IMMEDIATE

No. 32/2019-EO (MM.II)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

.....

North Block, New Delhi
Dated the 29.06.2019

To

1. **The Chief Secretaries of the State Governments.**

2. **All Secretaries to the Government of India.**

3. **Chairman,**
   Railway Board, (In r/o **Indian Railways Services** officers)
   Ministry of Railways,
   Rail Bhavan, New Delhi.

4. **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. 33/2019-EO (MM.II) both dated 12.12.2018(copies enclosed) inviting nominations of officers for appointment on deputation to the posts under Central Staffing Scheme(CSS) and for the posts of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) as well as in other organizations under central Ministries/Departments.

2. Although a period of six months has passed since applications for 2019 were called for, the number of nominations received so far has been ranging from 'Nil' to a insignificant number. Attention in this regard is also invited to the extremely low representation of officers from various Cadres/Services under Central Staffing Scheme especially at DS/Director level. Every cadre is allowed a deputation reserve to ensure that officers have the opportunity to work on deputation including that under the Central Staffing Scheme, which adds to their experience. Under utilization of this reserve, particularly at Deputy Secretary/Director level, causes serious gaps in cadre management. This aspect would also be kept in view by DoPT while considering Cadre Review Proposals, to be received in future. The cadres that have not been forwarding adequate nominations for Central Staffing Scheme at various levels may have to settle for less number of additional Senior Duty Posts in future by way of corresponding reduction. These aspects have been duly conveyed to the Cadre Controlling Authorities during the recent meetings taken by the Secretary, DoPT.

3. It is, therefore, requested that larger number of officers may kindly be recommended for appointment at D.S/Director/JS level under the Central Staffing Scheme so that the Central Deputation Reserve/Deputation Reserves are duly utilized for this purpose.

4. It is also requested to ensure that the officers who are at the verge of promotion to SAG/HAG, as may be relevant, during the year are not nominated, often necessitating their early repatriation to avail of promotion in the cadre. It may be ensured that the names of only those officers are forwarded who are likely to remain available under the Central Staffing Scheme for full tenure.

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.

Yours faithfully,

Jagannath 29/6/19

(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 29/6/19

(Jagannath Srinivasan)
Director (MM)

प्रदीप कुमार त्रिपाठी
P. K. TRIPATHI
स्थापना अधिकारी और
अपर सचिव
ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY
Tel.: 23092370, Fax: 23093142
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सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लाक, 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. 32/2019-EO(MM.II) *Dated: 12th December, 2018*

Dear Sir / Madam,

I am writing to invite nominations of officers for appointment on deputation to the posts under Central Staffing Scheme(CSS) and for the posts of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under various Ministries/Departments. The detailed guidelines for nominating suitable officers for CSS and CVO are given in Appendix-I and Appendix-II respectively. The details of stations where posts of CVO are located are indicated at Appendix-III.

2. As you are aware, the guidelines for appointment to posts of CVO were revised vide this Department's O.M. No. 372/7/2016-AVD-III dated 28.04.2017 and consequently from July, 2017 onwards, nominations for both CSS and CVO posts have been invited through a single interface on DoPT's website. The form also gives option to officers to give their willingness for being considered for Non-CSS posts (Row 27 of the form). This option will enable this Department to consider their name for various Non-CSS vacancies available from time to time. I would request that the guidelines are strictly adhered to, while forwarding the applications of officers.

3. Further, I would also like to draw your attention to the Central Deputation Reserve (CDR) data for IAS officers as on 30th November, 2018 enclosed with this letter (Appendix IV).It may be noted that under the IAS(Cadre) Rules, 1954, the strength and composition of each cadre is ordinarily decided every five years in consultation with State Governments. The strength includes a Central Deputation Reserve, which can be upto 40% of the Senior Duty Posts. 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. Proper cadre management requires an adequate number of the officers to be at the Centre under the Central Staffing Scheme. The figures at Appendix-IV, however, indicate that this is not being done and remedial action by nominating adequate number of officers for the Central Staffing Scheme is required to be taken. You would also agree that the movement of the officers from the States to the Centre and back is crucial for building up the capabilities at the State level and contributing towards developing State perspectives in the Government of India or National perspective in the State at the decision-making levels. Considering the general shortage of IAS officers at Deputy Secretary/Director level, it would be appropriate if a conscious effort is made to nominate officers from your cadre and share the shortage proportionately between the Centre and the States. This will also ensure 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 on the post of Chief Vigilance Officer. However, it is observed that the Cadre Controlling Authorities (CCAs) sometime decide to 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 or as CVOs, which is not in public interest. I, therefore, request you to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year.

