee or employees for appointment against such vacancies or vacancies, or

(b) The candidate(s) recommended for consideration by the Cell is (are) not found suitable by the Commission for appointment to the post(s) in question.

(iii) Where a post is to be filled up by transfer in constitution with The commission, the controlling authority in respect of the post shall first intimate the vacancies to the Cell, who, if it has a surplus employee on its rolls who is prima-facie suitable for appointment thereto shall Spencer him to the Commission under intimation to the controlling authority concerned for being considered for absorption against the post in question. Such a post will be circulated only if (a) the Cell communicates the no availability of a suitable surplus employee from its rolls to sponsor

for absorption in it, or (b) the Commission hold the surplus employee sponsored by the cell to be unsuitable for appointment to the post.

(iv) All vacancies in Central Civil Services and posts in Group 'A' and 'B', which are to be filled by direct recruitment or by transfer but otherwise than through the Commission, shall first be reported to the Cell and be filled from amongst the surplus staff, unless the controlling authority of the service or post in question has ascertained from the Cell that they have no suitable personal from amongst the surplus staff available with them for being nominated against the particular post.

(v) The provision contained in sub-rule (1) shall not apply to the posts and services under the administrative Control of--

(a) The Departments of (i) Automatic Energy, (ii) Space, (iii) Electronics, (iv) Indian Audit and Accounts, (v) Railway excluding the posts located in the Head-quarters Officers of the Railway Board);

(b) The Ministry of Defense (lower field formations other than the Defense Research and Development Organization);

(c) The various security and Paramilitary organizations under the Ministries of Home

Affairs and Defense, and
Cabinet Secretariat:

(2) Vacancies in the Central Civil Services and Posts in Group 'C' and 'D'--

(i) All vacancies in the Central Civil and Posts in Group 'C' and 'D', except those covered by clause (a) of sub-rule (4), shall be filled from amongst the surplus staff sponsored by the concerned Cell.

(ii) The Government departments or offices may fill vacancies in accordance with the normal procedure only after ascertaining from the concerned Cell that they have no suitable persons from amongst the surplus staff available with them for the particular post.

(iii) The vacancies of the following categories need not be reported to the Cell concerned.

(a) Those to be filled by transfer on deputation;

(b) Those to be filled on ad-hoc or short term basis appointments to which has no prospect of being continue indefinitely and being finally regularized;

(c) Those to be filled by promotion, where or available in the feeder cared (s);

(d) Those located in the Ministers or Department, referred to in sub-clause (a) and (b) of clause (v) sub rule (1);

(e) Those located in the organizations referred to in sub-clause © of clause (v) of sub-rule (1) which are to be filled otherwise than through open recruitment;

(f) Those in posts on the personal staff of a high dignitary, appointment to which is to be made at the direction of such dignitary;

(g) Those to be filled by appointment on compassionate grounds of the dependent(s) of deceased Government Servants.

(h) Those in capital Secretariat Service, Central Secretariat Stenographers Service, and the Central Secretariat Clerical Service;

(3) Withdrawal of vacancies

No vacancy, which has been reported to the Cell and against which a surplus employee has been, either nominated by the Cell or in the case of rule (1) above, recommended by the Commission, shall be withdrawn;

Provided that where the withdrawal of such a vacancy is considered necessary, request for it shall be made by, or with the express approval of, the Secretary of the administrative Ministry, giving reasons for the same.

Provided further that in the case of any doubt or controversy regarding the need or propriety of withdrawing the vacancy, the administrative Ministry or department shall abide by the decision of the Department of Personnel and Training.

(4) Selective reporting of vacancies to the Cells;

Notwithstanding anything contained in sub-rule (1),(2) and(3) the concerned Cell may issue instructions that,-

(a) The Ministers and Department need not report vacancies in certain posts, grades services or regions, as may be specified, to the Cell either for any specific period or till further instruction to the contrary are issued, and

(b) Vacancies existing in particulars posts, grades, services or regions at any point of time should be reported to it, and should not

be filled through any other modes including those prescribed in the Recruitment Rules, except after obtaining a specific clearance from the Cell aforesaid.

4.Redeployment of Surplus Staff

(1) Against vacancies in Group 'A' and 'B' Service or Post

(i) The surplus employees recommended by the cell will be entitled to first priority for appointment to the vacancies in Group 'A' and 'B' Services or post filled by direct requirement including those fields through the Commission (otherwise than on the basis of a competitive examination held by the transfer:

Provided that they are found suitable by the commission or other prescribed authority and not suitable disable defense service personal are available with them over appointment to such vacancies.

