

No. 13011/22/2005-AIS (I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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New Delhi 10th April 2008.

**OFFICE MEMORANDUM**

Subject: Cadre Allocation Policy for the All India Services-IAS/IPS/IFS – Reg.

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The undersigned is directed to say that the Central Government, after consultation with State Governments, has revised the policy for cadre allotment for the All India Services-Indian Administrative Service (IAS)/Indian Police Service (IPS)/Indian Forest Service (IFoS)- as follows:

1. The State Governments shall indicate the total number of vacancies to be filled through a particular Civil Services Examination (CSE)/Indian Forest Service Examination by 31<sup>st</sup> December of the year prior to the year of the Examination. In respect of the services under them, the respective Cadre Controlling Authorities, namely, the Department of Personnel and Training (DOPT)/Ministry of Home Affairs (MHA)/Ministry of Environment and Forests (MoEF) shall determine the vacancies including the break-up into Unreserved (UR)/Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Class (OBC)/ Insider /Outsider vacancies for each of the cadres as per established procedure, keeping in mind the number of the districts in the state, the cadre gap in the cadre, the requisitions received from the State Governments and the position of the rosters in the cadre. The vacancies so determined would be communicated to the State Governments and published on the respective Ministry's website, both the actions to be completed before the commencement of the Civil Services Examination/ Indian Forest Service Examination on the basis of which the

recruitment is to be made. Since this would be a time bound exercise, the requisition received from the State Governments after the abovementioned deadline would not be considered while determining the vacancies.

2. A 200-point running vacancy-based-roster showing SC/ST/ OBC/UR points shall be maintained for each cadre properly and would be used for determining the vacancies of various categories (SC/ST/OBC/UR) in each cadre. The accounting in this roster shall be done on the basis of actual filling of the roster point. This roster for each of the cadres may be initialized by adjusting the recruitments done since the CSE-1994.

3. The purpose of maintaining the aforesaid roster at the level of the cadres is to ensure equitable representation to various categories and not to exactly implement the policy of reservation, per se, at the level of cadre, for it would not be possible to achieve simultaneously the prescribed percentage of reservation in the intake both at the level of country and at the level of cadre. Implementation of reservation policy on the total intake of service in a particular year would be a mandatory feature. Hence, while determining the category-wise vacancies (SC/ST/OBC/UR) in a cadre for a particular year, if the sum of the vacancies in a category for all the cadres is greater than the total vacancies in that category determined by operating the roster on the total vacancies (intake) for the service in that year, the vacancies in the cadre(s) having the highest excess (on a percentage basis) in that category as per the roster for that cadre(s) would be reduced so as to match the sum of vacancies in that category for all the cadres to the total vacancies in the service for that category. Similarly, if the sum of vacancies in a category for all the cadres is less than the total vacancies in that category determined by operating the roster on the total vacancies (intake) for the service in that year, the vacancies in the cadre(s) having the highest shortfall (on a percentage basis) in that category as per the roster for that cadre(s) would be increased to match the sum of the total vacancies in the service for that category.

4. The insider and outsider vacancies in a cadre shall be determined on the basis of the insider-outsider roster with points as follows: O-I-O-O-I-O and so on, so as to facilitate the maintenance of the ratio of 1:2 between the insiders and the outsiders. It is, however, clarified that depending on the actual filling of the insider vacancies, the ratio between insiders and outsiders in a cadre at any point of time may, however, be less than 1: 2. There would be the following insider-outsider rosters for each cadre: first, for determining the total insiders and outsiders vacancies in the cadre; second, for determining the OBC insider/outsider vacancies and the SC/ST insider/outsider vacancies; and third, for determining SC insider/outsider vacancies and ST insider/outsider vacancies. In the first step, the total insider/outsider vacancies in a cadre shall be determined on the basis of the first roster for the cadre. In the second step, the OBC insider/outsider vacancies and the SC/ST (as one block) insider/outsider vacancies shall be determined on the basis of the second roster for the cadre. And in the last step, the SC insider/outsider vacancies and the ST insider/outsider vacancies shall be determined on the basis of the third roster for the cadre. The UR insider/outsider vacancies for the cadre shall be determined by subtracting the total reserved insider and the total reserved outsider vacancies from the total insider vacancies and the total outsider vacancies respectively. The accounting in the rosters (for total vacancies as well as category-wise vacancies) shall be on the basis of actual filling.

5. The candidates shall give their choice in the order of their preference from amongst the various State cadres including his 'Home cadre/state' and if a candidate does not give any preference for any of the cadre(s), it will be presumed that he has no specific preference for those cadre(s). Accordingly, if he is not allotted to any one of the cadres for which he has indicated preference, he shall be allotted along with other such candidates in the order of rank to any of the remaining cadres, arranged in alphabetical order, in which there are vacancies in his category after allocation of all the candidates who can be allotted to cadres in accordance with their preference.

6. A candidate shall be allotted to his Home cadre or any other cadre, as the case may be, on the basis of his merit, preference and vacancy available at his turn in his category.

7. The following shall be the formula for filling up of an insider vacancy belonging to a particular category for which a candidate is not available.

