

[ TO BE PUBLISHED IN THE GAZETTE OF INDIA EXTRAORDINARY, PART II, SECTION  
3, SUB-SECTION (i) ]

Government of India  
Ministry of Finance  
(Department of Revenue)

New Delhi, the \_\_\_\_\_, 2022

**Notification**  
**New Delhi**

G.S.R. (E).-- In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Ministry of Finance, Department of Revenue, Directorate of Enforcement, Upper Division Clerk & Lower Division Clerk, Group 'C' Post, Recruitment Rules, 2018 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to Group C posts of Upper Division Clerk & Lower Division Clerk in the Directorate of Enforcement, Ministry of Finance, Department of Revenue, namely:-

1. **Short title and commencement:** (1) These rules may be called Ministry of Finance, Department of Revenue, Directorate of Enforcement, Directorate of Enforcement, Upper Division Clerk & Lower Division Clerk, Group 'C' Post, Recruitment Rules, 2022

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Schedule to the Ministry of Finance, Department of Revenue, Directorate of Enforcement, Upper Division Clerk, Group 'C' Post, Recruitment Rules, 2018, under column 2 & 11, for the entries relating thereto, the following entries shall be substituted, namely:--

2	11
92*(2022) *subject to variation dependent on workload.	60% by promotion failing which by deputation. Promotion: (i) Lower Division Clerk in Level 2 (Rs. 19900-63200) in the Directorate of Enforcement having at least 8 years' service in the grade rendered from the date of appointment thereto on a regular basis.  (ii) 40% promotion on the basis of Limited Competitive Examination confined to Lower Division Clerks in Level 2 (Rs. 19900-63200) of the Directorate of Enforcement having at least five years' service in the grade rendered from the date of appointment thereto on a regular basis.  <b>Note:</b> "Where juniors who have completed their qualifying /eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying service."  <b>Deputation (including short term contract):</b>  Amongst Officials of Central Service:

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|  | <p>i. Holding analogous posts on regular basis in the parent cadre or department;</p> <p>ii. Lower Division Clerk in Level – 2 (Rs. 19900-63200) having at least eight years' service in the grade rendered from the date of appointment thereto on a regular basis in any Central Government Department.</p> <p><b>Note-1:</b> The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p><b>Note-2:</b> Period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note-3:</b> The maximum age limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.</p> |
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(Vivek Mishra)

Under Secretary to Govt of India

Note: The principal rules were published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-Section (i), vide number of G.S.R 458 (E), dated the 17<sup>th</sup> May, 2018.

**Annexure-I**

Name of the post	No. of posts*	Classification	Pay Band And Grade Pay.	Whether selection post or non-selection post	Age limit for direct recruits.	Educational and other qualifications required for direct recruits.
1	2	3	4	5	6	7
Lower Division Clerk.	82*(2022)  *subject to variation dependent on workload.	General Central Service Group 'C' Non-Gazetted, (Ministerial)	Level 2 (Rs.19900-63200)in the pay matrix	Non-Selection	Between 18 to 27 years of age (Relaxable for Government Servants up to 40 years, in accordance with instructions or orders issued by the Central Government )  Note: The crucial date for determining the age limit shall be fixed by Staff Selection Commission (where recruitment is not through Staff Selection commission, crucial date for determining the age limit shall be the last date for receipt of applications.)	(i) 12 <sup>th</sup> class or equivalent qualification from a recognized board or university.  (ii) A typing speed of 35 words per minute in English or 30 words per minutes in Hindi only on computers. Time allowed is 10 minutes (35 word per Minute and 30 words per Minute correspond to 10500 key Depressions per hours/ 9000 key Depressions per hours on an average of 5 key depressions for each word)

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotee.	Period of probation, if any	Method of recruitment  Whether by direct recruitment or by promotion or by deputation/transfer & percentage of the posts to be filled by various methods.	In case of Recruitment by promotion / deputation / transfer grades from which promotion/deputation/transfer to be made.	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruits.
8	9	10	11	12	13
Yes, to the extent indicated in column 11	Two years	<p>(i) <b>60%</b> by Direct Recruitment through Staff Selection Commission.</p> <p>(ii) <b>25%</b> by promotion of Group C staff in the Level-I in pay matrix in the Directorate and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of Departmental Qualifying Examination failing which by Direct Recruitment. The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled Caste/Scheduled Tribes).</p> <p>(iii) <b>15%</b> of the vacancies shall be filled on seniority cum fitness basis from Group C staff who have three years regular service in the post with Level-I in the Pay Matrix.</p>	As stated in column 10	<p>Group 'C' D.P.C. comprising of:-</p> <p>(i) Director of Enforcement- (Chairperson)</p> <p>(ii) Special/ Additional Director of Enforcement- (Member)</p> <p>(iii) Deputy Secretary/ Director, Department of Revenue, Ministry of Finance- Member</p>	Not Applicable.

