

हरियाणा सरकार

Subject: Restructuring of the Education Department towards Right Sizing.

The Govt. decided to undertake exercise regarding Right-sizing of the Govt. offices including the Education Department. An agenda for the meeting to be held in this regard under the Chairmanship of Sh. Chander Singh, IAS, Financial Commissioner and Principal Secretary to Govt. Haryana, Finance Department was prepared. The first meeting in this regard was held on 16-7-2003. Though, the information provided by Department was discussed in detail, yet only a few decisions were taken. It was viewed by the committee that a detailed agenda shall be prepared and some norm also be fixed for the staff to be provided in the field office. However, it was approved to transfer and merge the language cell with the Public Relation Department. Regarding the ministerial staff of Headquarter it was decided to take up the issue after the final decision of trifurcation of the Education Directorates.


So far as the educationists' cadre is concerned in the Higher Education Directorate, one post of Joint Director, six posts of Deputy Director and three posts of Assistant Director Colleges are sanctioned at the Headquarter which are filled up from the Principals/Lecturers. The post of Joint Director is a promotional post and the posts of Deputy Directors and Principals are filled up by direct recruitment. The State Govt. vide its notification dated 8/11/2003 modified the Haryana Education(College Cadre) Group-A, Service Rules-1986 and deleted the provision of 75% promotion quota for the post of Principals/Deputy Directors, as a result, these posts are to be now filled up through direct recruitment only.

Further, at the time of merger of Language Department, in the then DPI, Haryana 18 posts viz one Assistant Director Language, two Research Assistants, six Translators, two Assistants, one Steno-typist, three Clerks and three Peons were sanctioned. With the passage of time due to retirement of incumbents,

Minutes Revised(19-9-03)□□□

GOVERNMENT OF HARYANA

OFFICE OF THE SECRETARY, GOVERNMENT OF HARYANA
SECRETARIAT, CHANDIGARH

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41.	Ship Modeling Instructor	1	1	1	--		
42.	Aero Modeling Instructor	2	1	2	1		
43.	Storekeeper/ Boat keeper	1+1	1+1	1+1	--	--	--
44.	Total	4364	3569	3792	728	246	504

It is evident from the above data that approximately 21% posts have been either abolished or declared diminishing cadre. This data does not include the strength of Library & Headquarter cadre.

Now the following action is anticipated in this regard:-

- a) Formulation of policy related to hiring retirees/other suitable persons to meet with the current shortage of lecturers.
- b) To seek approval/sanctioned of the post to be filled up created/abolished/ declared diminishing cadre from Finance Department.
- c) Formation of policy to meet with the requirement of staff from out sourcing.
- d) To prepare the case of right-sizing the library staff which is to be taken up separately by the committee.
- e) To seek approval of the rates of remuneration for Doctor & his assistants to provide medical services for the health fund.

So far as formulation of policy for hiring retirees/other suitable persons which would also include the remuneration payable to such retirees/persons to meet with existing shortage of lecturers is being formulated separately. Regarding the right-sizing of headquarters staff as stated earlier it has been decided to take up this matter after trifurcation of the Education Directorates. However, the action regarding right-sizing of the library staff has been initiated separately. The proposal for rates of remuneration of regarding medical claim in the colleges on contractual basis for health fund will be taken up after the approval of Finance Department of abolition of the posts of dispenser & nurse is received. Similarly when the approval of criteria & sanction of the post to be filled/created/abolished/declared/diminishing cadre is received, the policy to meet in the requirement of staff from out sourcing will be taken up.

