

**F.No. 11019/26/2019-CRD**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel and Training**  
**(Cadre Review Division)**

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*3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-03*  
**Dated: 17<sup>th</sup> September, 2019**


**OFFICE MEMORANDUM**

**Subject: Service Profile of Central Services -reg**

DoP&T is the nodal department for manpower planning and policy. In order to formulate manpower planning and policies, Service Profile of various Services/ cadres/ posts in Govt. of India is required.

2. In view of the above, all the Ministries/ Departments are requested to furnish the requisite information (as per the proforma enclosed) for all the Services/ cadres/ posts under their administrative control latest by 30.09.19 positively. The information may also be emailed at [randhir.kumar14@nic.in](mailto:randhir.kumar14@nic.in) or [gourang.goswamy@nic.in](mailto:gourang.goswamy@nic.in).

**Encl: As above.**

  
**(M S Subramanya Rao)**  
**Director (CRD)**  
**Ph: 24624893**

To

**All the Ministries/ Departments as per list attached.**

## **Proforma for obtaining Service Profile**

**(Information as on date is required)**

### **Introduction and Background of the Service/cadre**

1. Name of the Service/cadre
2. Cadre Controlling Authority (Department and Ministry)
3. Year of formation of Service/cadre and last cadre review
4. Hierarchical structure of the cadre/service
5. Places of posting with grades (cadre posts/ex-cadre opportunities, if any)

### **Objective of the Service:**

6. Role of the Service
7. Brief of Duty charter of the Officers (Responsibility of various grades)
8. Flagship Programmes implemented/facilitated by the Service/Cadre

### **Recruitment:**

9. Method of initial Recruitment in the Service/cadre (Exam and how the same is conducted) (Link of last notification for recruitment)
10. Eligibility criteria for Service/cadre :
  - (i) Educational Qualification for Recruitment in the Service/cadre
  - (ii) Experience required for initial recruitment in the service/cadre
  - (iii) Career prospects and criteria for promotion
11. Status of Recruitment Rules (RR)/Service Rules (SR) (Notification details and last amendment). Whether the revised pay scale as per 7<sup>th</sup> CPC and cadre structure after last cadre review updated in the RR/SR.
12. Recruitment in the last 5 year in the service/ cadre
13. Status of issuance of seniority list as on 1.1.2019 (if pending, seniority list issued last time and reasons for non finalization of present list be given)

### **Cadre Structure:**

14. Cadre structure and method of filling up of posts



15. Career Progression and Incumbency in cadre (in tabular format):

- Approved cadre structure: Grade wise (designation, pay scale and number of posts)
- No. of cadre officers posted in the Service/cadre (Gradewise)
- Exam batch of last of the officers promoted in each grade
- No. of cadre Officers on Deputation (Gradewise)
- No. of Reserves provided and its utilization status
- No. of deputationist on cadre post
- Total vacancy in the cadre (grade wise) (only live post)

**Training and Skill Development**

16. Mandatory Training:

- At the time of entry in Service/cadre
- Career Training Programme for promotion on various grades
- No. of officers undergone mandatory training programme
- No. of officers left for mandatory Training Programme (only eligible officers)

or not completed mandatory training.

17. No. of officers undergone other skill development training and details of such courses with details of officers.

18. Officers having higher educational qualification than the requirement of the service (especially officers with specific technical knowledge)

**Summary:**

19. Total no. of posts under their administrative control and number of incumbent against these posts.

(Note: Details of isolated cadres/posts may also be provided)

(Data of separate services/cadres may be prepared on separate sheets)

(The information to be sent on mail also: [mss.rao@gov.in](mailto:mss.rao@gov.in), [randhir.kumar14@nic.in](mailto:randhir.kumar14@nic.in) or [gourang.goswamy@nic.in](mailto:gourang.goswamy@nic.in))

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Name of Ministry	Address
Department of Agriculture Cooperation & Farmers Welfare	Secretary Department of Agriculture Cooperation & Farmers Welfare Room No 115 Krishi Bhawan, New Delhi, 110001
Department of Agriculture Research & Education	Secretary Department of Agriculture Research & Education Room No 105 Krishi Bhawan, New Delhi 110001
Department of Chemicals & Petrochemicals	Secretary Department of Chemicals & Petrochemicals Room No 217 A Wing Shastri Bhawan New Delhi 110001
Department of Fertilizers	Secretary Department of Fertilizers A Wing Shastri Bhawan New Delhi 110001
Department of Pharmaceuticals	Secretary Department of Pharmaceuticals Room No 341 A, A Wing Shastri Bhawan New Delhi 110001
Ministry of AYUSH	Secretary Ministry of AYUSH B Block, GPO Complex, Ayush Bhawan, INA, New Delhi 110023
Ministry of Civil Aviation	Secretary Ministry of Civil Aviation Rajiv Gandhi Bhawan, Safdarjung Airport New Delhi 110023
Ministry of Coal	Secretary Ministry of Coal A- Wing, Shastri Bhawan New Delhi 110001
Department of Commerce	Secretary Department of Commerce Udyog Bhawan, New Delhi