		<p><b>Note:</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying service</p>			
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### Annexure III

(Enclosure to O.M. NO.14017/29/85-Estt. (RR) Pt. Dated 16.5.86)

Form to be filled by the Ministry / Department while forwarding proposals to the Department of Personnel & Training and the Union Public Service Commission for amendment of approved Recruitment Rules:-

1.	(a)	Name of the post	Lower Division Clerk.
	(b)	Name of the Ministry / Department	Ministry of Finance, Department of Revenue
2.		Reference No. in which commission's advice on recruitment rules was conveyed.	--
3.		Date of notification of the original rules and subsequent amendments (copy of the original rules & subsequent amends should be enclosed duly flagged and referenced.	

Col.No.	Provisions in approved rules	Revised provisions proposed	Reasons for the revision proposed.
(1) Name of the post	Lower Division Clerk	Lower Division Clerk	No change
(2) No. of posts	82 *(2018) *subject to variation dependent on workload.	82*(2022) *subject to variation dependent on workload.	Change in the year
(3) Classification	General Central Service, Group 'C' Non-Gazetted (Ministerial).	General Central Service, Group 'C' Non-Gazetted (Ministerial).	No change
(4) Level in pay matrix	Level 2 (Rs.19900-63200) in the pay matrix	Level 2 (Rs.19900-63200)in the pay matrix	No change
(5) Whether selection post or non selection post	Non - selection	Non - selection	No change

<p>(6) Age limit for direct recruits</p>	<p>Between 18 to 27 years of age (Relaxable for Government Servants up to 40 years, in accordance with instructions or orders issued by the Central Government )</p> <p>Note: The crucial date for determining the age limit shall be fixed by Staff Selection Commission (where recruitment is not through Staff Selection commission, crucial date for determining the age limit shall be the last date for receipt of applications).</p>	<p>Between 18 to 27 years of age (Relaxable for Government Servants up to 40 years, in accordance with instructions or orders issued by the Central Government )</p> <p>Note: The crucial date for determining the age limit shall be fixed by Staff Selection Commission (where recruitment is not through Staff Selection commission, crucial date for determining the age limit shall be the last date for receipt of applications.)</p>	<p>No change</p>
<p>(7) Educational and other qualifications required for direct recruits</p>	<p>(i) 12<sup>th</sup> class or equivalent qualification from a recognized board or university. (ii) A typing speed of 35 words per minute in English or 30 words per minutes in Hindi only on computers. Time allowed is 10 minutes (35 word per Minute and 30 words per Minute correspond to 10500 key Depressions per hours/ 9000 key Depressions per hours on an average of 5 key depressions for each word)</p>	<p>(i) 12<sup>th</sup> class or equivalent qualification from a recognized board or university. (ii) A typing speed of 35 words per minute in English or 30 words per minutes in Hindi only on computers. Time allowed is 10 minutes (35 word per Minute and 30 words per Minute correspond to 10500 key Depressions per hours/ 9000 key Depressions per hours on an average of 5 key depressions for each word)</p>	<p>No change</p>
<p>(8) Whether age and educational qualifications prescribed for direct recruits will apply in the</p>	<p>Yes, to the extent indicated in column (11)</p>	<p>Yes, to the extent indicated in column (11)</p>	<p>No change</p>

case of promotee			
(9) Period of probation, if any	Two years	Two years	No change
(10) Method of recruitment whether by direct recruitment or by promotion or by deputation or transfer and percentage of the vacancies to be filled by various methods	<p>(i) 85% by Direct Recruitment through Staff Selection Commission.</p> <p>(ii) 10% by Promotion of Group 'C' staff in the Level 1 in pay matrix in the Directorate and who possess 12<sup>th</sup> class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of Departmental Qualifying Examination failing which by Direct Recruitment. The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled caste/ Scheduled Tribes.)</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C staff who have five years regular service in the post with Level 1 in the Pay Matrix.</p>	<p>(i) 60% by Direct Recruitment through Staff Selection Commission.</p> <p>(ii) 25% by promotion of Group C staff in the Level-I in pay matrix in the Directorate and who possess 12<sup>th</sup> Class pass or equivalent qualification and have rendered three years regular service in the grade, on the basis of Departmental Qualifying Examination failing which by Direct Recruitment. The maximum age limit for eligibility for examination is 45 years. (50 years of age for Scheduled Caste/Scheduled Tribes).</p> <p>(iii) 15% of the vacancies shall be filled on seniority cum fitness basis from Group C staff who have <b>three years</b> regular service in the post with Level-I in the Pay Matrix.</p> <p><b>Note:</b> Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion</p>	<p>DoPT vide O.M F.No. AB-14017/4/2021-Estt (RR) dated 20.09.2022 has revised pay levels as per recommendations of the Seventh Central Pay Commission (copy enclosed). According to the DoPT's instructions dated 20.09.2022, the minimum qualifying service for promotion from Level 1 to Level 2 is 03 years. Thus, in compliance of the said O.M., the recruitment Rules for the post of LDC have been reviewed and accordingly the minimum qualifying service for promotion to the post of LDC from Group C staff in the post with level - 1 has been changed from 05 years to 03 years.</p> <p>Further, change in the ratio has been proposed in order to ease the slow promotional avenues faced by the ministerial staff due to long period of service required to be rendered by the Official in the said grade.</p> <p>Further, Note of junior/senior clause is proposed to be incorporated in the column no. 11 for subheading promotion as the same is in accordance with the Model RRs of</p>



to the next higher grade along with their juniors who have already completed such qualifying service