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Field offices/colleges		No. of Sanctioned Posts	Filled	Posts Approved	Posts allowed to be filled	Posts Abolished	Diminishing Cadre
✓ 5.	Deputy Superintendent	43	24	60	36	--	--
✓ 6.	Assistants	2	2	60	58	--	--
X 7.	Senior Scale Stenographer	2	2	--	--	--	2
✓ 8.	Junior Scale Stenographer	6	6	10	4	--	--
✓ 9.	Steno-Typists	37	24	50	26	--	--
X 10.	Clerks	297	86	160	--	21	26
✓ 11.	Lab. Attendant	211	98	282	84	--	--
X 12.	Peon X	196	83	166	--	13	17
X 13.	Mali	68	51	--	--	17	51
X 14.	Sweeper	103	77	--	--	26	77
X 15.	Beldar	86	79	--	--	7	79
X 16.	Waterman	17	15	--	--	2	15
X 17.	Chowkidar	103	77	--	--	26	77
18.	Dafti	2	2	--	--	--	2
19.	Animal Collector	4	3	--	--	1	3
20.	JLA	208	153	206	53	2	--
21.	SLA	89	56	--	--	33	56
22.	TWI	47	38	--	--	9	38
23.	Tabla Player	33	24	33	9	--	--
24.	Dispenser	2	1	--	--	1	1
25.	Nurse	2	1	--	--	1	1
26.	Hostel Supdt.	3	2	3	1	--	--
27.	Technical Assistant	6	5	--	--	3	3
28.	Gasman	14	6	--	--	8	6
NCC Cadre							
29.	Dy. Supdt.	16	--	2	2	14	--
30.	Assistants	4	4	20	16	--	--
31.	Accountants	16	11	--	--	5	11
32.	Clerks	94	78	82	4	12	--
33.	Jr. Scale Stenographer	2	2	2	--	--	--
34.	Drivers	39	24	39	15	--	--
35.	Lascars	153	115	108	--	38	7
36.	Peons	24	22	20	--	2	2
37.	Chowkidars	18	15	--	--	3	15
38.	Sweeper	47	15	--	--	2	15
39.	Saddler	1	--	1	1	--	--
40.	Ferrier	1	--	1	1	--	--

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these posts became vacant. The posts meant for direct recruitment could not be filled due to ban on recruitment imposed by the Govt. and promotional posts remained vacant in the absence of eligible candidates. Consequently, the posts of Assistant Director, Research Assistants, Translators, stood abolished. So far as, the posts of Assistants, Clerks, Steno-typists and Peons are concerned, they were merged in the Directorates' respective ministerial cadres. The lone translator who was till recently working in the Language Cell has, on his own request, been reverted to his parent cadre. So far as the field offices i.e. Colleges are concerned, since there is acute shortage of non-teaching staff in the colleges, therefore, workable staff in each college is required to be provided.

In view of this an other agenda with norms was prepared for the next meeting to be held under the Chairmanship of F.C.F.

The second meeting for right-sizing was held on 19-9-2003 and the relevant agenda placed at flag 'y' was discussed in detail. After due deliberations, it was decided to discuss Right-sizing of the Library Cadre in the second phase of right-sizing.

Detailed minutes and the data (Annexure-1) of the posts approved during the meetings held on 16-7-2003 & 19-9-2003 is placed at flag 'Z'. As per these minutes the following posts have been approved/allowed to be filled/abolished/declared diminishing cadre:-

Sr. No.	Name of the post	No of Sanctioned Posts	Filled	No. of posts approved by Committee	Number of posts allowed to be filled	Posts Abolished	Posts in Diminishing Cadre
Headquarter							
1.	Joint Director(Colleges)	1	--	1	1	--	--
2.	Deputy Director Colleges/Principal	66 (6+60)	25	66	41	--	--
3.	Lectures (Colleges)	2415	2043	2415	375	--	--
4.	Translators	1	1				

Minutes Revised(19-9-03)□□□

GOVERNMENT OF HARYANA

KUPHARVA, DELHI AND RECEPTION, FREE

HIGHER EDUCATION
747-2-203
27 DEC 2003
HARYANA CHANDIGARH

हरियाणा सरकार

In view of the above back ground if agreed Finance Department, may through single file, be requested to approve criteria & accord sanction of the posts to be filled /created/abolished/declared diminishing cadre as per Annexure-1 annexed with the approved minutes of the meeting placed at flag 'Z'.

A spare copy of the office note & relevant documents for Finance Department is placed on the file.

(Signature)
(Suryndrajit Kapil.)
Asstt. Director Admn.
17-12-2003

~~J.D.Admin/SSE~~
~~H.E.C/S.S.H.E.~~

2nd time 13/12
J. S. SANGWAN
JDA/USE.

(Signature)
19.12.03.
DHANPAT SINGH
HEC/SSHE

No 1106-2002
Dated 22-12-03

CEL

(Signature)

7170

F.D.

(Signature)

~~J.D.~~
24/12

W.F.M.

5360
29/12/03

FINANCE DEPARTMENT

Government of Haryana
Finance Department



हरियाणा सरकार
वित्त विभाग

Subject: Restructuring the Education Department towards Right Sizing.