Department of Promotion of Industry & Internal Trade	Secretary Department of Promotion of Industry & Internal Trade Udyog Bhawan, New Delhi
Department of Post	Secretary Department of Post Dak Bhawan New Delhi 110001
Department of Telecommunications	Secretary Department of Telecommunications Room No.210 Sanchar Bhawan New Delhi 110001
Department of Consumer Affairs	Secretary Department of Consumer Affairs Kirshi Bhawan New Delhi 110001
Department of Food & Public Distribution	Secretary Department of Food & Public Distribution Room No. 169 Kirshi Bhawan New Delhi 110001
Ministry of Corporate Affairs	Secretary Ministry of Corporate Affairs A Wing, Shastri Bhawan Rajendra Prasad Road, New Delhi 110001
Ministry of Culture	Secretary Ministry of Culture 502-C Shastri Bhawan New Delhi 110001
Department of Defence	Secretary Department of Defence South Block New Delhi
Department of Defence Production	Secretary Department of Defence Production 136, South Block New Delhi
Department of Research & Development	Secretary Department of Research & Development South Block New Delhi
Department of Ex-Servicemen Welfare	Secretary Department of Ex-Servicemen Welfare 5-A, South Block New Delhi

<b>Ministry of Development of North Eastern Region</b>	Secretary Ministry of Development of North Eastern Region Vigyan Bhawan Annexe Maulana Azad Road New Delhi 110011
<b>Ministry of Earth Sciences</b>	Secretary Ministry of Earth Sciences Mahasagar Bhawan, Block 12, C.G.O Complex Lodhi Road New Delhi 110003
<b>Ministry of Electronics &amp; Information Technology</b>	Secretary Ministry of Electronics & Information Technology Electronic Niketan, 6, C.G.O Complex Lodhi Road New Delhi 110003
<b>Ministry of Environment, Forest &amp; climate Change</b>	Secretary Ministry of Environment, Forest & climate Change Paryavaran Bhawan, C.G.O Complex Lodhi Road New Delhi 110003
<b>Ministry of External Affairs</b>	Foreign Secretary Ministry of External Affairs, South Block New Delhi
<b>Department of Economic Affairs</b>	Secretary, Department of Economic Affairs North Block New Delhi
<b>Department of Expenditure</b>	Secretary, Department of Expenditure North Block New Delhi
<b>Department of Revenue</b>	Secretary, Department of Revenue North Block New Delhi
<b>Department of Investment &amp; Public Asset management</b>	Secretary Department of Investment & Public Asset Room No. 407, 4 <sup>th</sup> Floor Block No. 14 CGO complex, Lodhi Road New Delhi



<b>Department of Financial Service</b>	<b>Secretary</b> Department of Financial Service 3rd floor Jeevan Deep Building, New Delhi, Delhi 110001
<b>Department of Fisheries</b>	<b>Secretary</b> Department of Fisheries Krishi Bhawan New Delhi 110001
<b>Department of Animal Husbandry &amp; Dairying</b>	<b>Secretary</b> Department of Animal Husbandry & Dairying Krishi Bhawan, New Delhi 110001
<b>Ministry of Food Processing Industries</b>	<b>Secretary</b> Ministry of Food Processing Industries Panchsheel Bhawan, August Kranti Marg New Delhi
<b>Department of Health &amp; Family Welfare</b>	<b>Secretary</b> Department of Health & Family Welfare Nirman Bhawan New Delhi
<b>Department of Health Research</b>	<b>Secretary</b> Department of Health Research 2nd Floor, IRCS Building, Red Cross Road, New Delhi, Delhi 110003
<b>Department of Heavy Industry</b>	<b>Secretary</b> Department of Heavy Industry Udyog Bhawan, New Delhi
<b>Department of Public Enterprises</b>	<b>Secretary</b> Department of Public Enterprises Room No 305,CGO, Complex, Block No.14 Lodhi Road New Delhi
<b>Department of Home</b>	<b>Secretary</b> Department of Home Jai Singh Marg, Hanuman Road Area, Connaught Place, New Delhi, Delhi 110001
<b>Department of Official Language</b>	<b>Secretary</b> Department of Official Language C-Wing Lok Nayak Bhawan New Delhi

Department of Border Management	Secretary Department of Border Management MHA, North Block New Delhi
Ministry of Housing & Urban Affairs	Secretary Ministry of Housing & Urban Affairs C- Wing, Nirman Bhawan Dr. Maulana Azad Road New Delhi
Department of Higher Education	Secretary Department of Higher Education Shastri Bhawan New Delhi
Department of School Education & Literacy	Secretary Department of School Education & Literacy 124-C Shastri Bhawan New Delhi
Ministry of Information & Broadcasting	Secretary Ministry of Information & Broadcasting Room No. 655 A, Shastri Bhawan New Delhi
Department of Water Resources, River Development & Ganga Rejuvenation	Secretary Department of Water Resources, River Development & Ganga Rejuvenation Shram Shakti Bhawan New Delhi
Department of Drinking Water & Sanitation	Secretary Department of Drinking Water & Sanitation C Wing, 4th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi, Delhi 110003
Ministry of Labour & Employment	Secretary Ministry of Labour & Employment Shram Shakti Bhawan New Delhi
Ministry of Law & Justice	Secretary Ministry of Law & Justice 4th Floor, A-Wing, Shastri Bhawan, New Delhi,
Department of Legal Affairs	Secretary Department of Legal Affairs Shastri Bhawan, New Delhi



