

## **CADRE MANAGEMENT SUMMARY**

**Cadre:** It is a set of all hierarchy Levels (Pay levels) in a given category each having separate seniority list. Example: Ministerial Staff Cadre includes 4 Hierarchy Levels:

1 – ChOS – Pay Level 7

2 – OS – Pay Level 6

3 – Sr. Clerk – Pay Level 5

4 – Jr. Clerk – Pay Level 2

**Cadre Code:** Its a Unique Code pre-assigned to all kinds of Cadres existing in the system for all the Departments. Wherever needed Trade is also included, like in Technicians and Technical Supervisors.

Example: Cadre Code for Clerk is 267000. All Departments can create Ministerial Cadre using this code. All Cadre Codes are provided in searchable Drop Down List.

**Cadre Controlling Level:** Cadre can be created at Zonal Level or even have joint control between units. Every Zonal Headquarter needs to first define Cadre Controlling level, accessible to AA and approved by UA. Once levels are identified for a department, only then it is visible to all the units within that zone.

**Therefore, first HQ must define CCL of all departments for cadres to be created.**

For a given cadre code and Department, a unit can create only one cadre which is assigned a unique Cadre ID.

**Multiple-Cadres:** If more than one cadre are required to maintain separate seniority list, the option of Sub-Divisional cadre is given wherein separate Cadre IDs are assigned to each set of cadres within same unit and department. Eg: Track Maintainers within Division.

**Organisational Unit:** It refers to functional units within a division or workshop or field units at zonal level which are required for pin-pointing the posts. Eg: Railway Stations, Depots, Sheds, Schools, DRM Office etc.

**Sub-Units:** These are those organisational units which are at similar level as their parent unit. Eg: In Zonal HQ office of PHODs, in Division Level Office of BOs. These would report directly to head of Primary Unit GM or DRM. Other organisation units may report to these sub-units or directly to Primary Unit Heads. So, Sub-Units must be created within each unit.

**Book Of Sanction (BOS):** Once a cadre is formed, its pin-pointing can be done through Create BOS link. Organisation Units must be created and accepted by UA for using them in BOS pin-pointing.

**BOS ID** is generated for each org-unit where pin-pointing is done. Further a Post ID is generated for each post in the cadre which have been pin-pointed in the BOS. These **Post IDs** uniquely identify each sanctioned post in the system.

**Seniority List:** Each Hierarchy Level within a Cadre has a seniority list, except for ex-cadre posts. Draft Seniority list is generated by identifying employees with the designation, pay level and department of the Cadre hierarchy level. Seniority list can also be uploaded from back-end by providing the same in a specific format. The seniority list can be approved and published as the provisional seniority list which will be visible to all.

*MPP Functions like transfer, surrender, redistribution, creation of Posts are also being provided to automate the MPP process and update the post-master. But the MPP Links will follow the BOS creation exercise. Necessary Reports will be available too.*

**\*Each process of creation of cadre, org-unit, BOS & generation of seniority list is role-based and is complete only when approved at all levels. UA can assign Cadre related Roles like CDC, CVA, CAA.**