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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D.O. No. 32/2014-EO(MM.II)

Dated: 3<sup>rd</sup> December, 2013

Dear Sir/Madam,

I am writing to invite nominations of officers of the Indian Administrative Service for appointment to posts on Central Deputation during the year 2014. **The detailed guidelines for nominating suitable officers are given in the Appendix. I would request that the guidelines are strictly adhered to, while drawing up the offer list.**

2. The Central Deputation Reserve (CDR) of each State Cadre determines the extent to which officers could be sent on deputation to the Government of India. Often, we find that the number of names offered is too small to ensure satisfactory utilization of CDR. In the interest of proper Cadre management, it is necessary that satisfactory utilization of CDR is ensured. The movement of the officers from the States to the Centre and back is also crucial for building up the capabilities at the State level and contributing towards developing national perspectives at the decision-making levels in the Government of India. It would, therefore, be appropriate if a conscious attempt is made to forward the names of officers for deputation under Government of India in such a manner that every eligible officer has an opportunity to serve at the Centre at least once at the middle management level. The State may also kindly bear in mind that adequate number of women officers and officers belonging to SC/ST categories are sponsored.

3. Since proper representation of all Cadres is considered desirable, it is necessary to ensure that names of sufficient number of officers are made available to be retained on offer at various levels. **As far as Deputy Secretary/Director levels are concerned, we find that there is a general shortage of IAS Officers on offer at these levels. To ensure adequate representation of the various Cadres at the middle management level, you may perhaps like to recommend a sufficiently large number of officers for appointment to posts of Deputy Secretary/Director under the Government of India.** It has been further decided that preference for appointment at the level of Joint Secretary will be given to those officers who have already done a Central Deputation at the level of Deputy Secretary/Director.

4. As you might be aware, a laborious exercise precedes the appointment of an officer to a post under the Central Government. However, very often, the State Governments withdraw the names of officers from offer subsequently. This results in considerable delay in the placement of officers at the Centre, which is not in public interest. Consequently, the Government of India has been following a policy of debarring an officer for five years, if, once

appointed by the Government under the Central Staffing Scheme, he does not join the post either on account of personal disinclination, or the refusal of the Cadre to relieve him. Much as we would like to indicate very early the possibility of placement in respect of the officers in the list, the Central Staffing Scheme lays down detailed consultations with the borrowing Ministries/Departments. Hence, it is difficult to forecast placements in advance. It is also to be highlighted that it is not only the failure to take up the appointment, but also withdrawal of the name of an officer after a panel has been recommended by the Civil Services Board, that results in debarment for 5 years. **Therefore, you are earnestly requested to ensure that an officer, once placed on the Offer List, continues to be available for consideration throughout the year and his name is not withdrawn during this period, except under exceptional circumstances; even in such an event, an intimation of change in the availability should be given at the earliest opportunity.** As per instructions contained in letter No. 14/1/98-FA(UN), dated 26.2.1998 and No. 1/1/2003-FAS, dated 8.5.2003 of the Department of Personnel and Training, an officer who is debarred from being taken on deputation to a posting under the Central Staffing Scheme is also to be debarred from being given Cadre Clearance for foreign assignments/consultancies abroad during the period of debarment. **The nomination of debarred officers for central deputation may not be forwarded for appointment to posts under the Government of India till the period of debarment is over.**

5. **An officer being nominated should be willing to serve anywhere in India; preference of an officer for a particular station(s) on account of personal reasons, if any, may be explicitly indicated.** The Officers have also been given an option to choose any three Departments/Ministries where they would like to work under the Central Staffing Scheme. However, actual appointments will be subject to availability of posts and the suitability of officers for the posts.

6. Regarding the application form for applying for the Central Staffing Scheme, an online application form has been introduced successfully from the year 2008 and the same will also be applicable for the year 2014. It is available on the Ministry's website, <http://www.persmin.gov.in>. The format of application form is enclosed (Annexures-I to IV). Annexure-I pertains to the personal details of the officer that he/she will have to fill 'on line'. Annexure-II is the vigilance clearance, Annexure-III is the certificate of (a) having completed cooling off, (b) officer not being under debarment period and Annexure-IV is the gist of the ACR gradings. Annexure-I has to be filled by the officer applying for the Central Staffing Scheme. Annexures-II to IV are to be electronically filled by the Nodal Officers designated for the purpose by the Cadre Controlling Authority, who will also authenticate Annexure-I.

7. The on-line applications are to be validated and forwarded electronically by the Nodal Officers of the Cadre Controlling Authority. Only those applications that have been validated electronically by the Nodal Officers will be accepted for retention. All the Nodal Officers may be requested to ensure that nominations of the officers in Annexures-I to IV are duly filled in and

complete in all respects. In case there is a change in the existing Nodal Officer, details along with e-mail I.D. of the Nodal Officer may be intimated to this Office.