(ii)The Cell shall recommend to the Commission the name of a surplus employee who for the time being, is born on its rolls for being is born on its rolls, for being considered for appointment to a specific post. Where in the vacancy has been notified to the commission and to the cell to be prima facie suitable, having regard the scale

to pay attached to the post and the one held by him, his qualifications and the relevance of his previous experience.

(iii) The Cell may recommended more than one surplus employee on its rolls for being considered for appointment to a post for which each of them seems to it to be prima -facile suitable for appointment.

(iv) The Commission may considered any surplus employee whose bio-data has been referred to it by the Cell, for the appointment to a post, even if he has not been specifically recommended by the Cell for that post; provided (a) the post in question carries the same scale of pay or has the same maximum of the pay scale as the one held by him, (b) the surplus employee is found suitable for appointment to such post in preference to other posts for which his candidature may have been sponsored by the Cell. And (c) he does not suffer from any of the disability mentioned in clause (v) of this sub-rule.

(v) The Cell shall not recommend the name of a surplus employee to the Commission, ---

(a) if on being sponsored by the Cell he has already been recommend by the Commission for appointment to a post in a Central

Development Department carrying a pay-scale not lover than his existing pay-scale.

(b) if he has joined another post in the meantime whether on redeployment through the Cell, over otherwise over has asked for reversion to another continuing post on which he hold a lien.

(c) If is due for superannuating within six months from the date of his transfer to the rolls of the Cells;

(d) if his services are terminated or he is to be retired (including premature or voluntary retirement on the basis of a notice given by the surplus employee) or discharge from services or otherwise cease to be on the rolls of the Cell on any date before the expiry of six months from the date of his transfer to the roll of Cell; (e) for the abortion in a post which lies outsides the parameters of placement laid down in rule 5.

(vi) The Commission may, in its discretion, consult the confidential reports written earlier on a surplus employee or if necessary, call him for interview to determine his suitability for appointment to a post but shall not subject him to a written test for this purpose.

(vii) The Commission may, in its discretion, relax the educational qualifications, experience etc. prescribed for recruitment to a service or post in respect of any member of the surplus Staff sponsored by the Cell for appointment to such service or post if the surplus candidate is otherwise considered by them to be suitable for appointment to the services or post in question.

(viii) The Commission shall as far as possible, finalize and communicate to the Cell its assessment of suitability or otherwise of a surplus employee recommended by the Cell for a post within one month from the date of receipt of such recommendation in its office.

(2) Against vacancies in Group 'C' and 'D' Services posts.

(i) The surplus Staff nominated by the Cell shall enjoy first priority for appointment against vacancies, after the disable defense services personnel.

(ii) The surplus Staff sponsored by the concerned Cell for redeployment against vacancy in Group 'C' or Group 'D' Central Civil Service and posts, as the case may be shall not be subject to any tests or interviews for the purpose of

appointment unless otherwise decided by or in consultant with, the Cell concerned.

(iii). The surplus Staff shall not be intelligible for appointment in the recipient organization on the ground that they do not possess the minimum educational qualification prescribed for the posts to which they are redeployed by the Cell except in case where certain minimum technical qualifications are prescribed for a particular post:

Provided that where a surplus employee is already holding an equivalent post with substantially identical duties on a regular basis, he will not be treated as unsuitable for appointment to a post merely on grounds of not possessing the educational or technical qualifications prescribed for appointment thereto, if he has satisfactorily completed probation therein, or if he was not required to be placed on probation, his performance therein during the preceding period of not less than two years has been reported to be satisfactory.

(iv) If the Cell in the Department of personnel and Training, on review of the vacancies reported to it, comes to the conclusion that it is not possible or it to arrange a suitable placement in a Group 'C' surplus employee for appointment to a vacancies in a Group 'D' Service or post and in that case, these rules

shall supply to such nomination as are applicable to the nomination of a Group 'D' surplus employee made by the Cell in the said Directive General:

Provided that where the Directorate General, Employment, makes by the department of Personnel & Training as well as nominations and Training for the same vacancies, the recipient organization shall act upon the nomination received it by first and shall inform the other organization to divert its nomination elsewhere.

(3) Redeployment of surplus officiating employees

(a) An employee, who is officiating in a post declared surplus, shall be eligible for redevelopment to a post as per clause (i) of rule 5. Provided that,

(i) he has appointed to such post through the regular process of promotion or transfer and there was, in the ordinary course, no prospect of his reversion from it with in a period of six months from the date from which he is declared surplus;

(ii) he does not, suo motu, opt for being allowed to reverted to a post on which he holds a lien; and

(iii) he is not due for superannuation and has not asked for being allowed to retire under the rules applicable to him from a date with in the aforesaid period of six months.

