

**IMMEDIATE**

**No. 32/2018-EO (MM.II)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training**

.....

North Block, New Delhi  
Dated the 28<sup>th</sup> June, 2018

**To**

1. **The Chief Secretaries of the State Governments.**
2. **All Secretaries to the Government of India.**
3. **Shri Ashwani Lohani,  
Chairman,  
Railway Board, (In r/o Indian Railways Services officers)  
Ministry of Railways,  
Rail Bhavan, New Delhi.**
4. **Ms. Rita Mitra ,  
Deputy Comptroller & Auditor General of India,  
O/o the C&AG of India, (In r/o IA&AS officers)  
9, Deen Dayal Upadhyaya Marg,  
New Delhi.**

**Subject: Inviting nominations of officers for appointment on deputation to the posts under Central Staffing Scheme (CSS) and for the post of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under central Ministries/Departments - reg.**

Sir/Madam,

Please refer to this Department's D.O. letters of even number and No. 33/2018-EO (MM.II) both dated 11.12.2017 inviting nominations of officers for appointment on deputation to the posts under Central Staffing Scheme (CSS) and for the post of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) as well as in other organizations under central Ministries/Departments.

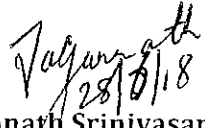
2. It is, therefore, requested to kindly sponsor the names of officers to this office, for retention under the Central Staffing Scheme and for the post of Chief Vigilance Officers (CVOs) in CPSEs and other organizations under central Ministries/Departments.

3. Further, attention in this regard is also invited to the low representation of officers from various Cadres/Services under Central Staffing Scheme especially at DS/Director level. It may be appreciated that working on Central Staffing Scheme posts in the Government of India adds to the experience of the officers and benefits the Cadres when they return. At the same time, the Ministries where officers are posted under the Central Staffing Scheme also gain from the fresh insights which these officers bring in.

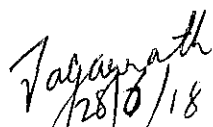
4. This circular may kindly be given wide publicity amongst the eligible officers under your administrative control. A sufficiently large number of officers may kindly be recommended for appointment at D.S/Director/JS level. The Central Deputation Reserve/Deputation Reserves may be adequately utilized for this purpose. As far as possible, the applications may be forwarded by 31<sup>st</sup> July, 2018.

5. The applications of officers who are being nominated (including those who have already applied) may be forwarded to this Department after due scrutiny at the earliest. A copy of the D.O. letters dated 11.12.2017 are enclosed with this letter.

Yours faithfully,

  
(Jagannath Srinivasan)  
Director (MM)

✓ Copy to: NIC, DoP&T, with a request to upload this circular on the Department's website under:  
**"Online Services-Central Staffing Scheme and CVO".**

  
(Jagannath Srinivasan)  
Director (MM)

प्रदीप कुमार त्रिपाठी

P. K. TRIPATHI

स्थापना अधिकारी और

अपर सचिव

ESTABLISHMENT OFFICER &

ADDITIONAL SECRETARY

Tel.: 23092370. Fax: 23093142

E-mail: ec@nic.in



सत्यमेव जयते

भारत सरकार

कर्मिक और प्रशिक्षण विभाग

कर्मिक, लोक शिवालय तथा पेंशन भवन

नया ब्लाक, नई दिल्ली - 110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES

AND PENSIONS

NO. 01 BLOCK, NEW DELHI - 110001

D.O. No. 32/2018-EO(MMII)

Dated: 11<sup>th</sup> December 2017

Dear Sir / Madam,

I am writing to invite nominations of officers for appointment on deputation to posts under Central Staffing Scheme (CSS) and for the post of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under central Ministries/Departments. The detailed guidelines for nominating suitable officers for CSS and CVO are given in Appendix-I and Appendix-II respectively. I would request that the guidelines are strictly adhered to, while forwarding the applications of officers.

2. As you are aware, the guidelines for appointment to posts under CVO had been revised vide this Department's O.M. No. 372/7/2018-AVD-III dated 28.04.2017 and a decision was taken to invite nominations for both CSS and CVO posts through a single interface.