सूचना
का अधिकार

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 as CVO either on personal grounds or on 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 should not be forwarded for appointment to posts under the CSS or for posts of CVO till the period of debarment is over.

6. I would request you to take note of 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 31.03.2018 are sent simultaneously as it will be difficult to consider the names of officers with incomplete APARs.
iv. While forwarding the application of officers applying for both CSS and CVO posts, Cadre Controlling Authorities may provide a set of attested copies of the APAR for the last five years along with the original APAR dossier of the applicant. The periods for which APARs are not available may clearly be pointed out. The reasons for non-availability of APARs or NRC for these periods may invariably be provided.
v. The posting details should be complete from the date of joining service till date.
vi. The earlier deputations or debarment period may be clearly specified in Annexure III of the application.
vii. Details of any inquiry/complaints/proceedings which may affect the vigilance status of the applicant may also be forwarded.

7. The online application form for applying for the posts under CSS and that of 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 Cadre Controlling Authority(CCAs) and forwarded online to DoPT. The officers can apply as per their choice and eligibility either for the posts under CSS or for that of 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(s) only(not PSEs/Organizations)for CVO and choice of location(s) alongwith three indicative preferences for Departments/Ministries for CSS, while sending their applications. Even though officers are required to indicate their preference choices of station(s)/location(s) of posting, the Government reserves the right to the final decision in the matter. Further, while officers have the option to apply for both posts under CSS and that of CVOs , but the actual appointments will be subject to availability of posts at various locations and the eligibility and suitability of officers for the posts.

10. It is observed that the applications of officers who have applied for the posts under CSS or that of 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 consideration for the posts under CSS or that of CVOs, may not be recommended for other posts without consulting this Division.

11. The extant guidelines 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 appointed at Deputy Secretary level may get the benefit of pay fixation at higher level on grant of NFSG and may be re-designated as Director on completing 14 years of service as on 1st July of that year.

12. The names of officers nominated for Joint Secretary level for CSS may kindly be sent to Deputy Secretary (SM) and those for CVOs and Deputy Secretary/Director level under CSS may be sent to Director (MM). I would request you to forward the names keeping in view the above mentioned requirements by 31st January, 2019. Given the procedural delays in receiving offers from the CCAs and consequential time taken in finalizing the 'Offer List' for the year 2019, we presume your concurrence in operating the 'Offer List' of 2018 till 31.03.2019.

With regards,

Yours sincerely,

12/12

(P.K. Tripathi)

1. **The Chief Secretaries of the State Governments.**

2. **Shri Rajiv Gauba**
   Home Secretary
   Ministry of Home Affairs **(In respect of IAS officers of AGMUT Cadre)**
   North Block, New Delhi

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**".

APPENDIX-I

Guidelines for the preparation of offer list for consideration for appointment under Central Staffing Scheme to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2019.

ELIGIBILITY

(A) JOINT SECRETARY

(i) Officers adjudged suitable/empanelled for holding Joint Secretary level posts at the Centre, intimated to the Cadre Controlling Authorities.

(B) DIRECTOR

(i) Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the Cadre in the Indian Administrative Service.

(ii) Officers of 2005 Batch will be eligible for appointment at the level of Director w.e.f.1st July, 2019.

(C) DEPUTY SECRETARY

(i) Officers who have completed 9 years in the Indian Administrative Service.

(iii) Officers of 2010 Batch would be considered for appointment as Deputy Secretary only from July, 2019.

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 as per extent guidelines. 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 names 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 31.3.2018. 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 2019, 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.

PAY FIXATION

Pay fixation would be as per extant guidelines.

DEPUTATION

In case the officer(s) are presently on deputation, complete details of the post i.e. the nature of deputation as to whether it is a Ex-Cadre Deputation, Non-CSS Deputation etc. along with the tenure, the mode of appointment/selection process followed for appointment to the post and date of completion of 'cooling off '(if applicable) may be provided

NOTE:

It may be noted that for the officers whose applications have been forwarded to DoP&T for the Central Staffing Scheme, NOC of EO's Division of DoP&T should be taken before such officers are allowed to apply for any other deputation.

Guidelines for the preparation of offer list for consideration for appointment to the posts of Chief Vigilance Officers during the year 2019.