(b) A surplus officiating employee shall revert to the post on which he hold a lien, whether administrative or substantive (unless such post has already been abolished or declare surplus), at the expiry of 3 period of six months from the date from which he was declared surplus, if no placement in an appropriate post can be arranged for him within such period or he refuses to accept the placement arranged for him or fails to join such placement within the joining time allowed by the authority under whom such placement is located.

(c) The provision of clause (a) and (b) above shall not be applicable to the case of an employee who has satisfactory completed his probation in the post held by him or was under any general or special orders of the competent authority exempt from being placed officiating appointment.

(4) Determination of suitability of surplus employees for appointment to post other than those filled through the Commission:

The following authorities shall have the power to determine the suitability of surplus staff for appointment to the post filled otherwise than through the Commission as shown below, where necessary, experience etc. prescribed under the relevant recruitment rules:

(a) The Department of personnel and Training in respect of employees nominated against--

(i) Vacancies in Group 'A' and 'B' Services and post reported under clause (iv) of sub-rule 3, and

(ii) Vacancies in Group 'C' services and posts except those located in the Ministers. Department etc. mentioned in clause(v) of sub-rule (1) of sub-rule3, and

(iii) vacancies in Group 'D' Services and Posts utilized under clause (iv) of sub-rule(2) of this rule for redevelopment of Group 'C' surplus staff.

(b) The Ministry of the Department concerned in respect of employee nominated against vacancies in the Ministers, Departments, etc, mentioned in clause (v) of sub rule (1) of rule (3).

(c) the Directorate General, Employment & Training Ministry of Labour in respect of Group 'D' employees nominated against Group 'D' Service and posts, other than those referred to in clause (iv) of sub-rule(2) above.

(5) Appointment of surplus employees recommend by the Commission of Call:

(i) The administrative Ministry or Department shall, on receipt of the recommendation made by the Cell, for appointment of a surplus employee to a post or service for which a requisition had earlier been

placed upon the Commission or the Cell as the case may be, take immediate action to issue the orders of appointment of the surplus employee concerned under advise to the Cell and where relevant, the Commission.

(ii) The appointing authority of the recipient organization shall make an offer of appointment forthwith on the term and conditions regulating redevelopment of surplus staff and shall not impose any contrary conditions of its own, except where required under a law, without prior consultation with the Cell.

(iii) the recipient organization shall accept a surplus employe, who in the absence of a response or reaction from it within one month is relieved b the parent organization on the directions issued by the Cell concerned.

(6) Absorption of surplus staff within the Ministry or Department:

Notwithstanding anything contained in sub-rules (2),(3),(4) and (5) and subject to provisions of rule 12, the Ministry or Head of Department may under intimation information to the concerned Cell, adjust an employee declare surplus by it against a vacancies (if any available at the time he is declare surplus of before he is redeployed it through the Cell) in any post located in any officers under its control and carrying equivalent pay scale for appointment to which he

is considered by the appointing authority to be suitable.

(7) Conclusion of action for redeployment of a surplus employee.

The action for redeployment of a surplus employee shall be deemed to have been concluded on the date on which,---

(a) he is relieved to join another post in the same or another Department or organization, whether arranged through the Cell or otherwise; or

(b) his request for termination of services or resignation or voluntary or premature retirement is accepted.

(5) Determination of placement : (1) (i) as far as possible a surplus employee shall subject to his suitability, be redeployed in a post carrying a pay scale matching his current pay scale.

(ii) for the purpose of clause (i), a matching pay-scale shall mean a pay-scale the maximum of which is equal to that of the pay-scale of the surplus employee and the minimum of which is not higher than the basic pay (including the stagnation pay) which the surplus employee is in receipt of at the time of making his nomination.

(2) Where a suitable vacancy in the post carrying a matching scale of pay is not available the surplus employee may be redeployed in

the post carrying a non-matching pay scale:

Provide that, ----

(i) The maximum of the pay scale of such post does not exceed the maximum of the pay-scale of the surplus employee by more than 10 percent; and

(ii) Such post is not lower than the post, which forms or would ordinarily form the next lower rung in the promotional ladder for the incumbents of the post of the level currently held by the surplus employee:

Provided, further, that, --

(i) a surplus employee who is sponsored or nominated against a post carrying a pay scale with a higher maximum in terms of clause (i) of the first proviso above should either have the qualifications, as prescribed for appointment to the post by direct recruitment or by transfer, or should have been successfully performing in his parent department in duties attached to such post; and

(ii) when he is redeployed in a post carrying a lower scale of pay, the surplus employee shall be permitted to carry his current pay-scale along with him to the next post but this benefit shall not be extended where despite availability of a post in a matching or a higher

pay-scale a person is redeployed in a post carrying a lower pay-scale at his own request.

