

No.F.20/06/2020-AC/1512-1513

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT
'A' Wing, 4th Level, Delhi Secretariat, I.P. Estate, New Delhi.

Dated: 13/08/2020

OFFICE MEMORANDUM

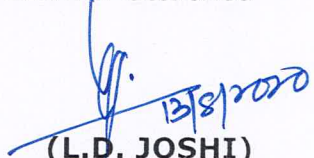
Subject: Regarding conversion of Temporary posts into Permanent ones.

As per Sl. No.29 of Government of India's Decision regarding conversion of temporary posts into permanent ones under Section II, Chapter 13 : Creation of Posts of Swamy's Establishment and Administration Manual, the Administrative Departments, may, if they are satisfied that the temporary posts are required for work of permanent nature, convert with the approval of the Internal Financial Adviser, 90% of such posts up to the level of Deputy Secretaries into permanent ones, provided they have been in existence for a continuous period of not less than 3 years. Further in Government Colleges, Schools and Teachers Training Institutions where enrolment has stabilized, 100% of the temporary teaching posts may be made permanent by the Administrative Department concerned, provided that the temporary posts have been in existence for a continuous period of not less than three years and are required for work of a permanent nature.

2. The action for the conversion of temporary posts into permanent ones is thus required to be taken by the Heads of Departments concerned on the strength of which the said temporary posts have actually been created. However, while processing the proposals regarding continuation of temporary posts received from various Departments, it has been noticed that several posts were created years back and the Departments have not taken any initiative to convert the said temporary posts into permanent ones even though the said posts were in existence for more than three years.

3. All the Departments are, therefore, requested to initiate necessary steps to convert the temporary posts involving work of permanent nature into permanent ones, provided these posts were in existence for more than three years and were filled and these posts are required further on a long term basis in consultation with the Finance Department.

4. While submitting the proposal to Finance Department, the Department shall furnish the details in the prescribed proforma attached herewith.


(L.D. JOSHI)
Jt. Secretary (Accounts)

To

1. All Pr. Secretaries/Secretaries/ HODs of Departments of Government of NCT of Delhi.
2. All Jt. Secretaries/ Deputy Secretaries- Finance Department.

Proforma to be submitted to Finance Department for initiating the Proposals for conversion of temporary posts into permanent ones

S.No.	Particulars	Reply of the Department
1.	Nomenclature and numbers of the temporary Post	
2.	Pay Scale of the Post	
3.	Date of Creation (alongwith copy of Order of creation)	
4.	Whether the purpose for which these posts were created still exists?	
5.	Whether the purpose is of permanent nature? If so, whether these posts are in existence for the last more than three years?	
6.	Whether the valid sanction for continuation of these posts for the last three years has been obtained. If so, the sanction of the last years be linked up	
7.	Name of the persons occupying the post/drawing salary against this post upto 31 st March of last FY.	
8.	Whether any of these posts remained vacant for more than one year. If so, the reasons for not filling up of these posts may be furnished.	
9.	Number of temporary posts proposed for conversion to permanent posts.	