

No. 11015/1/98-Pol.I  
Government of India  
Ministry of Urban Development  
Directorate of Estates

New Delhi, the 20<sup>th</sup> Feb, 2014

**OFFICE MEMORANDUM**

Subject:- **Revised scales of office space for various categories of officers and staff and special requirements of Central Secretariat excluding those serving the income tax, Central Excise and Customs Department.**

The undersigned is directed to refer to the then Ministry of Work & Housing & Urban Development OM No. 11015(2)/75-Pol.IV dated 24.11.76, this Ministry OM dated 20.10.87 and OM of even number dated -7.08.98 on the above subject and to say that consequent upon revision of pay scales of the Central Government employees on the recommendations of the 6<sup>th</sup> pay commission as notified vide CSS (Revised Pay) Rules, 2008, it has been decided to prescribe revised scales of office space for various categories of officers and staff and special requirements as under, with immediate effect:-

Table A – Revised scales of office space for Officers and staff

Sl. No.	Existing Category	Proposed Category	Entitlement of Office space in (sq.ft./sq.mt.)
1.	2.	3.	
1.	-	officers drawing Gr. pay of Rs. 10000/- in PB-4 and above	360 sq. ft. (33 sq. mt.)
2.	Officers drawing pay Rs. 15200/- and above per month	Officers drawing Gr. pay of Rs. 7600/- in PB-3 and above but less than the Gr. pay of Rs. 10000/-.	240 sq. ft. (22 sq. mt.)
3.	Officers drawing Rs. 10000/- and above but less than Rs. 15200/- per month	Officers drawing Gr. pay of Rs. 6600/- in PB-3 and above but less than the Gr. pay of Rs. 7600/-	120 sq. ft. (11 sq. mt.)
4.	Gazetted officers drawing pay less than Rs. 10000/- per month/Section Officers in the Secretariat/Attached Officers.	Officers drawing Gr. pay of Rs. 4800/- in PB 2 and above/ Section Officers in the Secretariat/ Attached Offices but less than the the Gr.Pay of Rs. 6600/-	60 sq. ft. (5.5 sq. mt.)
5.	Technical Staff such as Draughtsman, Tracers, Estimators, etc.	Technical Staff such as Draughtsman, Tracers, Estimators, etc.	60 sq. ft. (5.5 sq.mt.)
6.	Ministerial Staff such as Superintendents, Head Clerks, Assistants, Clerks, Daftries, etc.	Ministerial Staff such as Superintendents, Head Clerks, Assistants, Clerks, Multi Task Staff (MTS)	40 sq. ft. (3.5 sq.mt)

7.	Ministerial Staff of Audit Offices	Ministerial Staff of Audit Offices	40 sq. ft. (3.5 sq. mt.)
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**Table B-Revised Scales of Offices space for Special Requirement**

Sl. No.	Particular	Prescribed entitlement of office space
1.	Conference Room	Conference Room should be subject to the requirement of the Ministry/Department concerned with minimum space of 237.sq.ft. (22 sq. mt.) and maximum 474 sq.ft. (44 sq. mt.)
2.	Visitors Room	Visitors Room should be according to the requirement of a Ministry/Department but it should not be more than 474 sq. ft. (44 sq. mt.) Visitor room of the size of 88 sq. ft. (8 sq. mt.) will be provided to the officers of the rank of Joint Secretary & above within the ceiling of 474 sq. ft.
3.	Receptionist	120 sq. ft. (11 sq. meters)
4.	Security Room at every entrance	120 sq. ft. (11 sq. meters)
5.	Canteen	One sq. ft. (0.09 sq. mt.) per person in an office including the space for dining hall, kitchen, etc.
6.	Dining/Tiffin Room (for lunch)	400 sq. ft. (36 sq. meters)
7.	Ladies Common Room	120 sq. ft. (11.00 sq. meters)
8.	Class Room	According to the requirement of Department but should not be more than 474 sq. ft. (44 sq. meters)
9.	Library	One sq. ft. for 25 books or one sq. meter for 275 books.
10.	Old Records	One sq. ft. for 20 recorded files or one sq. meter for 220 recorded files.
11.	Care taker Room	120 sq. ft. (11 sq. meter)
12.	CPWD Maintenance Staff Room	400 sq. ft. (36.00 sq. meter)
13.	Stores	As per requirement of each office but should not be more than 400 sq. ft. (360.00 sq. meter)
14.	Drivers Room	120 sq. ft. (11 sq. meter)

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

<u>Entitlement</u>	<u>Percentage of cut</u>
Up to 30,000 sq. ft.	10%
More than 30,000 sq. ft.	15%

3. The question of quantum of provision for future expansion of an office to be accommodated in a new building, whether in the general pool or in a departmental pool, has been under consideration. It has now been decided that provision for additional space should be limited to 10% of total requirement of an office for further expansion and that if a Ministry/Department wants more than 10% of the total requirement as additional space for expansion, they may do so with the approval of their integrated Finance Division, keeping in view the need for maximum economy.

4. For assessment of prescribed revised scales, the total requirement for office space of the Ministry/Department and its Attached/Subordinate offices located in Delhi/New Delhi has to be given in the enclosed schedule 1 to IV.