(3) Where a surplus employee is drawing pay in a pay scale different from those prescribed under the Central Civil services (Revised Pay) Rules, 1986, the administrative ministry shall while reporting the particulars of such employee to the concerned Cell for arranging his redeployment or as soon as may be thereafter, also communicate to the Cell, the pay scale under the aforesaid rules corresponding to his pay scale as may be determined in consultation with the Ministry of Finance having regard to the duties and responsibility attached qualifications prescribed for appointment to the post held by him. For the purpose of his placement under his rule and under rule 6, the employee will be deemed as borne on such corresponding pay-scale of the said Revised Pay Rules as determined under this rule.

(6) Readjustment of redeployed Surplus Staff

(i) A surplus employee who has already been redeployed shall not be eligible to seek readjustment, except in the following case:

(a) When redeployed otherwise than that at his own request, --

(i) in a post carrying a pay-scale lower than the pay scale on which he was born at the time of being declared surplus ; or

(ii) In a post carrying a lower classification than that of the post held by him at the time of being declare surplus; or

(iii) in the case of an employee whose maximum of pay-scale, as per the Central Civil Services (Revised Pay) Rules 1986 did not exceed Rs. 2900/-, in a state other than the State(s) in which he had requested for his placement be arranged while awaiting redeployment and in the absence of such request, the state in which he was posted at the time of being declared surplus:

Provided that he is not, in the ordinary course, eligible to seek intra-departmental transfer to such State(s) of choice or posting as the case may be:

Provide, further, he does not fall under the category which have all India Transfer Liability".

(b) If his case falls in to any other calls of case as may be specified by the Central Government buy an order as being eligible for seeking readjusting under these rules.

(2) A redeployed employee, who in teams of sub-rules (1) is eligible to seek readjustment, shall, exercise an option in favour of such readjustment in the form given in the Appendix and shall transmit the same to the Department of personnel and Training (Surplus Cell) or – in the case of Group 'D' employee – to the Directorate General of Employment and

Training New Delhi, through his head or office within two months from the date of joining the post in which he has, for the time being, been redeployed.

(3) in the event of the option being found acceptable, the existing redeployment of the employee shall be treated as provisional and the employee concerned shall, notwithstanding anything to the contrary contained in the definition of the surplus staff to be treated nationally to be a surplus employee to be awaiting final redeployment.

(4) the readjustment shall be subject to the following further conditions:-

(a) The surplus employee shall have no claim to count his past service, including that rendered in the post of his provided, towards fixation of seniority in the post in which he has readjusted:-

(b) The action for readjustment shall be treated as concluded: -

(i) on the expiry of six months(excluding the period of suspension /disciplinary proceeding, if any) from the date on which the option for readjustment is exercised or

(ii) on such earlier date on which an order of appointment to a post carrying a matching scale of pay and /or equivalent classification in respect of those covered by sub-clause (i) and (ii) of clause (a) sub-rule (1) above and in the appropriate

State, in respect of those covered by sub clause (iii) thereof is made to the employee; or

(iii) if the employee withdraw option for readjustment or tenders resignation or give notice for voluntary retirement or retires or otherwise ceases to be in service; and,--

(iv) in the case of an employee who is placed under section or becomes the subject of disciplinary proceedings, as the case may be.

(c) Readjustment shall be only against vacancies available in a Central Ministry, Department or subordinate office and reported to the concerned Cell.

(d) A surplus employee already redeployed in a post carrying a higher pay scale may be readjusted in a post carrying a pay scale matching his original pay scale and shall have no claim for being readjusted in a post carrying such higher pay scale nor shall he be entitled to protection of such higher pay-scale in the new post.

(e) A surplus employee redeployed in a post carrying a lower pay scale who seeks readjustment under sub-clause (i) or sub-clause (iii) of clause (a) of sub-rule (1) above shall be eligible for protection of status in terms of Department of personnel and Ar's O.M. NO. 1/15/84-CS.III dated 3-9-1984, if

finally also he is readjusted in a post carrying a lower classification but shall not be eligible to seek further readjustment on that account.

(f) The surplus employees awaiting initial redeployment shall have prior claim to adjustment against the vacancies reported by the Ministers/Departments/Offices to the department of Personnel & Training or the directorate s the case may be, and the possibilities of adjustment of the provisionally redeployed employees shall be explored against the remaining reported vacancies which have not already been permitted to be filled through the normal channels of recruitment.

