

No.2/1/2013-CS.I (P)
Government of India
Ministry of Personnel, P.G. and Pensions
Department of Personnel and Training

Lok Nayak Bhavan, New Delhi-110003
Dated 26th July, 2016.

OFFICE MEMORANDUM

Subject:- Cadre clearance in respect of CSS officers. Examination of fulfillment of eligibility conditions – regarding

Attention is invited to this Department's O.M. No. 2/1/2013-CS-I(P) dated 17.01.2013 (**copy enclosed**) stipulating procedure to be adopted for seeking cadre clearance for deputation from CS.I Division of DoPT. In point (v) under para 3 of the O.M., it has been mentioned that:

"Hence forth, while seeking cadre clearance from CS.I Division in respect of US and above level officers of CSS, the following should be adhered to scrupulously:

(v) *It should also be ensured that the officer concerned fulfils the eligibility conditions for the post applied for on deputation and completed the requisite "cooling off" period on reversion from earlier deputation."*

2. Recently, it has been observed that deputation organizations take cadre clearance granted by this Division as a certification of the eligibility conditions prescribed for the post. In this regard, it is again clarified that it is the responsibility of the Administrative Ministry, where the officer is working as well as of the borrowing Ministry/ Department/ organisation to check the eligibility criteria of the officer for deputation before forwarding the application/selecting the officer for deputation. It is also to be seen that the officers are not allowed to proceed on deputation to lower posts. CS.I Division provides its no objection from cadre angle. The suitability of the officer is a matter to be seen by the deputation organisation.

3. Ministries/Departments are therefore, requested to please ensure the fulfillment of the eligibility criteria by the officers applying for deputation before forwarding their requests to this Division for cadre clearance alongwith copy of the advertisement, in case the same is not uploaded by the Officer in the deputation module of www.cscms.nic.in.



(Raju Saraswat)

Under Secretary to the Government of India
Tele: 24629412

To

All Ministries/Departments (through website of DOPT).

286

No. 2/1/2013/CS-I (P)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training

2nd Floor, Lok Nayak Bhawan, Khan Market,
New Delhi. Dated the 17th January 2013.

Subject: Requests for cadre clearance – procedure to be adopted reg.

As Ministries/ Departments are aware, CS.I Division, DoPT is the cadre controlling authority for CSS Officers. This Division grants cadre clearance to CSS officers of US and above level for applying to deputation posts, foreign training and private foreign visits. This Department is also the competent authority to accept requests for voluntary retirement and resignation of US and above level officers.

2. This Department has devised formats for seeking cadre clearance and approvals for voluntary retirement/resignation. It has been observed that many times the requests for cadre clearance/ approvals are received without furnishing information in the prescribed format. On several occasions it has been noticed that requests are not sent in original and only fax/ photocopies are received. Further, Administrative Vigilance Division (AVD), DoPT is the Disciplinary Authority for US and above level officers of CSS. In view of this, vigilance clearance from AVD is necessary before considering requests of officers for cadre clearance for various purposes.

3. Hence forth, while seeking cadre clearance from CS.I Division in respect of US and above level officers of CSS, the following should be adhered to scrupulously:

- (i) Requisite information complete in all respects should be furnished in the prescribed format – the formats are available on the website of this Department at <http://persmin.nic.in/> → DoPT → Central Secretariat → CSS → Forms;
- (ii) Copy of the vacancy circular/ advertisement/ training circular should be forwarded;
- (iii) Prior to forwarding request for cadre clearance, approval for voluntary retirement / resignation to this Division, the Ministry/ Department concerned should first obtain

vigilance clearance from AVD.I Division of DoPT and a copy of the vigilance clearance should be enclosed with the request.

- (iv) If the organization in which deputation is applied for is a Central Autonomous Organisation it should be clearly indicated whether the post applied for is exempted from the rule of immediate absorption in terms of D/o. P & PWs O.M. No.4/78/2006-P&PW(D) dated 31.10.2007;
- (v) It should also be ensured that the officer concerned fulfils the eligibility conditions for the post applied for on deputation and completed the requisite 'cooling off' period on reversion from earlier deputation;
- (vi) In case of voluntary retirement/ resignation, approval of Secretary of the Department should be obtained and a copy of the note sheet containing the approval should be enclosed with the request for seeking approval.

2. CS.I Division will consider only such requests which are complete in all respects for grant of cadre clearance.

Utkarsh
(Utkarsh R Tiwari)
Director
Tele.: 24629411

To

Joint Secretary (Admn.)
All Ministries/ Departments (as per the standard list)