Finance Department agree with the proposal of the Administrative Department subject to the condition that the 84 posts of Lab Attendants should not be filled up through new recruitment and work should be carried out with Class IV staff declared surplus. Similarly 53 posts of Junior Lab Attendants are not to be filled up as 56 posts of Senior Lab Attendants are presently available (declared diminishing cadre). Balance posts excluding two categories of posts i.e. 84 posts of Lab Attendants and 53 posts of Junior Lab Attendants mentioned at Sr. no. 11 and 20 of your note are allowed to be filled up.

2. C.M has approved the proposal.

Santosh Saini

Superintendent F.D. II
for Financial Commissioner and Principal Secy to Govt.,
Haryana, Finance Department.

Financial Commissioner, Education.

Chowry

53/60/04-2FDII /5360 dated Chandigarh, the 25/3/2004

Please process it accordingly & put up early.

Dharmendra Singh

25-3-04

*5/16/04
25/3/04
HSC*

J.D. Arora

26/3/04

26/3

A.D. Arora

Santosh

26/3/04

B.O. Arora
26-3-04

S.M.C.

He. Quarter Staff:

It was decided to discuss the position of the Head Quarter staff of all the three Directorate i.e. Higher Education, Secondary Education and Primary Education after the decision of trifurcation.

Lecturers in Colleges:

The requirement of teaching staff in Govt. Colleges including the newly established four colleges was discussed in details and finally Committee agreed to continue with the present number of sanctioned posts of lecturers i.e. 2415 which will include the requirement of newly established four colleges at Hisar, Bhiwani, Murthal and Sector-9, Gurgaon. It was further decided that in order to meet with the existing shortage of lecturers, the Education Department will formulate a separate policy for hiring retirees/other suitable persons which should also include the remuneration payable to such retirees/persons. The sanctioned strength of 2415 posts of lecturers was approved subject to the exact teaching work load worked out on this basis of admission for the academic session 2003-04.

Field (Ministerial) Staff:

The requirement regarding ministerial staff in Govt. Colleges was discussed in detail keeping in view the following norms proposed by the Department:-

Sr. No.	Student strength	No of College	Dy. Supdts.	Assistants	Jr. Scale Steno-graphers / Steno-Typists	Clerks
1.	Up to 1000	30	30 (One Dy. Supdt. per College)	30 (One Assistant per college)	30 (One Steno-Typist per College)	60 (2 clerks per college)
2.	1001-2000	20	20 (One Dy. Supdt. per College)	20 (One Assistant per college)	20 (One Steno-Typist per College)	60 (3 Clerks per college)
3.	Above 2001	10	10 (One Dy. Supdt. per College)	10 (One Assistant per college)	10 (One Jr. Scale Steno per college)	40 (4 Clerks per college)
Total		60	60	60	60 (50+10)	160

These very norms will be followed in new colleges in futures also.

The Committee in view of the norm proposed above approved the following posts for 60 Govt. Colleges while simultaneously making the Senior Scale Stenographer as dying cadre:

Name of the post	No. of posts sanctioned.
Deputy Superintendent	60
Assistants	60
Jr. Scale Stenographer	10
Steno-Typist	50
Clerks	160

Two posts of Sr. Scale Stenographers which are already sanctioned will be abolished after the present incumbents on these posts retire. Till such time 2 posts of Junior Scale Stenographer will not be filled up.

Class IV Staff in Colleges:

With a view to rationalize the Class-IV staff in colleges the department proposed to abolish the cadre of Beldar, Waterman, Library Attendant (in Colleges) and the present incumbents working on these posts to be adjusted against the Class IV posts. The requirement regarding Class-IV staff in Govt. Colleges was discussed in detail keeping in view the following norms proposed by the Department:-

Sr. No.	Student strength	No. of Colleges	Peon	Sweeper	Mali	Chowkidar
1.	Up to 1000	30	60 (2 Peons per college)	30 (1 Sweeper per College)	120 (2 Malis per College)	189 (3 Chowkidars per college and 9 for College Hostels).
2.	1001-2000	20	60 (3 Peons per college)	40 (2 Sweepers per College)		
3.	2001 - 3000	04	16 (4 Peons per college)	12 (3 Sweepers per College)		
4.	Above 3000	06	30 (5 Peons per college)	24 (4 Sweepers per College) * 21 Sweepers are required for 7 hostels in colleges at Sirsa, Gurgaon, Hisar, Narnaul & Jind.		
Total		60	166	127	120	189

* One sweeper per 100 inmates and above 200 inmates 3 Sweepers are to be provided in Govt. College hostels.