(g) No request for adjustment in a particular district or town or department or post shall be entertained.

(5) The appointment of an employee by way of readjustment in terms of these rules shall be treated as appointment by transfer in public interest for the purpose of grant transfer Travelling Allowance joining time and joining time pay.

(6) The benefits of protection of permanent status and of past service shall be admissible to an employee on readjustment under these rules, on the same terms, as to a surplus employee on his deployment

(7) The vacancies reported to the Cell in question under rule 3 may be utilized by the appropriate Cell for readjustment of redeployed staff in terms of these rules, if there is no suitable surplus employee for being nominated or sponsored there against at the time relevant time.

(8) The provision contained in rule 4 (except sub clause (a) and (b) of clause (v) of sub rule (1) and sub rules (7) thereof); 5,7,8,9 and 10 of these rules shall also apply in respect of readjustment of redeployment surplus employee.

(9) The acceptance of the option of an employee for readjustment shall not per se confer any immunity upon him from undergoing any training, passing any department test or performing any duties as may be required of him by the rules applicable to the post held by him or under the re-order of the complement authority, in the office of provisional redeployment.

7. Age limit: The upper age limit shall not apply in the case of a surplus employee appointed under these rules.

8. Medical Examination- the surplus staff redeployment by the Cell not be required to undergo fresh medical examination unless different medical standards have been prescribed for the post in the recipient organization or unless the person concerned had not been medically examined in respect of his previous post or if examined, had been declared medically unfit.

(9) Fixation of pay and Seniority, /counting of Previous Services for various other purposes and carrying Over of Lien/Classification: the fixation of seniority and pay of the surplus employee and counting of his previous service for various other purpose and carrying over of Lien/classification in the new post to which he has appointed on redeployment under these rules shall be regulated in accordance with the instructions issued

from time to time by the Government of India in his behalf.

10. Amendment of requirement Rules: All rules regulating the recruitment of person to the Central Civil Services and posts shall be deemed to have been amended to the extent as provided for in these rules.

11. Imparting of—Training to surplus staff in Certain Cases⁽¹⁾ If the authority in charge of a Cell is of the opinion that a surplus employee can not be usefully redeployed unless he is given training in certain additional skills it may nominate him to suitable course of training.

(2) During the period of training the employee shall continue to be borne on the Surplus Staff Establishment of his parent organization and shall be paid pay and allowance at the rate already admissible to him.

(3) During Training the surplus employee shall abide by the directions of the training authority, including those for his staying in hostel in the case of a residential course.

(4) Notwithstanding that a surplus employee is on training the Cell may nominate him or sponsor his candidate for any suitable post, and on receipt of offer of orders of appointment, he may, at any stage during the course, be relieved to join the post.

(5) In the event of refusal to join the training course or failure to join the training course or failure to join the same without providing proper justification thereof, action shall be taken to abolish his surplus post for with

12. Retransfer a Former Surplus employee to his original services Cadre or Group of Posts After or Pending Redeployment.

(1) Notwithstanding anything contained in sub rule (2) of rule 4 if a Services cadre or Group of Posts, in Group 'C' or 'D' it shall first be offered to the employee or employees declared surplus there from during a period of one year preceding the date of occurrence of the vacancies.

(2) If more than one such redeployed personnel for being absorbed against such vacancy the optant who would have been declared or group in question but for having been declared surplus shall be appointed thereto

(3) On such reappointment in such case shall be restored his seniority in the service cadre or group as was enjoyed by him therein prior to his being declared surplus.

(4) The re appointment in such cases shall be treated as transfer at own request in the matter of admissibility of transfer Traveling Allowance and joining time and joining time pay.

APPENDIX
FORM OF OPTION FOR READJUSTMENT
[See Rule (6)]

I ----- hereby exercise option for readjustment in terms of rule 6 of the Central Civil Services(Redeployment of Surplus Staff) Rules 1990 and furnish below the relevant information for the purpose:

1. Name
(as given in the service block)

2. Father's Name

3. Date of Birth

4. Date of sub-annuation: HHH HHHH HHHH

5. (a) office in which employee at the time of being declared surplus

(b) Post held when declared surplus

(c) Pay scale of post

(d) Classification of the post

(e) Status

(f) Category

(6) Data from which declared surplus

7. particulars of office/post in which redeployed

(a) Name and address of office

(b) Date of joining the office

(c) Post joined

(d) Pay scale of the post

Present address

Permanent

Office address

9. Information relevant to the reasons for seeking readjustment:

(a) In the case of readjustment in a post carrying a lower pay scale (otherwise than on own request)

Pay scale attached to the post

Held at the time of being declared
surplus