3. Further, I would also like to draw your attention to the Central Deputation Reserve (CDR) statement for IAS officers as on 31<sup>st</sup> October, 2017 enclosed with this letter (Appendix III). 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. You would also agree that the movement of the officers from States to the Centre and back is crucial for banding 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 considering the fact that there is general shortage of IAS officers at Deputy Secretary/Director level, if a conscious attempt is made while forwarding the names of the officers, so as to share the shortage proportionately between the Centre and the States and also that every eligible officer has an opportunity to serve at the Centre at least once at the middle management level.

4. Considerable processes are gone through before an officer is appointed under the Central Staffing Scheme or for the post of Chief Vigilance Officers. However, very often, the Cadre Controlling Authorities (CCAs) withdraw the names of officers from offer at a later stage. This results in undue delay in the placement of officers under the Central Staffing Scheme, which is not in public interest. 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.

5. The Government of India has been following a policy of debaring an officer for five years, if he/she fails to join the post under the CSS or CVO either on personal grounds or the refusal of the Cadre to relieve him. It may be noted that withdrawal of the name of an officer after a panel has been recommended by the Civil Services Board results in debarment for five years. 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 post 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. Therefore nomination of officers debarred from central deputation may not be forwarded for appointment to posts under the CSS till the period of debarment is over.

6. I would request you to pay particular attention to the following points, while forwarding the names of officers for appointment, under the Central Staffing Scheme or for the post of Chief Vigilance Officers (CVOs):-

- i. Sufficient names of women and SC and ST Officers may be sponsored so that adequate representation can be provided to them.
- ii. Officers whose names are offered should have completed the necessary 'cooling off'
- iii. The APARs completed upto 31.03.2017 are sent simultaneously as it will be difficult to retain the names of officers with incomplete APARs.

7. The online application form for applying for CSS & CVOs is available on the Ministry's website, <http://www.personnel.gov.in>. The format of the application form is enclosed. Annexure-I of the form along with



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<http://www.personnel.gov.in>

photograph needs to be filled online by the officer. Annexure II, III and IV have to be filled online by the Nodal Officer designated for this purpose by the CCA and forwarded online to DoPT. The officers can apply as per their choice and eligibility either for CSS or CVO or both. I would request that the guidelines brought out in Appendix I & II, are strictly adhered to, while forwarding the applications of officers.

8. Only those applications that have been validated electronically by the Nodal Officers will be accepted. All the Nodal Officers may be requested to ensure that details in Annexure-I to IV are duly filled in and complete in all respects. In case of change of the existing Nodal Officer, details along with e-mail I.D. of the Nodal Officer may be intimated to this Office.

9. The officer shall also be required to indicate choice of location only(not PSEs/Organizations)for CVO and choice of location alongwith three preferences for Departments/Ministries for CSS, while sending their applications. Even though officers will be asked to give their choices of station/location of posting, Government reserves the right to take the final decision in the matter. Further, while officers have the option to apply for both CSS and CVO posts, but the actual appointments will be subject to availability of posts and the suitability of officers for the posts


10. It is observed that the applications of officers, who have applied for the CSS or CVOs, are often forwarded for some other posts without consulting O/o the Establishment Officer. It is, therefore, requested that the names of officers forwarded for retention under CSS may not be recommended for some other posts without consulting this Division.

11. The extant Rules relating to the CSS permit officers in the higher pay scale in their parent cadres to come on deputation under CSS in lower pay scale. Extant Rules and guidelines regarding fixation of pay under Central Staffing Scheme would apply. Officers retained at Deputy Secretary level may get the benefit of pay fixation at higher level on grant of NFSG & may be re-designated as Director on completing 14 years of service as on 1<sup>st</sup> July of that year.

12. The names of officers nominated for Joint Secretary level for CSS or CVO may kindly be sent to Deputy Secretary (SM) and those for Deputy Secretary/Director level may be sent to Director (MM). I would request you to forward the names keeping in view the above mentioned requirements, by 31<sup>st</sup> January, 2018. Given the procedural delays in receiving offers from the CCAs and consequential delays in finalizing the 'Offer List' for the year 2018, we presume your concurrence in operating the 'Offer List' of 2017 till 31.03.2018.

