Frequently Asked Questions
related to R&R and DC Division of DOPT

1. **What is Surplus Cell?**
Ans. The Section which is looking after the Surplus Staff in the DOPT is called Surplus Cell.

2. **What is the meaning of Surplus employees?**
Ans. Surplus employees means the Central Civil Servants (other than those employed on adhoc, casual, work-charged or contract basis) who-
(a) are permanent or, if temporary, have rendered not less than five years' regular continuous service ; and
(b) have been rendered surplus alongwith their posts from Ministries, Departments, Offices of the Government of India, as a result of —
(1) administrative and financial reforms, including, inter-alia, restructuring of an organization, zero base budgeting, transfer of an activity to a State Government, Public Sector Undertaking or other autonomous organization, discontinuation of an on-going activity, and introduction of changes in technology ; or
(2) studies of work measurement undertaken by the Staff Inspection Unit of the Ministry of Finance or any other body set up by the Central Government or the Ministry/Department concerned ; or
(3) abolition or winding up either in whole or in part of an organization of the Central Government.

3. **What is Surplus Roll?**
Ans. Rolls means the list of surplus staff currently under redeployment or readjustment through the Cell.

4. **What is the scheme for redeployment of Surplus Employees?**
Ans. The instructions in this regard are contained in DOPT's O.M. No.1/18/88-CSIII dated 1/4/1989.

5. **What are the rules to regulate redeployment of Surplus Employees?**
Ans. It contains in Notification No.1/14/89-CS.III dated 28/02/1990.

6. **Whether the Surplus Employees are retrenched at the end of 6 months of un-redeployment?**
Ans. No, there is no such provision after 1.4.1989.

7**. What is O.M. No. I/1/2002-CSIII dated 26/3/2002?**
Ans. This OM contains steps for identifying surplus staff for their transfer to the Surplus Staff Establishment and their disposal.

8. **How many Associations are recognized by R&R and DC Division?**
Ans. At present five Associations are recognized by this Division i.e
(i) Central Secretariat Clerical Service Association
(ii) Central Secretariat Non-Gazetted Employee Union
(iii) Central Secretariat Stenographers Service Association (iv) Central Government Staff Car Drivers Association

(v) Central Secretariat Stenographers (Gazetted) Association.

9. **What are the rules governing recognition, de-recognition of Service Association?**
Ans. Recognition - derecogntion is governed by the CCS(RSA) Rules 1993.

10. **How the election for Office Bearers is held and is it hold under the supervision of Govt?**
Ans. The instructions regarding election is laid down in O.M. No.2/5/94-JCA dated 28.7.1994. Government associate with the election process only if so requested by the association.

11. **What is the tenure of the members of the Departmental Council?**
Ans. As per Order No.I /2/2008-CS-IV dated 27.7.2009 term of staff of the Departmental Council is three years.

12. **How the seats in the Departmental Council is distribute amongst the Service Association?**
Ans. As per clause 5(C) Note 1, 2, 3 & 4 of the Constitution of the Departmental Council the Chairman of the Council distribute the seats on the basis of respective strength of the Association.

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