The services of sweeper, Mali and chowkidar as per the above norms will be outsourced in future.

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The Department proposed to abolish the Post of Library Attendants. It was also proposed to provide one Lab. Attendant per science Lab and one Lab Attendant for 2 labs in the practical subjects of humanity faculty (Geography, Psychology etc.).

After detailed deliberations the Committee took the following decisions regarding Class-IV posts in the Colleges:

➤ **Laboratory Attendant:**

It was approved to provide one Lab Attendant per lab. Since there are 282 labs in 60 Govt. Colleges, the requirement beyond 211 sanctioned posts is to be met from other Class-IV staff rendered surplus. (Surplus Staff: Peons 17, Library Attendants 4). Further shortage will be met by way of fresh appointments.

➤ **Library Attendant:**

To be taken up in the next meeting.

➤ **Peon**

As per above norms 166 Peons are required and these posts were approved. The services of 17 Peons rendered surplus will be utilized against the vacant posts of Lab Attendant.

➤ **Beldar and Waterman**

The posts of Beldar and Waterman stand abolished after the present incumbent retire. Work of Chowkidar will be taken from 79 Beldars and 15 Watermen thus rendered surplus.

➤ **Mali, Sweeper and Chowkidar**

The above posts will be a diminishing cadre and requirement will be met through out sourcing. As per proposed norms 120 Malis, 189 Chowkidars and 127 Sweepers are required.

➤ **Daftari (Class-III):**

The Daftari will be a dying cadre, 2 posts of Daftari which are already sanctioned will stand abolished after the present incumbents retire. They will continue to work where they are presently posted.

➤ **Animal Collector:**

The Animal Collector will be a dying cadre out of 4 sanctioned posts of Animal Collector two which are already vacant stand abolished and the remaining two will be abolished after the present incumbents retire. They will continue to work where they are presently posted.

Technical staff(Class-III/IV) in Colleges:

The Department proposed to abolish the posts of Senior Lecture Assistant(SLA) and also proposed to provide one Junior lecture Assistant (JLA) per Laboratory. As such there are some practical subjects i.e. Sociology, Anthropology, Military Science, Electronics, Fine Arts, Music, Computer Science where no JLA is required. The detail of 206 laboratories in Govt. Colleges where JLAs are to be provided is as under:-

Sr. No.	Name of the Subject	No. of labs where JLAs are required.
1.	Physics	50
2.	Chemistry	50
3.	Zoology/Botany	23
4.	Geology	03
5.	Geography	49
6.	Psychology	19
7.	Home Science	12
	Total	206

The posts of Type Writing Instructors were proposed to be replaced by Computer professionals. The posts of Gasmen, Dispenser, Nurse and Technical Assistants were proposed to be made diminishing cadre. In view of the existing hostel facilities in the colleges the posts of Hostel Superintendents were proposed to be retained.

After detailed deliberations the following decisions were taken:

> SENIOR / JUNIOR LECTURE ASSISTANT

The Committee approved to provide one JLA per Science Laboratory and decided SLA to be a diminishing cadre. The present incumbents on the posts of SLA & JLA are to be adjusted in such a manner that one JLA or SLA is provided in each Lab till the retirement of working SLAs.

> Type Writing Instructor:

It was decided that Type Writing Instructors will be diminishing cadre and requirement will be met from out source i.e from HARTRON on contractual basis.

> Tabla Players:

Existing 33 sanctioned posts of Tabla Players were approved.

> Hostel Superintendent:

Existing Three sanctioned posts of Hostel Superintendent were approved.

Dispenser and Nurse:

There are two sanctioned post of Dispensers and two posts of Nurses in the Department out of which one each is filled. It was decided to make these posts as diminishing cadre and the same will stand abolished on the retirement of the present incumbents. It was decided to have medical services in the colleges on contractual basis from health fund as per requirement.

➤ Technical Assistant:

There are 6 sanctioned posts of Technical Assistants, out of which 3 are vacant. It was decided to consider it as a dying cadre. The vacant posts stand abolished and the remaining 3 posts will be abolished on the retirement of the present incumbents.

➤ Gasman:

In view of use of LPG in vogue in Science Laboratories, these posts are not required hence approved as diminishing cadre. Posts will stand abolished on the retirement of present incumbent.

Library Staff Colleges and Public Libraries':

It was decided to take up in the next meeting.