*With regards,*

Yours sincerely,

  
(P.K. Tripathi) 12/17

1. The Chief Secretaries of the State Governments.

2. Shri Rajiv Gauba  
Home Secretary  
Ministry of Home Affairs  
North Block, New Delhi

(In respect of IAS officers of AGMUT Cadre)

Copy to:- NIC, DoP&T, with a request to upload this circular on the Department's website under: "Online Services-Central Staffing Scheme and CVO".

प्रदीप कुमार त्रिपाठी

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राज्य भवन, नई दिल्ली - 110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

MINISTRY OF PERSONNEL, PUBLIC RELATIONS  
AND PENSIONS

NEW BLOCK, NEW DELHI - 110001

Dated: 11<sup>th</sup> December, 2017

D.O. No. 35/2016-EO (MM/H)

Dear Sir/Madam,

I am writing to invite nominations of officers for appointment on deputation to posts under Central Staffing Scheme (CSS) and for the post of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under central Ministries/Departments. The detailed guidelines for nominating suitable officers for CSS and CVO are given in Appendix-I and Appendix-II respectively. I would request that the guidelines are strictly adhered to, while forwarding the applications of officers.

2. As you are aware, the guidelines for appointment to posts under CVO had been revised vide this Department's O.M. No. 372/7/2016-AYD-III dated 28.04.2017 and a decision was taken to invite nominations for both CSS and CVO posts through a single interface.

3. While forwarding names of officers, you may like to take note of the fact that about 40% of the posts (approximately 390 posts) under the Central Staffing Scheme are of the rank of Joint Secretary and above, and the remaining 60% of the posts (approximately 543 posts) are at the level of Director/Deputy Secretary i.e. the Middle Management level. The list that you forward, to this office, should comprise the names of officers at different levels and the post applying for, so that officers at varying levels get appropriate exposure under the Government of India.

4. Considerable processes are gone through before an officer is appointed under the Central Staffing scheme or for the post of Chief Vigilance Officers. However, very often, the Cadre Controlling Authorities (CCAs) withdraw the names of officers from offer at a later stage. This results in undue delay in the placement of officers under the Central Staffing Scheme, which is not in public interest. 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.

5. The Government of India has been following a policy of debarring an officer for five years, if he/she fails to join the post under the CSS or CVO either on personal grounds or the refusal of the Cadre to relieve him. It may be noted that withdrawal of the name of an officer after a panel has been recommended by the Civil Services Board results in debarment for five years. 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 post 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. Therefore nomination of officers debarred from central deputation may not be forwarded for appointment to posts under the CSS till the period of debarment is over.

6. I would request you to pay particular attention to the following points, while forwarding the names of officers for appointment, under the Central Staffing Scheme or for the post of Chief Vigilance Officers (CVOs):

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7. The online application form for applying for CSS & CVOs is available on the Ministry's website, <http://www.persmin.gov.in>. The format of the application form is enclosed. Annexure-I of the form along with photograph needs to be filled online by the officer. Annexure II, III and IV have to be filled online by the Nodal Officer designated for this purpose by the CCA and forwarded online to DoPT. The officers can apply as per their choice and eligibility either for CSS or CVO or both. It may however be noted that only officers belonging to services participating in the Central Staffing Scheme (Appendix-III) may apply for CSS. I would request that the guidelines brought out in Appendix I & II, are strictly adhered to, while forwarding the applications of officers.



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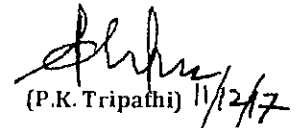
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(P.K. Tripathi) 11/12/17

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2. Shri Rajiv Gauba  
Home Secretary  
Ministry of Home Affairs  
North Block, New Delhi

(In respect of IPS officers)

3. Shri C.K. Mishra  
Secretary,  
Ministry of Environment, Forest & Climate Change  
Indira Paryavaran Bhawan, New Delhi

(In respect of IFoS officers)

Copy to:- NIC, DoP&T, with a request to upload this circular on the Department's website under: "Online Services-Central Staffing Scheme and CVO".