

No.11015/1/98-Pol.I
Government of India
Directorate of Estates
(Policy)

New Delhi, dated March 7, 1998

OFFICE MEMORANDUM.

Subject:- Revised scales of office accommodation for various categories of officers of Central Secretariat excluding those serving in the Income Tax, Central Excise and Customs Departments.

The undersigned is directed to refer to the then Ministry of Works & Housing OM of even number dated 24.11.76 and this Directorate's OM of even number dated 20.10.87 and to say that consequent upon revision of pay scales of the Central Govt. employees on the recommendations of the Vth Pay Commission as notified vide CCS (Revised Pay)-Rules, 1997, it has been decided to prescribe revised entitlement of office space, for various categories of officers as detailed below:-

Sl.No.	Existing Category	Proposed Category	Entitlement of office space (in sq. ft.)
1	2	3	4
1.	Officers drawing Rs.5000/- & above per month	Officers drawing Rs.15,200/- & above per month	240
2.	Officers drawing Rs.3,000/- & above but less than Rs.5,000/- per month	Officers drawing Rs.10,000/- & above but less Rs.15,200/- per month	120
3.	Gazetted Officers drawing Rs.3,000/- per month, excluding Section Officers	Gazetted Officers drawing pay less than Rs.10,000/- per month, excluding Section Officers	60

Contd.....2/-

1	2	3	4
4.	Section Officers in the Sectt./ Attached Offices	Section Officers in the Sectt./ Attached Offices	60
5.	Technical staff such as Draughtsmen, Tracers & Estimators etc.	Technical staff such as Draughtsmen, Tracers & Estimators etc.	60
6.	Ministerial staff such as Superintendents, Head Clerks, Assistants, Clerks, Daftries, etc.	Ministerial staff such as Superintendents, Head Clerks, Assistants, Clerks, Daftries etc.	40
7.	Ministerial staff of Audit Officers	Ministerial staff of Audit Officers	40

2. The total screened requirements of office accommodation determined on the basis of revised scales will be subject to the following austerity cuts :-

ENTITLEMENT	PERCENTAGE OF Cut
Upto 30,000 sq ft.	10%
MORE than 30,000 sq ft.	15%

3. So far as special requirement of office space such as Reception Room, Conference Room, space for special equipments, library requirements, old records, etc, are concerned, these should be examined in consultation with the Directorate of Estates with a view to ensuring that the requirement is kept to the absolute minimum.

R.K. Singh
(R.K.SINGH)
Director of Estates

- To
1. * All Ministries/Departments of Govt. of India, including the Comptroller and Auditor General of India
 2. * All Attached/Subordinate Offices of Govt. of India.
 3. Works Division, Ministry of Urban Affairs & Employment, Nirman Bhavan, New Delhi.
 4. D.G. (W), C.P.W.D., New Delhi.

Copy to: All Sections and Officers in the Dte. of Estates

*: They may also circulate to their units.

V.P. Gupta
(V.P.GUPTA)
Asstt. Director of Estates