NCC Cadre:

The Department proposed to convert 16 posts of Accountants to Assistants so that one Assistant in each Battalion and Group Headquarter can be provided. Further in order to streamline NCC cadre (Civilian staff) the norm/requirement in every Group Headquarter is to be equipped with one Deputy Superintendent, one Assistant, four Clerks, one Driver, one Peon, one Chowkidar and one Sweeper. Similarly each Battalion will have one Assistant, four Clerks, two Drivers, six Lascars, one Sweeper, one Chowkidar, one peon; only two Clerks are to be provided in Sainik School Kunjpura. Accordingly the requirement is as under:-

Office	Dy. Supdt.	Asst./ Acctt.*	Clerk	Steno	Store/ Boat keeper	Lascar	Peon	Chowkidar	Sweeper	Driver
2 Group HQs.	2	2	8	2		-	2	2	2	2
14 Bns.	-	14	56	-		84	14	14	14	28
2 Air Sqns.	-	2	8	-		12	2	2	2	4
Naval Unit	-	1	4	-	1+1	6	1	1	1	2
1 R & V Sqn.	-	1	4	-		6	1	1	1	3 as per sanctioned
Sainik School Kunjpura	-	-	2	-		-	-	-	-	-
Total	2	20	82	2	1+1	108	20	20	20	39

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*16 posts of Acctt. presently sanctioned are proposed to be converted in that of to Assistants.

After detailed discussions the committee approved the norms proposed by the Department and merger conversion/up gradation of cadre of Accountants with Assistants. 18 posts of Chowkidars and 17 posts of Sweepers were decided to be diminishing cadre and requirement to be met through out sourcing as per approved norms.

Further the Committee sanctioned the following posts for NCC cadre:-

Name of the Post	No. of Posts sanctioned	Remarks
Head Clerk/Dy. Supdt.	2	One for each Group H.Q.
Assistants	20	One for each Group H.Q. & Battalions and Navel Unit etc.
Clerk	82	
Jr. Scale Steno	2	One for each Group H.Q.
Drivers	39	
Peons	20	
Lascars	108	
Saddler	1	
Ferrier	1	
Ship Modeling Instructor	1	
Aero Modeling Instructors	2	
Store Keeper	1	
Boat Keeper	1	

A detailed extract of the minutes along with the staff position in various categories of Office of Higher Education Commissioner is enclosed as Annexure-1.

The approval/sanction of the posts to be created/abolished/declared diminishing cadre as approved by the committee will be obtained from Finance Department by Higher Education Commissioner.

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ANNEXURE-I

DATA REGARDING POSTS APPROVED DURING MEETINGS DATED 16.07.2003 & 19.09.2003 AND STAFF POSITION IN VARIOUS CATEGORIES OF THE O/O HIGHER EDUCATION COMMISSIONER, HARYANA

Sr. No.	Name of the post	No of Sanctioned Posts	Filled	No. of posts approved by Committee	Number of posts allowed to be filled	Posts Abolished	Posts in Diminishing Cadre	Remarks
Headquarter								
1.	Joint Director(Colleges)	1	--	1	1	--	--	Approved Promotional post
2.	Deputy Director Colleges/Principal (G-1-53)	66	25	66	41	--	--	Requisition for filling up of 51 posts of Principals sent to HPSC. 10 posts have fallen vacant due to recent retirements i.e. after sending requisition to HPSC.
3.	Lecturers (Colleges)	2415	2040	2415	375	--	--	2415 posts which will include the requirement of newly established four colleges at Hisar, Bhiwani, Murthal and Sector-9, Gurgaon were approved. It was further decided that in order to meet with the existing shortage of lecturers, the Education Department will formulate a separate policy for hiring retirees/other suitable persons which should also include the remuneration payable to such retirees persons. The sanctioned strength of 2415 posts of lecturers is subject to the exact new work load for the academic session 2003-04. This number is not to exceed in any case. (Requisition for filling up of 264 posts of lecturers is pending with HPSC.)
4.	Administrative Officer (Primary)	1	1					To be taken up after the decision of trifurcation of the Education Directorates.
5.	Assistant Director	5	5					
6.	Registrar Education	3	3					