8. As per the directions of the ACC, the name of officers for being placed on offer will be obtained from the Cadre Controlling Authority in two tranches- each year. The last date for these tranches has been fixed as 31<sup>st</sup> of January and 31<sup>st</sup> of July. The names for the first tranche may be sent before 31<sup>st</sup> January, 2014.

9. It is also requested that as far as possible, the name of all officers for the first tranche of 2014 may be forwarded in one lot. The names of officers to be retained on offer at the level of Joint Secretary may kindly be sent to Director(SM) and those for retention at the level of Deputy Secretary/Director may be sent to Deputy Secretary(MM), separately.

10. I would request you to forward the names as drawn up keeping in view the above mentioned requirements and eligibility criteria, latest by 31<sup>st</sup> January, 2014. Given the procedural delays in receiving offers from the Cadre Controlling Authorities and consequential delays in finalizing the 'Offer List' for the year 2014, we presume your concurrence in operating the 'Offer List' of 2013 till 31.3.2014.

With regards,

Yours sincerely,

  
(B. P. Sharma)

1. **Chief Secretaries of All State Governments  
(By Name) (As per list enclosed).**
2. **Sh. Anil Goswami,  
The Union Home Secretary - (In r/o IAS officers of AGMUT Cadre)  
Ministry of Home Affairs,  
North Block,  
New Delhi.**

**Guidelines for the preparation of offer list for consideration for appointment to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2014.**

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**ELIGIBILITY**

**(A) JOINT SECRETARY**

- (i) Officers adjudged suitable/empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the Cadre Controlling Authorities.
- (ii) Preference will be given to the officers who have already done a Central Deputation at the level of Deputy Secretary/Director.
- (iii) The officers of 1984 Batch may not be sponsored for deputation to Joint Secretary level posts as their empanelment at Additional Secretary level has become due.

**(B) DIRECTOR**

- (i) Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the Cadre in IAS.
- (ii) Officers of 2000 Batch will be eligible for appointment at the level of Director only w.e.f. 1<sup>st</sup> July, 2014.
- (iii) The officers of 1996 Batch may not be offered for Central Deputation during the year 2014 as the empanelment at Joint Secretary level of officers of 1996 batch is likely to be taken up during the course of the year and hence they cannot be considered for placement at Director level any longer.

**(C) DEPUTY SECRETARY**

- (i) Officers who have completed 9 years of service in the IAS.
- (ii) Officers should have at least 3 years' cumulative field experience.
- (iii) Officers of 2005 Batch would be considered for appointment as Deputy Secretary only after 1<sup>st</sup> July, 2014.

(Officers who are on the verge of promotion to the higher scale may not be recommended for Joint Secretary and Director respectively, since there is no protection of the higher grade pay to an officer coming on Central Deputation at the lower levels of Joint Secretary or Director, as the case may be).

### **COOLING OFF**

It may kindly be ensured that the names of only those officers are sponsored who have finished their prescribed 'cooling off'. An officer who has previously been on deputation, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory 'cooling off' period of three years prior to the proposed date of his appointment at the Centre. In the case of a woman officer whose husband is posted under the Government of India, 'cooling-off' period can be waived up to six months so that she may get posting at the station where her husband is posted.

The cooling off period would commence on the date on which the officer reports to his cadre on reversion from deputation including extended deputation arising out of proceeding on study leave, EOL, etc. while being on deputation without reverting to the cadre. The details of the 'cooling off' are to be given electronically in Annexure-III of the Application Form.

### **VIGILANCE CLEARANCE**

**Only the officers clear from the vigilance angle should be placed on offer;** in case anything adverse comes to the notice of the Cadre Controlling Authorities against the officer, the same should be conveyed to this Department immediately. A certificate of vigilance clearance (Annexure-II of the Application Form) needs to be electronically validated by the Nodal Officer.

### **DEBARMENT**

**The name of officers who are under the period of debarment, may not be sponsored.** The details of debarment are to be given electronically in Annexure-III of the Application Form.

### **CONFIDENTIAL ROLL**

The Confidential Rolls of the officers placed on offer must be made available complete upto 31.3.2013. The details of missing ACR(s), if any, may be clearly mentioned with reasons. Alternately, NRC be specifically attached. **Only those officers whose records are graded as 'Very Good' and above in the last five years of service would be considered for retention on offer and hence only such officers may be sponsored.** The gist of the ACRs is to be given electronically in Annexure-IV of the Application Form.

### **CDR UTILIZATION**

In formulating the Offer List for 2014, care may be taken to offer officers at different levels in sufficient numbers so as to meet the gap in the utilization of Central Deputation Reserves in the Cadres.

