

Department of Civil Personnel Records

Progress Report of Training Data Entry:

Training Details Update of Employee at work as on end of 31 Baishakh 2068 (14 May 2011)

or

Status of Employee with Training entry as on end of 31 Baishakh 2068 (14 May 2011)

S.No.	Post level	Employee at work	1st Review Progress (Jan. 2011) Number of employee with training entry *	2nd Review Progress (March 2011) Number of employee with training entry *	3rd Review Progress (May 2011) Number of employee with training entry *	Percentage	Comments
1	Judges	52	9	18	18	34.61	Training details available at Department are updated in PIS, Training details of employees needs to be collected from each employee for more extensive updates Plan to acquire details from sources including training Institute like Staff College, PTA, Revenue Training Center is being formulated (by July 2011)
2	Special Class	58	4	6	6	10.35	
3	Gaz. I	515	49	144	144	29.96	
4	Gaz. II	2877	343	808	808	28.08	
5	Gaz. III	9431	640	1033	1033	10.95	
6	Non Gaz. I	15711	1369	1722	1722	10.96	
7	Non Gaz. II	19184	23	4073	4463	23.26	
8	Non Gaz. III	7171	2470	2510	2775	38.70	
9	Non Gaz. IV	716	1	1	1	0.14	
10	Classless	22010	6	25	26	0.12	
Total		77725	4914	10340	10996	14.15	

* Those whose record has been received yet.

Source: PIS

Progress Report of Transfer Data Entry :

Status of Transfer entry as of 2067 Shrawan to 31 Baishakh (2010 July/Aug. to 14 May 2011)

S.No.	Post level	1St Review Progress (Jan.2011)	2nd Review Progress (March 2011)	3rd Review Progress (May 2011)	Comments
1	Judges	1	1	2	<p>Transfer Details are directly entered from Ministry of General Administration.</p> <p>The transfer letter without Personal Identification Number (PID) are sent back to concerned agency with official letter, in general case these transfer letter again arrives with proper PID Number.</p> <p>Transfers of the judges are completely maintained by the agency Justice Council and complete updates are also maintained by the same agency.</p> <p>Transfer Volume for the observed period is comparatively very low compared to previous years.</p>
2	Special Class	1	3	3	
3	Gaz. I	52	63	84	
4	Gaz. II	88	105	167	
5	Gaz. III	193	205	376	
6	Non Gaz.	234	292	483	
7	Classless	30	42	153	
	Total	599	711	1268	

Note: Transfer Letter without PID Numbers is not entered in system.

Source: PIS

Department of Civil Personnel Records

Task	Month : 31 Baishakh (14 May 2011)						
1.PIS Update	<p>1. Number of files with complete PIS update and stored in central filing room. This has been the prime objective for the Department and has been successful in meeting the internal target maintained for each month.</p> <p>2. PIS Training has been conducted to 11 employees from Election Commission, Public Service Commission, Ministry of local Development, Kaushitoshkhana and Department of Civil Personnel Records(DoCPR) from 21 March to 25 March 2011 at DOCPR.</p> <p>3. MOU with Office of Auditor General was signed on 2068-01-28 (11 May 2011).</p>						
	Employee Level	Total Employee at work	1St review progress (Jan.2011)	2nd review Progress (March 2011)	3rd review Progress (May 2011)	Total Updated %	Expected Completion date
	Judges	52	37	40	41	78.85	The expected completion date for Update: Jan , 2012 (The above date is forecasted according to past work in progress.)
	Special Class	58	29	32	35	60.34	
	Gaz. I	515	197	231	265	51.46	
	Gaz. II	2877	1204	1557	1752	60.89	
	Gaz. III	9431	5799	6911	7721	81.87	
	Non Gaz. I	15711	5738	7046	8642	55.00	
	Non Gaz. II	19184	6819	7966	9822	51.20	
	Non Gaz. III	7171	2484	2702	3223	44.95	
	Non Gaz. IV	716	109	142	189	26.40	
	Classless	22010	10771	13683	15971	72.56	
	Total	77725	33187	40310	47661	61.32	