ELIGIBILITY

Officers whose batches(of the service to which the officer belongs) have been empanelled to hold the posts of Additional Secretary in the Government of India or equivalent shall not be considered for the post of CVOs. An officer will not be considered for appointment as CVO in an organization to which he/she belongs. Further, the officer being considered should not have worked(in the preceding 3 years) in an organization/office in any capacity having direct official dealings with the concerned CPSE etc. in which he/she is being considered for appointment. The Cadre Controlling Authority, while forwarding the application of the officer, shall specify the CPSE's with whom the officer had official dealings in the last three years. The officers will be considered for appointment based on their past experience including experience in Personnel, Administrative Vigilance, Investigation, Legal and Public Procurement matters. The following categories of officers would be considered for appointment to the posts of CVO's

(A) JOINT SECRETARY

(i) Only those officers:
   a) drawing Senior Administrative Grade in their cadre and,
   b) whose batches(of service to which the officers belongs) have been empanelled to hold posts of Joint Secretary in the Government of India or have completed 19 year of service.

(ii) Officers of the All India Services who have been drawing pay in the SAG in their cadre continuously for 3 years.

(iii) Officers of the CPSE's, who have completed 20 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to SAG in their organizations.

(B) DIRECTOR

(i) The officers of Indian Administrative Service and officers working as Directors in the Government of India, who have completed 14 years of Group 'A' service and have been granted Non-Functional Selection Grade in the Cadre in Group 'A'.

(ii) For officers of the CPSE's, only those who have completed 14 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to NFSG in their organizations.

(C) DEPUTY SECRETARY

(i) The officers of All India Services and officers working as Deputy Secretaries in the Government of India, who have completed 9 years of Group 'A' service.

ii) For officers of the CPSE's, only those who have completed 9 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to JAG in their organizations

COOLING OFF / VIGILANCE CLEARANCE/ DEBARMENT

Extant guidelines on cooling off, debarment and vigilance clearance would be applicable as has been mentioned in Appendix-I.

CONFIDENTIAL ROLL

The Confidential Rolls of the officers placed on offer must be made available complete upto 31.3.2018. 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.

AGE LIMIT

The officers coming directly from the cadre should not be more than 54 years of age as on 1st April 2019. However, where the extension of deputation is sought through lateral shift or from an existing posting under CSS or Non-CSS post to posting as CVO, the age limit is 56 years.

PAY FIXATION

i. The officers who are appointed as CVO at Joint Secretary level would draw pay in the scale of Grade Pay of Rs. 10,000/-(pre-revised).

ii. The officers who are appointed as CVO at DS/Director level would draw pay in the Grade Pay of Rs. 7600/- or Rs. 8700/- (pre-revised) in the appropriate pay band according to the level at which they are working at present.

Indicative locations of posts of CVOs at DS/Director/J.S. levels in CPSEs etc.

Sl.No.	Location
1	Delhi/NCR
2	Mumbai, Maharashtra
3	Kolkata, West Bengal
4	Bengaluru, Karnataka
5	Hyderabad, Telengana
6	Chennai, Tamil Nadu
7	Bhubaneshwar, Odisha
8	Ranchi, Jharkhand
9	Shillong, Meghalaya
10	Visakhapatnam, Andhra Pradesh
11	Nagpur, Maharashtra
12	Goa
13	Kochi, Kerala
14	Kandla, Gujarat
15	Mangalore, Karnataka
16	Tutucorin, Tamil Nadu
17	Prayagraj, Uttar Pradesh
18	Lucknow, Uttar Pradesh
19	Jadugoda, Jharkhand
20	Paradip, Odisha
21	Sambalpur, Odisha
22	Singrauli, Madhya Pradesh
23	Sanctoria, West Bengal
24	Chittoor, Andhra Pradesh

APPENDIX-IV

Utilization of the Central Deputation Reserve in respect of IAS Officers

As on 30/11/2018

Sr.	Cadre	Total Authorized Strength	Central Deputation Reserve	No.of Officers at Centre
1	A G M U T	337	73	42
2	Andhra Pradesh	211	46	18
3	Assam Meghalya	263	57	35
4	Bihar	342	74	36
5	Chhattisgarh	193	38	7
6	Gujarat	297	64	17
7	Haryana	205	44	12
8	Himachal Pradesh	147	32	24
9	Jammu & Kashmir	137	30	14
10	Jharkhand	215	45	10
11	Karnataka	314	68	20
12	Kerala	231	50	32
13	Madhya Pradesh	439	90	27
14	Maharashtra	361	78	23
15	Manipur	115	24	15
16	Nagaland	94	20	9
17	Odisha	237	51	20
18	Punjab	221	48	14
19	Rajasthan	313	64	15
20	Sikkim	48	10	7
21	Tamil Nadu	376	81	19
22	Telangana	208	35	11
23	Tripura	96	21	12
24	Uttar Pradesh	621	134	44
25	Uttarakhand	120	26	6
26	West Bengal	359	78	8
	Total	6500	1381	497