DoP&T prescribed vide OM No. AB. 14017/48/2010-Estt(RR) dated 31.12.2010. The said OM prescribes the guidelines for framing/amendment/relaxation of Recruitment Rules, and Part III of para 3.1.2 of the said OM is reproduced as under:

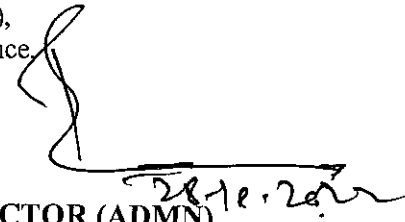
3.1.2 It may so happen that in some cases of promotion, the senior officers would not have completed the required service whereas the juniors would have completed the prescribed eligibility condition for promotion. In such cases, seniors will be left out from consideration for the higher post. To avoid such a situation, following note may be inserted in the recruitment rules/column in the schedule to the Recruitment Rules.

Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their senior would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying service.”

(11) In case of recruitment by promotion or deputation or transfer grades from which promotion or deputation or transfer to be made.	As stated in column (10)	As stated in column (10)	As stated in column (10)
(12) If a Departmental Promotion Committee exists, what is its composition	Group 'C' D.P.C. comprising of:- 1. Director of Enforcement, (Chairperson). 2. Special / Additional Director of Enforcement, (Member). 3. Director/ Deputy Secretary, Department of Revenue, Ministry of Finance, (Member).	Group 'C' D.P.C. comprising of:- 1. Director of Enforcement, (Chairperson). 2. Special / Additional Director of Enforcement, (Member). 3. Director/ Deputy Secretary, Department of Revenue, Ministry of Finance, (Member).	No change
(13) Circumstances in which UPSC is to be consulted in making recruits	Not Applicable	Not Applicable	No change

4. Name, addresses and telephone numbers of the Ministry's Representative with whom these proposals may be discussed, if necessary, for clarification / early decision.

Sh. Vivek Mishra, Under Secretary (Ad. ED),  
Department of Revenue, Ministry of Finance,  
North Block, New Delhi.

  
**JOINT DIRECTOR (ADMN)**  
Signature of the Officer sending the proposals

## HIERACHY OF THE DIRECTORATE OF ENFORCEMENT

<b>Group C (Ministerial Cadre )</b>	<b>Group 'C' (Sepoy &amp; MTS)</b>
Assistant (57)* Level – 6 (35400-112400) in the pay matrix	
Upper Division Clerk (92)* Level – 4 (25500-81100) in the pay matrix	
Lower Division Clerk ( 82)* Level – 2 (19900-63200) in the pay matrix	
	Sepoy (279)* Level – 1 (18000-56900) in the pay matrix
	M.T.S. (53)* Level – 1 (18000-56900) in the pay matrix

**DUTIES OF LDC/UDC ALONG WITH ITS PROMOTIONAL AND FEEDER GRADE**

S.No.	Group B & C (Ministerial Cadre )	Duties
1	Assistant (57)* Level – 6 (35400-112400) in the pay matrix	Primary noting and drafting on files for smooth Implementation of the provisions of FEMA,1999 and PMLA,2002 and Ministerial work.
2	Upper Division Clerk (92)* Level – 4 (25500-81100) in the pay matrix	Computer typing, diary, dispatch and record keeping and primary noting and drafting on files for smooth Implementation of the provisions of FEMA,1999 and PMLA,2002 and Ministerial work.
3	Lower Division Clerk ( 82)* Level – 2 (19900-63200) in the pay matrix	Computer typing, diary, dispatch and record keeping, etc.
4	Sepoy (279)* Level – 1 (18000-56900) in the pay matrix	<ul style="list-style-type: none"> <li>(i) safety and security of the Officers and the Staff during survey and search operations,</li> <li>(ii) safety and security of seized material and valuables during the search,</li> <li>(iii) guarding of accused taken into ED custody,</li> <li>(iv) guarding of various important locations in the Office viz. Source Room, Interrogation Room, in-house jail, etc.,</li> <li>(v) manning of road the clock control room,</li> <li>(vi) gathering of intelligence, surveillance and field enquiries/verification,</li> <li>(vii) field enquiries for identification of proceeds of crime,</li> <li>(viii) safety and security of Officers and arrested accused attending Court proceedings,</li> <li>(ix) deployment for technical surveillance.</li> </ul>

5	M.T.S. (53)* Level – 1 (18000-56900) in the pay matrix	(i)Physical Maintenance of records of the section. (ii)General Cleanliness & upkeep of the section/ unit. (iii)Carrying of files & other papers with in the building. (iv)Photocopying, sending of FAX etc. (v)Other non- clerical work in the section/ unit. (vi)Assisting in routine Office work like Diary, dispatch, etc., including on computer. (vii)Delivering of dak (outside the building). (viii)Watch & ward duties. (ix)Opening and closing of rooms, Cleaning of rooms, Dusting of furniture etc. Cleaning of building, fixtures, etc. Any other work assigned by the superior authority.
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