<b>Legislative Department</b>	<b>Secretary</b> <b>Legislative Department</b> Shastri Bhawan, New Delhi, Delhi
<b>Department of Justice</b>	<b>Secretary</b> <b>Department of Justice</b> A-Wing, Shastri Bhawan, New Delhi
<b>Ministry of Micro Small &amp; Medium Enterprises</b>	<b>Secretary</b> <b>Ministry of Micro Small &amp; Medium Enterprises</b> Udyog Bhawan, New Delhi
<b>Ministry of Mines</b>	<b>Secretary</b> <b>Ministry of Mines</b> C-Wing, Shastri Bhawan, New Delhi
<b>Ministry of Minority Affairs</b>	<b>Secretary</b> <b>Ministry of Minority Affairs</b> 11th Floor, Room No.- 1141, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi
<b>Ministry of New &amp; Renewable Energy</b>	<b>Secretary</b> <b>Ministry of New &amp; Renewable Energy</b> CGO. Complex Lodhi Road New Delhi
<b>Ministry of Panchayati Raj</b>	<b>Secretary</b> <b>Ministry of Panchayati Raj</b> Krishi Bhawan New Delhi
<b>Ministry of Parliamentary Affairs</b>	<b>Secretary</b> <b>Ministry of Parliamentary Affairs</b> Parliament House Sansad Marg New Delhi
<b>Department of Personnel &amp; Training</b>	<b>Secretary</b> <b>Department of Personnel &amp; Training</b> North Block New Delhi
<b>Department of Administrative Reforms &amp; PG</b>	<b>Secretary</b> <b>Department of Administrative Reforms &amp; PG</b> Sardar Patel Bhawan, New Delhi,
<b>Department of Pension &amp; Pensioners Welfare</b>	<b>Secretary</b> <b>Department of Pension &amp; Pensioners Welfare</b> Sardar Patel Bhawan, New Delhi

<b>Ministry of Petroleum &amp; Natural Gas</b>	Secretary Ministry of Petroleum & Natural Gas A-Wing Shastri Bhawan New Delhi
<b>Ministry of Power</b>	Secretary Ministry of Power Shram Shakti Bhawan New Delhi
<b>Ministry of Railways</b>	Secretary Ministry of Railway Rail Bhawan New Delhi
<b>Ministry of Road Transport &amp; Highways</b>	Secretary Ministry of Road Transport & Highways Transport Bhawan Sansad Marg New Delhi
<b>Ministry of Rural Development</b>	Secretary Ministry of Rural Development Krishi Bhawan New Delhi
<b>Department of Land Resources</b>	Secretary Department of Land Resources Krishi Bhawan New Delhi
<b>Department of Bio-Technology</b>	Secretary Department of Bio-Technology CGO. Complex Lodhi Road New Delhi
<b>Department of Science &amp; Technology</b>	Secretary Department of Science & Technology Technology Bhawan Mehrauli Road New Delhi
<b>Department of Scientific &amp; Industrial Research</b>	Secretary Department of Scientific & Industrial Research Technology Bhawan Mehrauli Road New Delhi
<b>Ministry of Shipping</b>	Secretary Ministry of Shipping Transport Bhawan Sansad Marg New Delhi
<b>Ministry of Skill Development &amp; Entrepreneurship</b>	Secretary Ministry of Skill Development & Entrepreneurship Sharam Shakti Bhawan New Delhi



Department of Empowerment of Persons with Disabilities	Secretary Department of Empowerment of Persons with Disabilities Paryavaran Bhawan, Ministry of Social Justice & Empowerment, 5th Floor, antyoday bhavan, Lodhi Rd, CGO Complex, Pragati Vihar, New Delhi
Department of Social Justice & Empowerment	Secretary Department of Social Justice & Empowerment C-Wing Shastri Bhawan New Delhi
Ministry of Statistics & Programme Implementation	Secretary Ministry of Statistics & Programme Implementation Sardar Patel Bhawan New Delhi
Ministry of Steel	Secretary Ministry of Steel Udyog Bhawan New Delhi
Ministry of Textiles	Secretary Ministry of Textiles Udyog Bhawan New Delhi
Ministry of Tourism	Secretary Ministry of Tourism Transport Bhawan Sansad Marg New Delhi
Ministry of Tribal Affairs	Secretary Ministry of Tribal Affairs Shastri Bhawan New Delhi
Ministry of Women & Child Development	Secretary Ministry of Women & Child Development Shastri Bhawan New Delhi
Department of Sports	Secretary Department of Sports Shastri Bhawan New Delhi
Department of Youth Affairs	Secretary Department of Youth Affairs Shastri Bhawan New Delhi