ANNEXURE -I

PERSONAL DATA

Application for the Post of CSS/CVO

Photograph

1	Service	
2	Cadre (only for AIS)	
3	Application number	
4	Applying for the post	
5	Applying for level	
6	First Name	
7	Middle Name	
8	Sur Name	
9	Domicile	
10	Contact Details a) E-mail Id b) Office Telephone c) Residential Telephone d) Mobile Number	e-mail: Office: Residence: Mobile:
11	Exam Year	
12	Allotment Year	

13	Date of Joining	
14	Gender	
15	Date of Birth	
16	Date of Superannuation	
17	Category	
18	Pay band+ Grade Pay	
19	Pay Level	
20	Basic Pay as on 01.07.2018	
21	Date on which NFSG granted	
22	Date of Appointment to SAG/HAG	
23(a) (b)	Latest Batch to get SAG Date on which SAG granted	
24(a) (b)	Latest Batch to get HAG Date on which HAG granted	
25	Whether he/she or his/her have been empanelled to hold the post of Joint Secretary to the Govt. of India	YES/NO
26	Whether Spouse is working in a service participating under Central Staffing Scheme. a) Service of Spouse (if reply to above is Yes) b) Cadre of Spouse (if AIS)	
27	Whether spouse currently working under Central Deputation	YES/NO

28	**Whether willing to be considered for Non-CSS posts in PSU/Autonomous Body/Registered Society/Statutory Body**	YES/NO
29	**Whether slotted for Foreign Training / Assignments**	YES/NO
30	**Whether working in the cadre or is on the Central Deputation**	
31	**If on Central Deputation, please mention whether working on a CSS posts or a Non-CSS post or an Ex-cadre Posts.**	
32	**Whether Debarred from Central Staffing Scheme Previously** **If Yes,** **a. Date from (of debarment)** **b. Date to (of debarment)**	YES / NO
33	**Whether worked on Central Deputation before** If yes a. Date of reporting to cadre	YES / NO
34	**Whether cooling-off period completed** **a. Cooling-off period completion date**	
35	**Whether retained in Offer List during previous years**	**2016:YES/NO** **2017: YES/NO** **2018: YES/NO**
36	**Preference of Ministries/Departments***	**(i)** **(ii)** **(ii)**

36 A	A brief note (not more than 100 words) highlighting reasons for choice of Ministries/Departments.	
36 B	A brief note (not more than 100 words) highlighting significant/relevant qualifications and important achievements in support of eligibility.	
37	Preference of Stations*	
38	Whether applied for CVO during previous years	2016:YES/NO 2017: YES/NO 2018: YES/NO
39	Whether he/she or his/her batch of service have been empanelled for Additional Secretary to the Govt. of India	YES/NO
40	Preference of stations for CVO*	
41	A brief note on why the applicant should be considered for the post of CVO	
42	Years of service in Group 'A' equivalent posts(for CPSE officers)	

* **Note:** *Even though officers will be asked to give their preference 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 eligibility and suitability of officers for the posts.*

43. EDUCATIONAL QUALIFICATIONS

(Please only mention Graduation and above).

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

44. 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			

45. 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:

46. Vigilance Experience Details

S.No.	Type of Posting (Cadre/Centre)	Level/Payscale Designation	Ministry Department Office place	Details of Experience in vigilance/disciplinary matters	Tenure from Tenure to

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:

ANNEXURE – II

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 out come thereof.`

5. Whether the name of the officer appeared/ appears in the Agreed List.

Signature of the officer certifying the proforma

Name

Designation

Stamp

ANNEXURE – III

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:

1	Whether APAR Dossier is Complete upto 31/3/2018	YES / NO
2	APAR for any year (in the last 5 years) not available in the Dossier (Reason for non-availability or NRC be given)	
3.	Adverse entries if any (expunged or unexpunged) in Any APAR(s) If Yes, Year-wise details Thereof.	YES / NO
4.	APAR grading of the last 05 years	

Year/Period	Reporting Authority	Name/Desg of Reporting Authority	Reviewing Authority	Name/Desg of Reviewing Authority	Accepting Authority	Name/Desg of Accepting Authority	Final grading

Signature of the officer certifying the proforma

Name

Designation

Stamp

प्रदीप कुमार त्रिपाठी
P. K. TRIPATHI
स्थापना अधिकारी और
अपर सचिव
ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY
Tel.: 23092370, Fax: 23093142
E-mail : eo@nic.in

सत्यमेव जयते

भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लाक, 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. 33/2019-EO(MM.II) *Dated: 12th December, 2018*

Dear Sir/Madam,

I am writing to invite nominations of officers for appointment on deputation to the posts under Central Staffing Scheme(CSS) and for the posts of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under various Ministries/Departments. The detailed guidelines for nominating suitable officers for CSS and CVO are given in Appendix-I and Appendix-II respectively. The details of stations where posts of CVO are located are indicated at Appendix-III.