**ANNEXURE -I**

<b>PERSONAL DATA</b>		
<i>Applying for Level: Deputy Secretary / Director / Joint Secretary</i>		
<b>1</b>	<b>Service</b>	
<b>2</b>	<b>Cadre (only for AIS)</b>	
<b>3</b>	<b>Identity Number (for IAS Officers only)</b>	
<b>4</b>	<b>Applying for Level</b>	a) Joint Secretary b) Director c) Deputy Secretary
<b>5</b>	<b>First Name</b>	
<b>6</b>	<b>Middle Name</b>	
<b>7</b>	<b>Sur Name</b>	
<b>8</b>	<b>Contact Details</b> a) E-mail Id b) Office Telephone c) Residential Telephone d) Mobile Number	e-mail: Office: Residence: Mobile:
<b>9</b>	<b>Exam Year</b>	
<b>10</b>	<b>Allotment Year</b>	
<b>11</b>	<b>Date of Joining</b>	
<b>12</b>	<b>Gender</b>	
<b>13</b>	<b>Date of Birth</b>	
<b>14</b>	<b>Category</b>	
<b>15</b>	<b>Pay Band + Grade Pay</b>	
<b>16</b>	<b>Basic Pay as on 01.07.2013</b>	
<b>17</b>	<b>Date of NFSG Grant</b>	

18	<p><b>Whether Spouse is working in a service participating under Central Staffing Scheme.</b></p> <p>a) Service of Spouse (if reply to 18 is Yes)</p> <p>b) Cadre of Spouse (if AIS)</p>	YES/NO
19	<b>Whether Spouse currently working under Central Deputation</b>	YES/NO
20	<b>Whether willing to be considered for a non-CSS post in a PSU/Autonomous Body/Registered Society/Statutory Body etc.</b>	YES/NO
21	<b>Whether slotted for Foreign Training / Assignments</b>	YES/NO
22	<p><b>Whether Debarred from Central Staffing Scheme Previously</b></p> <p>If Yes, Date from (of debarment) Date to (of debarment)</p>	YES / NO
23	<b>Whether worked on central deputation before :</b>	YES/NO
(i)	<b>If Yes, Date of Reporting to Cadre</b>	
24	<b>Whether Cooling-Off Period Completed</b>	YES / NO
(a)	<b>Cooling-Off Period Completion Date</b>	
25	<b>Whether retained in the Offer List during previous Years</b>	<p>Year 2011: YES / NO</p> <p>Year 2012: YES / NO</p> <p>Year 2013: YES / NO</p>
26	<b>Choice of Stations (upto a maximum of five stations can be selected)</b>	
27	<b>Choice of Ministries/Departments (Any three)</b>	

**28. EDUCATIONAL QUALIFICATIONS**  
 (Please only mention Graduation and above).

Sl. No.	Qualification	Subject (1) Subject (2)	Year / Division	Institution University Place Country
1				
2				
3				

**29. TRAINING DETAILS**  
 (Please mention trainings of duration of only more than 1 month )

Sl. No	(i) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From Date To Date
1			
2			
3			



**30. EXPERIENCE DETAILS**  
(Please provide up to date experience details)

Sl. No.	Type of Posting (Cadre/Centre)	(i) Level/Pay Scale (ii) Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1					
2					
3					
4					
5					

The information furnished above by me is correct.

(Signature)

**To be filled by the Cadre Controlling Authority.**

(This should be filled by the competent authority of State Govt. / Cadre Controlling Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.

Signature:

Name:

Designation:

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

**NAME OF THE OFFICER:**

**SERVICE:**

**CADRE:**

**BATCH:**

**Date of Birth:**

1. Whether any disciplinary proceedings have been initiated against the officer during his career, so far. If yes, details thereof
2. Whether any complaint including that of corruption, against the officer, which in the view of the State Government/ Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/ Integrity of the officer as on date, is pending against the officer. If so, details thereof.
3. Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.
4. Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and the final outcome thereof.
5. Whether the name of the officer appears in the Agreed List.

*Signature of the officer certifying the proforma*

**Name**

**Designation**

**Stamp**

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

**NAME OF THE OFFICER:**

**SERVICE :**

**CADRE :**

**BATCH:**

**Date of Birth:**

1. a) **Whether the Officer has ever been debarred :  
from Central Deputation**
- b) **If Yes, period of debarment**
  
2. **Has the Officer been on any deputation before :**
  
3. **If yes -**
  - a) **Date of commencement of deputation**
  - b) **Date of completion of deputation**
  - c) **Date of completion of Cooling-off**

*Signature of the officer certifying the proforma*

**Name**

**Designation**

**Stamp**

**ANNEXURE - IV**

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

**NAME OF THE OFFICER:**

**SERVICE:**

**CADRE:**

**Batch:**

**Date of Birth:**

<b>1</b>	<b>Whether ACR Dossier is Complete upto 31/3/2013</b>	<b>YES / NO</b>
<b>2</b>	<b>ACR for any year (in the last 5 years) not available in the Dossier (Reason for non-availability or NRC be given)</b>	
<b>3.</b>	<b>Adverse entries if any (expunged or unexpunged) in Any ACR(s) If Yes, Year-wise details Thereof.</b>	<b>YES / NO</b>
<b>4.</b>	<b>ACR grading of the last 05 years</b>	

<b>Year / Period</b>	<b>Grading</b>

*Signature of the officer certifying the proforma*

**Name**

**Designation**

**Stamp**