

Annex - B

New Delhi, dated 27th September, 2011

**Office Memorandum**

**Subject : Circulation of Notification dated 28-7-2011 regarding revised RRs of Multi Tasking Staff (MTS) 'Group C post' in Pay Band - 1 + Grade Pay of 1800 (earlier Group D) along with related instructions.**

In continuation of restructuring instructions issued vide OM No. A-12011/26/2011-Ad.II dated 11-5-2011, OM No. A-42011/66/2010-Ad.II dated 10-6-2011, OM No. A-12011/26/2011-Ad.II dated 25-7-2011 and OM No. A-42011/66/2010-Ad.II dated 14-9-2011 (**Annexure G**), the undersigned is directed to convey the following decisions of competent authority :

- (a) That all service conditions of MTS shall be regulated as per revised RRs contained in Notification dated 28-7-2011 (copy enclosed as **Annexure A**).
- (b) That all relevant instructions of the nodal agency, the DOPT, related to MTS are also enclosed as **Annexure B, Annexure C, Annexure D and Annexure E** for guidance of field offices.
- (c) That the duties and responsibilities of MTS, shall include all the duties and responsibilities which were performed by incumbents of erstwhile Group D posts and which are now coming under the re-classified Group C post of MTS. It is reiterated in **Annexure F**.
- (d) That in view of notification containing their re-classification, they will be also be required to submit their APARs from 2011-2012 onwards.
- (e) That respective RDs shall organize trainings for skill development of all incumbents of this re-designated post of MTS, for efficient discharge of duties by MTS staff and for smooth functioning of their offices.
- (f) That in the revised RRs of MTS, as per DOPT guidelines, the method of recruitment has been fixed at 100% by direct recruitment by SSC from open market.

Page 5 of 8

Page 1 of 23


(g) That out of this 100% direct recruitment, in view of this Ministry's existing scheme for regularisation of company paid staff (CPS), 50% of DR vacancies, is earmarked for absorption of company paid staff (CPS) till the time all CPS (engaged till 27-8-1999) get regularised, after following the procedure. The Memo dated 14-9-2011 (**Annexure G**), under which CPS can only be regularised in Group C post of MTS has to be strictly followed by all RD offices. This Memo dated 14-9-2011 supercedes all previous instructions related to types of posts in which CPS can be regularised.

(h) That the remaining 50% of DR vacancies, which are earmarked/left for filling by direct recruitment by SSC, **stands abolished**, subject to approval of M/O Finance for matching creation at higher levels. The exact number of abolished posts, office and region wise will be intimated, after receipt of information from all RD offices as per Ministry's letter of even number dated 28-7-2011. **RD offices are requested to send the information in respect of their region urgently.**

(i) That MTS cadre shall be a 'dying cadre', which means that this cadre will be maintained only till the time, existing incumbents get promotion to higher grades and/or till the time CPS (engaged upto 27-8-1999) are left for absorption in this grade.

(j) That, except for filling up of 50% of the DR vacancies by CPS, no further regular recruitment will be done in MTS grade. The work/duties/services related to such unfilled MTS vacancies has to be outsourced by field offices, as per guidelines of competent authority on outsourcing of services.

(k) That all the RDs are instructed to amend their 'post based rosters for direct recruitment in MTS (earlier Group D)', deleting all the points/posts earmarked for filling by direct recruitment from open market through SSC.

  
27-9-11

(R K Pandey)

Under Secretary to the Government of India

1. All RDs
2. E.Gov.Cell --- for placing in Employees Corner (under both recruitment rules and reorganization of offices/posts)

Page 6 of 8

Page 2 of 23