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Sr	Name of the post	No of Sancti oned Posts	Filled	No. of posts approved by Committee	Number of posts allowed to be filled	Posts Abolished	Posts in Diminishing Cadre	Remarks
7	Budget Officer	2	2					
8	Superintendents	27	27					To be taken up after the decision of trifurcation of the Education Directorates.
9	Research Officer	1	1					
10	Private Secretary	2	2					
11	Deputy Superintendents	13	13					
12	Asstt. Research Officer	1	1					
13	P. A.	3	3					
14	Sr. Scale Steno	2	2					
15	Jr. Scale Steno.	16	10					
16	Steno-Typist	7	2					
17	Assistants	178	178					
18	Stat. Assistant	7	7					
19	Clerks	165	144					
20	Librarian	1	---					
21	Auditor	1	1					
22	Jr. Auditor	4	3					
23	Drafts man	1	1					
24	Artist	1	1					
25	Drivers	17	16					
26	Computer Operators	5	4					Merger of Language Cell with DPR approved. Post to be shifted there.
27	Translators	1	1					To be taken up after the decision of trifurcation of the Education Directorates.
28	Jr. Programmers (Computer)	2	2					

Sr	Name of the post	No of Sancti oned Posts	Filled	No. of posts approved by Committee	Number of posts allowed to be filled	Posts Abolished	Posts in Diminishing Cadre	Remarks
29.	Restorers	8	8					
30	Generator Operators	2	2					To be taken up after the decision of truncation of the Education Directorates.
31	Dafanias	8	8					
32	Jamadars	3	3					
33.	Peons	88	67					
34	Cleaners	1	---					
35.	Chowkidars	6	6					
36	Sweepers	8	8					
Field Staff								
37.	Deputy Superintendent	43	24	60	36	--	--	One Deputy Supdt. per college approved.
38.	Assistants	2	2	60	58	--	--	One Assistant per College approved.
39.	Senior Scale Senographer	2	2	--	--	--	?	Made diminishing cadre the posts will stand abolished on the retirement of present incumbents.
40	Junior Scale Senographer	6	6	10	4	--	--	Approved to provide one jr. Scale Senographer and One Steno-Typist per college with a student strength of more than 2000 and upto 2000 respectively.
41	Steno-Typists	37	24	50	26	--	--	Approved to provide two clerks in the colleges having students strength up to 1000, three clerks where the students strength is up to 2000 and four clerks where the students strength upto 3000 or above, however, not more than four clerks are to be provided in any college. At present there are 30, 20 and 10 colleges having students strength upto 1000, 2000 and 3000 or above respectively.
42	Clerks	207	186	160	--	21	26	Approved to provide one Lab Attendant per laboratory. Since there are 282 labs in 60 Govt. Colleges, the requirement beyond 198 filled up posts is to be met from other Class-IV staff rendered surplus.
43.	Lab. Attendant	211	198	282	84	--	--	

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Sr. No	Name of the post	No of Sanctioned Posts	Filled	No. of posts approved by Committee	Number of posts allowed to be filled	Posts Abolished	Posts in Diminishing Cadre	Remarks
44	Peon	196	183	166	--	13	17	Approved to provide at least two Peons in a college where the student strength is upto 1000 and for every additional 1000 students one additional Peon is to be provided. Two Malis to be provided in each college. One Sweeper to be provided in each college with student strength of 1000 and on every additional 1000 students one additional Sweeper is to be provided. The colleges wherein the hostel facility is available one Sweeper up to 100 inmates, and up to 200 inmates two Sweepers and above 200 inmates three Sweepers to be provided. Every college will have three Chowkidars and where the hostel facility is available one Chowkidar for Boys Hostel and two Chowkidars for Girls Hostel to be provided. Accordingly 166 Peons, 127 Sweepers, 120 Malis and 189 Chowkidars are required. The requirement as per approved norms except in the case of Peon, is to be met from out sourcing.
45	Mail	68	51	--	--	17	51	Approved to be diminishing cadres. These posts will be abolished on the retirement of present incumbents. The work of Chowkidar will be taken from 79 Beltdars and 15 Watermen thus rendered surplus.
46	Sweeper	103	77	--	--	26	77	Approved to be diminishing cadres. These posts will be abolished on the retirement of present incumbents. They will continue to work where they are presently posted.
47	Beltdar	86	79	--	--	7	79	
48	Waterman	17	15	--	--	2	15	
49	Chowkidar	103	77	--	--	26	77	
50	Dafti	2	2	--	--	--	2	
51	Animal Collector	4	3	--	--	1	3	
52	JLA	208	153	206	53	2	--	No JLA is required in laboratories of Sociology, Anthropology, Military Science Electronics, Fine Arts, Music and Computer Science as such 206 posts of JLAs are required for the labs of remaining practical subjects. The Committee approved to provide one JLA per Laboratory and decided SLA to be a diminishing cadre. The present incumbents on the posts of SLA & JLA are to be adjusted in such a manner that one JLA or SLA is provided in each Lab till the retirement of working SLAs
53	SLA	89	56	--	--	33	56	
54	TW1	47	38	--	--	9	38	Type Writing instructors made to be diminishing cadre and requirement will be met from out sourcing i.e from HARTRON on contractual basis.
55	Tabla Player	33	24	33	9	--	--	Required for both Instrumental & Vocal Music Classes, hence approved.
56	Dispenser	2	1	--	--	1	1	Approved to have medical services in the colleges on contractual basis from health fund as per requirement. The rates of remuneration will have to be got separately, revised/ approved from the Finance Department.
57	Nurse	2	1	--	--	1	1	

