



**COFFEE BOARD
SECRETARIAT DEPARTMENT
BENGALURU**

Ref: No. ADM/EB.I(R)/C&R/2026-27/756

Dated: 18.09.2026.

कार्यालय ज्ञापन / OFFICE MEMORANDUM

**Cadre Review of Coffee Board and Amendment to the existing
Coffee Board (Cadre & Recruitment) Rules, 2014 – Terms of Reference**

Preamble: The amendments to the Coffee Board (Cadre & Recruitment) Rules, 1993 have been approved by the Ministry of Commerce and Industry, Department of Commerce, Government of India and notified vide Notification Dated 14th March, 2014 and published vide **The Gazette of India : Extraordinary Dated 20th March, 2014** duly incorporating the recommendations of the 6th Central Pay Commission (6th CPC) which were implemented with effect from January 1, 2006, following formal approval by the Union Cabinet on August 29, 2008 replaced the old 5th CPC Pay Scales with a new structure featuring **Pay Bands** and **Grade Pay**, effective from January 1, 2006. This Pay Band and Grade Pay setup was later replaced by the **7th CPC's unified Pay Matrix Levels effective from 1st January, 2016 with an integrated 18 - Level horizontal and vertical grid.**

Since then Coffee Board (Cadre & Recruitment) Rules have not been reviewed so far. Hence, in order to review existing C&R Rules and suggest modifications a **Committee has been constituted with the following Terms of Reference (ToR).** The terms of reference is for framing the amendment of Cadre & Recruitment (C&R) Rules focus on define the scope on structured manpower planning, functional restructuring and statutory compliance / objectives and legal boundaries for altering job classifications, qualification criteria and promotional hierarchies within the organization. On the rationalization and restructuring of the Coffee Board as the sanction of the Government of India communicated by the MoC&I, DoC vide Letter No.1/4/2018 Plant-B Dated: 19th January, 2021, the revised sanctioned strength of the Coffee Board has been reduced from 1092 to 547. Accordingly, the cadre wise revised sanctioned strength in 'Scientific', 'Technical' and 'Ministerial' cadre posts has been indicated in the Schedules appropriately. The key components governing these rules (proposed amendment) are outlined by the orders issued by the Ministry of Finance, Department of Personnel and Training (DoP&T) and amendments ordered and issued by the Ministry of Commerce and Industry, Department of Commerce, Government of India to the Coffee Board (Cadre & Recruitment) Rules, 2014, from time to time appropriately based on the amendment to the Coffee Rules / Regulations as the case may be.

Core Scope and Objectives of the Proposed Amendment:

- **Structural Alignment / Manpower Projections:** Update post classifications, Pay Scales and sanctioned cadre strength based on current operational revised sanctioned strength effective from 2021 duly realigning service strength with current and future functional requirements.
- **Hierarchy Alignment / Eligibility Revision:** Modify direct recruitment age limits, educational benchmarks and qualifying service periods for promotions as per the DoP&T guidelines and to maintain a proper balance between promotional pipelines and direct recruitment quotas to avoid stagnation or blockages
- **Functional Modernization:** Incorporate contemporary requirements such as mandatory induction training or specialized skill certification duly undertaking comprehensive reviews of organized services and cadres typically on a 5-year cycle in future

Procedural Framework and Scope:

- **Stakeholder Input:** Publish proposed rule modifications publicly for a minimum of 30 days to invite comments from affected groups.
- **Hierarchy Ratios:** Review feeder-to-promotional grade ratios (aiming for standard pyramidal structures for selection posts if any).
- **Regulatory Concurrence:** Secure mandatory clearances from the Ministry if the change in cadre structure, pay scale, relaxation in minimum qualifying service of promotion / direct recruitment etc., before final vetting in the proposed amendment on the 13 – column recruitment rules schedule format.

Composition of the Cadre and Recruitment Amendment / Review Committee

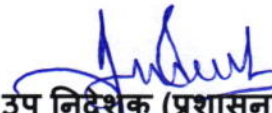
In order to carry out the assigned frame work on the subject it is proposed to constitute a balance Departmental Review Committee comprising the Officers / Officials holding the posts in Group – A, Group – B, and Group – C in Scientific, 'Technical' and 'Ministerial' cadres belonging to Scheduled Castes (SCs), Scheduled Tribes (STs), Other Backward Communities (OBCs) and Unreserved (UR) category with women representation and duly inclusive of an officials under PwBDs to render natural justice in the proposed amendment of the existing Coffee Board (Cadre & Recruitment) Rules without any prejudice and uphold the constitutional rights in a right spirit. Accordingly, the proposed review committee would comprise the following officers / officials as detailed below:

(1)	Dr. Senthilkumar M, Director of Research	Chairman of the Committee
(2)	Ms. Amulya K.G, Director of Finance	Member
Research Department:		
(3)	Dr. Rudragouda, Divisional Head – Agronomy	Member
Extension Department:		
(4)	Sri. B. Shivakumara Swamy, JDE (P&C)	Member
(5)	Sri. Samala Ramesh, SLO, Minumulluru	Member
Administration / Others:		
(6)	Sri. Ajit Kumar Rout, Dy. Director (Admin.)	Member
(7)	Sri. Uthaiah I R, Dy. Secretary (Admin.)	Member
(8)	Sri. Mohana B K, Senior Assistant	Member
(9)	Channakeshava M C, Multi-Tasking Staff	Member

Sri. Ajit Kumar Rout, Deputy Director (Administration), Head Office, Bengaluru, shall coordinate with the Committee and extend all necessary administrative support, including making requisite arrangements, to facilitate the timely completion of the assignment. The Committee shall complete the task on a **time-bound basis within five (5) months from the date of issue of this Memorandum** and submit a comprehensive report, along with appropriate justification and recommendations, to the CEO & Secretary for further necessary action.

Any additional functionaries considered relevant to the proposal may also be coopted as invitees to participate in the meetings of the **Cadre and Recruitment Rules Review/Amendment Committee**, as and when required.

This issues with the approval of the Competent Authority.


उप निदेशक (प्रशासन) 18/09/2026

Deputy Director (Administration)

To: All The Members Concerned.

Copy to: (i) DS to CEO & Secretary

(ii) PA to Director of Finance / Director of Research, Head Office / CCRI

(iii) All Offices (Research/Extension/Promotion) & Units of Head Office