Sd/-  
(Munish Kumar Garg)  
Director of Estates

To:-

1. All Ministries/Departments of Govt. of India including the C&AG of India
2. All Attached/Subordinate offices of the M/o Urban Development
3. Director (Works), Ministry of Urban Development, Nirman Bhavan
4. Director General, CPWD, New Delhi

Copy to:

1. PS to UDM/MOS (UD) for information
2. PS to Secretary (UD)/AS (UD)/JS (L&E) for information
3. All Dy. Directors/Asst. Directors of Directorate of Estates
4. Asst. Director of Estates (Regions)
5. All Regional Officers of Directorate of Estates
6. Copy for Guard File

Sd/-  
(S.K. Jain)  
Deputy Director of Estates (Policy)

ABSTRACT SHOWING THE TOTAL REQUIREMENTS OF OFFICE SPACE OF THE  
 MINISTRY/DEPARTMENT \_\_\_\_\_ AND ITS  
 ATTACHED/SUBORDINATE OFFICES LOCATED IN DELHI/NEW DELHI AS ON \_\_\_\_\_

1.	Name of Office
2.	<b><u>Requirement in sq. ft.</u></b>  I. Ministers, MOS & Dy. Ministers II. Officers & Staff (Schedule I)
3.	<b><u>Special Requirement \</u></b>  I. Library/Old records (Schedule II) II. Other items
4.	Total requirements (2+3)
5.	Net requirement after prescribed austerity cut
6.	Accommodation already occupied (Schedule III)
7.	Shortage, If any (Sl. No. 5 minus Sl. No. 6)

Certified that:-

1. The information in Schedules I, II, III & IV is correct.
2. No part of the accommodation as given in Schedule III has been given to any organization which is not eligible to General Pool Accommodation.

## SCHEDULE – I

MINISTRY/DEPARTMENT/OFFICE OF \_\_\_\_\_ AS ON \_\_\_\_\_

Sl. No.	Items	Officers drawing Gr. Pay of Rs. 10000/- in PB-4 & above	Officers drawing Gr. Pay of Rs. 7600/- in PB-3 & above but less than the Gr. Pay of Rs. 10000/-	Officers drawing Gr. Pay of Rs. 6600/- in PB-3 & above but less than the Gr. Pay of Rs. 7600/-	Officers drawing Gr. Pay of Rs. 4800/- in PB-2 and above/Section Officers in Secretariat/Attached Offices but less than Gr. Pay of Rs. 6600/-	Technical staff such as Draughtsman, Tracers, etc.	Ministerial Staff such as Head Clerk/Assistant/Etc.
1.	Prescribed scale of office space per post (in sq. ft.)	360	240	120	60	60	44 (including 10% for records)
2.	Number of posts already sanctioned						
3.	Number of posts already filled						
4.	Number of posts expected to be filled during the next 6 months						
5.	Requirement on the prescribed scale						
(a)	In respect of Sl. No. 3						
(b)	In respect of Sl. No. 4						
6.	Total (5a+5b)						

## SCHEDULE – II

### DETAILS OF SPECIAL REQUIREMENT

#### (A) LIBRARY

1. Number of books in Stock at present
2. Space required @ one sq. ft. for 25 books
3. Space at present occupied
  - a. Name of the building
  - b. Room No.
  - c. Area in sq. ft.
  - d. Balance space required
4. Remarks

#### (B) OLD RECORDS IN GENERAL RECORD ROOM

1. Present no. of recorded files in Central Record Room.
2. No. of files likely to be sent to the record room during the year
3. No. of files likely to be in the record room at the end of the year (col. 1+2-3)
4. Space required @ 20 recorded files per sq. ft.
5. Space at present occupied:
  - a) Room No.
  - b) Area in sq. ft.
6. Balance space required
7. Remarks

**SCHEDULE – II CONTINUED**

**(C) OTHER ITEMS**

<b>Sl. No.</b>	<b>Name of the item</b>	<b>Space already occupied (in sq. ft.)</b>	<b>Space required (in sq. ft.)</b>
1.	Conference Room		
2.	Visitors Room		
3.	Receptionist		
4.	Security Room at every entrance		
5.	Canteen		
6.	Dining/Tiffin Room for lunch		
7.	Ladies Common Room		
8.	Class Room		
9.	Care Taker Room		
10.	CPWD Maintenance Staff Room		
11.	Stores		
12.	Drivers Room		
13.	Total		
14.	Balance space required:		

15. Remarks:

**SCHEDULE – III**

**DETAILS OF THE ACCOMMODATION ALREADY OCCUPIED**

1. Name of the building
2. Total space occupied

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**PARTICULARS OF THE SPACE OCCUPIED**

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<b>ROOM NOS.</b>	<b>AREA IN SQ. FT.</b>	<b>HOW BEING UTILIZED</b>	<b>REMARKS</b>
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## **SCHEDULE – IV**

Details of room and areas provided to ineligible office with dates, if any

1.	Name of the Office
2.	Room No.
3.	Name of the building
4.	Area in sq. ft.
5.	Date of occupation
6.	Rate i.e. Market rate F.R. 45 B With D.C. etc; at which rent is recovered
7.	Remarks if any

Note:- An ineligible office means and includes:

1. An office whose location in Delhi/New Delhi has been approved on the condition that no office accommodation would be allotted to it from the general pool.
2. Whose location in Delhi/New Delhi has not been approved
3. All Semi-Government & Autonomous Organizations
4. All commercial organizations
5. Private organizations etc;