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Sr. No.	Name of the post	No of Sanct- ioned Posts	Filled	No. of posts approved by Committee	Number of posts allowed to be filled	Posts Abolished	Posts in Diminishing Cadre	Remarks
58.	Hostel Supdt.	3	2	3	1	--	--	Required for college hostels, hence approved
59.	Technical Assistant	6	3	--	--	3	3	Approved to be diminishing cadre. The posts will stand abolished on the retirement of the present incumbents.
60.	Gasman	14	6	--	--	8	6	In view of use of LPG in vogue in science laboratories, these posts are not required hence approved as diminishing cadre Posts will stand abolished on the retirement of present incumbents.
Library Staff (Colleges)								
61.	Senior Librarian III	51	34	--	--	--	--	To be taken up in the next meeting.
62.	Junior Librarian III	43	30	--	--	--	--	
53.	Restorers III	79	62	60	--	17	2	
64.	Library Attendant	64	58+2	60	--	4	--	
• Distt./Sub. Div. Libraries								
65.	Senior Librarian	13	12	17	5	--	--	To be taken up in the next meeting.
66.	Junior Librarian	24	19	17	--	--	2	
57.	Restorer	25	23	25	2	--	--	
68.	Peon /Chowkidar IV	36	32	--	--	4	32	
69.	Sweeper IV	13	13	--	--	--	13	

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Sr. No.	Name of the post	No of Sanctioned Posts	Filled	No. of posts approved by Committee	Number of posts allowed to be filled	Posts Abolished	Posts in Diminishing Cadre	Remarks
NCC Cadre								
70	Dy. Supdt.	16	--	2	2	14	--	The conversion/upgradation of the posts of Accountant to Assistant was approved and it was further approved that every Group Headquarter is to be equipped with one Dy. Supdt., one Asstt. four Clerks, one Driver, one Peon, one Chowkidar and one Sweeper. Similarly each Battalion will have one Assistant, four Clerks, two Drivers, six Lascars, one Sweeper, one Chowkidar, one Peon and two Clerks to be provided in Sainik School, Kunjpur. Chowkidar and Sweeper were made diminishing cadre and the requirement subject to the approved norms is to be met from our sourcing.
71	Assistants	4	4	20	16	--	--	
72	Accountants	16	11	--	--	5	11	
73	Clerks	94	78	82	4	12	--	
74	Jr. Scale Stenographer	2	2	2	--	--	--	
75	Drivers	39	24	39	15	--	--	
76	Lascars	153	115	108	--	38	7	
77	Peons	24	22	20	--	2	2	
78	Chowkidars	18	15	--	--	3	15	
79	Sweeper	17	15	--	--	2	15	
80	Saddler	1	--	1	1	--	--	Approved.
81	Ferrier	1	--	1	1	--	--	The post is technical in nature and hence approved.
82	Ship Modeling Instructor	1	1	1	--	--	--	The post is technical in nature and hence approved.
83	Aero Modeling instructor	2	1	2	1	--	--	These posts are sanctioned at 1st Naval Unit Faridabad to maintain stores, boats and Cadet berths and hence approved.
84	Storekeeper/ Boat keeper	1-1	1-1	1-1	--	--	--	The figures do not include the posts from Sr. No. 4 to 26, 28 to 36 and 61 to 69 for which the right sizing exercise is to be undertaken in the next meeting.
Total=		4364	3569	3792	728	246	504	