Source: PIS

Level Wise Analysis

Date: 2068-01-31 (14 May 2011)

S.N	Level	Post registered	Employee at work	Vacancy	Post registered	Employee at work	Vacancy	Total Vacancy	Comments
		in PIS	in PIS		in PIS	in PIS			
		Non- Technical	Non- Technical		Technical	Technical			
1	Judges	52	52	0	0	0	0	0	Details of all judges are completely maintained by the agency Justice Council and complete updates are also maintained by the same agency.
2	Special Class	56	46	10	16	12	4	14	The provision of multiple secretary in different ministry has been discontinued, the accurate vacancy of special class will be reflected on next report.
3	Gazetted First	245	216	29	473	299	174	203	Most vacancy in First Class is in Health Service, the Department is in process of analyzing Health Service (Which is in different hierarchical system) which may take estimated two months time.
4	Gazetted Second	1092	1155	-63	1873	1722	151	88	Negative value of vacancy in Non-technical post is primarily due automatic promotion provision of Civil Service Act (24 GHA-1)
5	Gazetted Third	3442	3391	51	4932	6040	-1108	-1057	Negative value of vacancy in this post-level is mainly due to: - automatic promotion provision of Civil Service Act (around 3386 employee are in this promotion) - new recruitment of Women Worker -and staffs from then Palace.

6	Non Gazetted First	10027	7045	2982	12010	8666	3344	6326	Automatic promotion here increased the number of vacant post by 3386 which cannot be fulfilled by new recruitment.
7	Non Gazetted Second	12493	7110	5383	15245	12074	3171	8554	Many of these vacancies are being fulfilled through new recruitments.
8	Non Gazetted Third	3796	1331	2465	8587	5840	2747	5212	All vacant Non technical Position will be dissolved The technical vacancies are in Health Services , which will be fulfilled through new recruitment
9	Non Gazetted Forth	935	68	867	1182	648	534	1401	All vacant Non technical Position will be dissolved
10	Class Less and Non_Gazetted Fifth	26280	18265	8015	2708	3745	-1037	6978	The vacancy is Classless position has been fulfilled only through the local contract at each office level. Many office assistant (peon) are converted to dirver (technical post) which is reason for negative vacancy in technical class level postion.
Total		58366	38679	19687	47026	39046	7980	27667	

Source: PIS

SERVICE WISE VACANCY COUNT

Date: 2068-01-31 (14 May 2011)

S.N	Service	Post registered in PIS	Employee at work in PIS	Vacancy	Comment
1	Economic Planning And Statistics	387	344	43	The vacancy volume is normal.
2	Agriculture	5481	4705	776	The vacancy volume is normal.
3	Judiciary	3760	2875	885	The vacancy volume is normal. Details of all judges are completely maintained by the agency Justice Council and complete updates are also maintained by the same agency.
4	Administration	53686	36835	16851	
4 a	Revenue	977	878	99	The vacancy volume is normal.
4b	Account	5051	3291	1760	
4c	General Administration	47658	32666	14992	The vacancy includes around 11,347 vacancies which will either be fulfilled by local contracts or will be dissolved.
5	Auditor General Service	395	320	75	The vacancy volume is normal.
6	Forest	3621	4921	-1300	The negative number in this service is primarily due to the "Forest Guard" who is drafted from Police and Army into civil Service.
7	Education	1728	1479	249	The vacancy volume is normal.
8	Constitutional	122	112	10	The vacancy volume is normal.
9	Health	21826	15298	6528	Department is in process of analyzing Health Service (Which is in different hierarchical system) which may take estimated two months time. The Health Ministry has upgraded nearly 600 offices which has increased the number of vacancy by 2000, which will be fulfilled

					by new recruitments and promotions.
10	Miscellaneous	3410	2641	769	The vacancy volume is normal.
11	Engineering	10805	8029	2776	The vacancy volume is normal.
12	Nepal Diplomatic	171	166	5	The vacancy volume is normal.
Total		105392	77725	27667	

Source: PIS