- a. When no candidate is available against an Insider SC vacancy in a Cadre, the same shall be filled up by bringing in the senior most insider officer available in the merit list of ST candidates (failing which in the merit list of OBC candidates and in the merit list of the Unreserved candidates in that order) and shifting the SC vacancy of the Cadre to the cadre to which the incoming officer would have normally been allotted against the available outsider vacancy in his category (failing which to the next cadre in alphabetical order in which the outsider vacancy is available).
- b. When no candidate is available against an Insider ST vacancy in a Cadre, the same shall be filled up by bringing in the senior most insider officer available in the merit list of SC candidates (failing which in the merit list OBC list and in the merit list of the Unreserved candidates in that order) and shifting the ST vacancy of the Cadre, to the cadre to which the incoming officer would have normally been allotted against the available outsider vacancy in his category (failing which to the next cadre in alphabetical order in which the outsider vacancy is available).
- c. When no candidate is available against an Insider OBC vacancy in a Cadre, the same shall be filled up by bringing in the senior most insider officer available in the merit list of ST candidates (failing which in the merit list of SC candidates and in the merit list of the Unreserved candidates in that order) and shifting the OBC vacancy

of the Cadre to the cadre to which the incoming officer would have normally been allotted against the available outsider vacancy in his category (failing which to the next cadre in alphabetical order in which the outsider vacancy is available).

Provided that in every such case listed in clause (a), (b) and (c) above, if insider-physically-disabled-candidate(s) of the relevant community is/are available, such physically disabled candidate (senior most in the merit list) shall be so adjusted. In other words, a physically disabled candidate would have a higher claim for being adjusted as compared with non-physically disabled candidates of his community.

- d. When no insider unreserved candidate is available against an Insider Unreserved vacancy available in a Cadre but insider SC/ST/OBC candidate(s) is/are available, such senior most ST candidate (failing which such senior most SC candidate and such senior most OBC candidate in that order) shall be adjusted by shifting out the Unreserved insider vacancy to the next cadre in alphabetical order having outsider vacancy in that category and bringing in an Outsider vacancy of that category from that cadre.

8. The cadre allocation shall consist of three steps as follows:

- (i) First, all those candidates who can be allocated against the insider vacancies available in their category would be so allocated.
- (ii) Second, the candidates who are eligible for allocation to their Home State as per para 7 above will be allocated-first as per clause (d) of para 7 and then as per the remaining part of para 7. In the context of clause (a), (b) and (c) of para 7 above, the cadres to which the incoming officers would have normally been allocated would be determined by allocating all the candidates remaining unallocated after allocation as per clause (i) of para 8 and clause (d) of para 7

above, against the outsider vacancies plus all the insider vacancies remaining unallocated after the said allocation as per clause (i) of para 8 and clause (d) of para 7 above. Wherever the allocation happens to be against only the unallocated insider vacancy and no outsider vacancy is available in the cadre to facilitate the exchange, the next cadre in alphabetical order in which outsider vacancy is available in the relevant category would be considered for transfer of SC/ST/OBC vacancy as per clause (a), (b) and (c) of para 7 above. If an insider vacancy cannot be filled as per para 7 above, it would be converted to outsider vacancy and filled as such, duly accounting the fact of unfilled insider vacancy in the insider-outsider roster of the relevant cadre.


- (iii) Finally, all the remaining candidates will be listed under their respective category in the order of merit and then allocated to a cadre on the basis of their merit, preference and the outsider vacancies in their category (including the outsider vacancies resulting from conversion of insider vacancies, which remained eventually unfilled after the allocation as per clause (i) and (ii) of para 8 above) available at their turn in the cadres other than their home cadre. Notwithstanding this, however, if during the course of allocation against the outsider vacancies as above a candidate is going to be allocated to his own home cadre because there are no other vacancies left for allocation other than those in his home cadre, an 'exchange' would be resorted to whereby the allocation of such candidate would be swapped with the cadre allotted to the first candidate above him in the list whose home state and allotted cadre are different.

9. A reserved category candidate selected on general standards shall be eligible for allocation against the available insider unreserved vacancy as per his merit and preference. But if he cannot be allocated against such vacancy, for he

is lower in rank as compared with other general category candidates, he shall be considered for allocation as per his merit and preference against the available insider vacancy of his category and, in case found eligible, adjusted by exchanging insider vacancy in his category into insider UR vacancy and outsider UR vacancy into outsider reserved vacancy of his category. This is to ensure that such candidate is not placed at disadvantageous position vis-à-vis other candidates of his category in the merit list below him.

10. The Cadre allocation exercise for the IAS shall be done as early as possible and before the commencement of the Foundation Course in the LBSNAA. The Cadre allocation exercise for the IPS/IFoS shall also be done immediately after the appointments have been made.

11. This cadre allocation policy issues in supersession of the existing cadre allocation policy and comes into effect with the Civil Services Examination-2008/Indian Forest Service Examination-2008.

  
10/4/2008  
(Chaitanya Prasad)  
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Copy forwarded for information and necessary action to:

1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Ministry of Environment & Forests, Paryavaran Bhavan, Lodi Road, New Delhi.
3. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
4. The Chief Secretaries of All State Governments/Jt Secretary (UT), Ministry of Home Affairs

Copy also forwarded for kind information to:

1. Director (PMO) (Smt V. Vidyavathi)