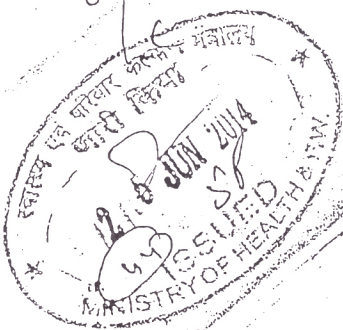


By email/Dak (Speed Post)



F No W 11011/13/2014-Stats (PRC)
Ministry of Health & Family Welfare
Department of Health & Family Welfare
(Statistics Division)

Nirman Bhavan, New Delhi 110011

Dated, the 19th June, 2014

To: All Vice Chancellors /Registrars of Universities/ Heads of the Institutes hosting
Population Research Centres (PRCs) (as per list)

Subject: Filling up Posts in PRCs

Sir/Madam,

I am directed to refer this Ministry's letter No. W 11011/11/20110 -Stats (PRCs) dated 25th February, 2014 advising the Universities/Institutes hosting the PRCs not to fill up the vacant posts in the PRCs until further orders. The Ministry has since received a number of representations from such Universities/Institutes hosting PRCs requesting to allow them to fill up the posts at least on contract basis.

2. The matter has been reconsidered in this Ministry and it has been decided that the Ministry may allow filling up vacancies **on contract basis**, with consolidated compensation amount, subject to the following conditions:

- (i) A proposal for engaging employees on contract, with details of the vacant post [designation, scale of pay approved by the Ministry, date of occurrence of vacancy, cause of vacancy and the number of persons proposed to be employed against such vacancies] and justification, should be received in the Ministry for examination.
- (ii) Process for engaging such employees to be initiated only with prior approval of the Ministry.
- (iii) The vacancy should not have existed for more than one year.
- (iv) All the provisions contained in the General Financial Rules of the Government of India, regarding appointment on contract basis, will have to be followed.
- (v) The eligibility criteria and all other requirements for initial selection for various posts laid down in the PRC guidelines of the Ministry will have to be followed for such appointments.

3. The engagement of an employee on contract basis will be for a period of **one year**. If the performance of the employee is satisfactory and there is a need to keep the post filled up after the said period of one year of engagement, the same employee may be engaged on fresh contract for further period of one year, at a time (subject to the total period of engagement not exceeding 3 years).

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4. The consolidated compensation payable to such employees on contract will be equal to the total of (i) basic pay (including grade pay, if any) at the minimum of the scale of the concerned post, approved by the Ministry (ii) admissible HRA and (iii) admissible DA as on 1st January of the year of advertisement inviting application against the post. No other payment towards pension/CPF contribution, gratuity, medical expenses, tuition fee, transport, LTC etc. would be admissible. However, TA/DA for official tours as admissible for the regular employees having the said basic pay and scale would be allowed.

5. The contract with the employee(s) so engaged should contain a clause mentioning that the engagement will not bestow any right, whatsoever, on the person to be considered for regular employment.

6. The entire process of engagement of such employee(s) should be completed within one year from the date of occurrence of vacancy. All the Appointing Authorities of the PRC employees may, therefore, assess the need and eligibility for filling up the vacancies of less than one year and may take suitable action to forward proposals to this Ministry with adequate justification, for considering approval on a case-to-case basis, sufficiently in advance.

6. It is also clarified that the ban on filling up of vacancies on regular basis would continue until further orders.

Yours faithfully,



(Biswajit Das)
Director (Stats)

Ph: 011-2306 2647

Copy to Directors/Hony. Directors of all PRCs (as per list)

Check List

I. Name of PRC :

II. Name of Post(s) :

<u>S.No.</u>	<u>Check Points</u>	<u>Status</u>
1	A copy off latest Pay Revision order of the PRC staff/faculty	
2	A Statement of Sanction Strength of the PRC	
3	A Statement showing existing strength of incumbents by name in PRC	
4	Details of Nos. of Posts vacant	
5	Date of occurrence of Vacancy proposed to filled- post-wise & Reason of Vacancy	
6	A copy of the performance of the PRC during (a) previous year (b) Current Year, till date	
7	Copy of the Order No. W.11011/13/2014 Stats (PRC) Dated 19-06-2014 pertaining to the instructions for filling up the posts on contract basis.	
8	Fulfilment of the conditions contained in the above order especially:	
	a) Whether PRC will be in apposition to complete the entire process before date of deemed abolition (i.e. strictly within one year of occurrence of the vacancy).	
	b) Remuneration worked out based on pay approved byt MOHFW and other details furnished by PRC- for the posts to be filled up.	
	c) Justification for filling the vacancy given by PRC.	
	d) View of this Department on justification furnished by the PRC .	
9	Any other relevant issue	