2. As you are aware, the guidelines for appointment to the posts of CVO were revised vide this Department's O.M. No. 372/7/2016-AVD-III dated 28.04.2017 and consequently from July, 2017 onwards, nominations for both CSS and CVO posts have been invited through a single interface on DoPT's website. The form also gives option to officers to give their willingness for being considered for Non-CSS posts (Row 27 of the form). This option will enable this Department to consider their name for various Non-CSS vacancies available from time to time. I would request that the guidelines are strictly adhered to, while forwarding the applications of officers.

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 540 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 keeping the availability of posts in mind, so that officers at varying levels get appropriate exposure under the Government of India, especially at the Middle Management level. Care may be taken to ensure that officers are empanelled to hold posts of Joint Secretary at the centre before forwarding the same for JS level posts.

4. Considerable processes are gone through before an officer is appointed under the Central Staffing Scheme or on the post of Chief Vigilance Officers. However, it is observed that the Cadre Controlling Authorities(CCAs) sometimes decide to 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 or as CVOs, which is not in public interest. I, therefore, earnestly request you to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year.

सूचना
का अधिकार

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 as CVO either on personal grounds or on 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 should not be forwarded for appointment to posts under the CSS or for posts of CVO till the period of debarment is over.

6. I would request you to take note of 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 31.03.2018 are sent simultaneously as it will be difficult to consider the names of officers with incomplete APARs.
iv. While forwarding the application of officers applying for both CSS and CVO posts, Cadre Controlling Authorities may provide a set of attested copies of the APAR for the last five years along with the original APAR dossier of the applicant. The periods for which APARs are not available may clearly be pointed out. The reasons for non-availability of APARs or NRC for these periods may invariably be provided.
v. The posting details should be complete from the date of joining service till date.
vi. The earlier deputations or debarment period may be clearly specified in Annexure III of the application.
vii. Details of any inquiry/complaints/proceedings which may affect the vigilance status of the applicant may also be forwarded.

7. The online application form for applying for the posts under CSS and that of 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 Cadre Controlling Authority(CCAs) and forwarded online to DoPT. The officers can apply as per their choice and eligibility either for the posts under CSS or for that of CVO or both. It may however be noted that only officers belonging to services participating in the Central Staffing Scheme(Appendix-IV) may apply for CSS. I would request that the guidelines brought out in Appendix I and 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(s) only(not PSEs/Organizations)for CVO and choice of location(s) alongwith three indicative preferences for Departments/Ministries for CSS, while sending their applications. Even though officers are required to indicate their preference of station(s)/location(s) of posting, the Government reserves the right to take the final decision in the matter. Further, while officers have the option to apply for both posts under CSS and that of CVOs , but the actual appointments will be subject to availability of posts at various locations and the eligibility and suitability of officers for the posts.

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

11. The extant guidelines 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 appointed at Deputy Secretary level may get the benefit of pay fixation at higher level on grant of NFSG and may be re-designated as Director on completing 14 years of service as on 1st July of that year.

12. The names of officers nominated for Joint Secretary level for CSS may kindly be sent to Deputy Secretary (SM) and those for CVOs and Deputy Secretary/Director level under CSS may be sent to Director (MM). I would request you to forward the names keeping in view the above mentioned requirements by 31st January, 2019. Given the procedural delays in receiving offers from the CCAs and consequential time taken in finalizing the 'Offer List' for the year 2019, we presume your concurrence in operating the 'Offer List' of 2018 till 31.03.2019.

With regards,

Yours sincerely,

(P.K. Tripathi)

1. **All Secretaries to the Government of India.**

2. **Shri Ashwani Lohani,**
   Chairman,
   Railway Board, (In r/o **Indian Railways Services** officers)
   Ministry of Railways,
   Rail Bhavan, New Delhi.

3. **Shri Roy S Mathrani ,**
   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

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**".

APPENDIX-I

Guidelines for the preparation of offer list for consideration for appointment under Central Staffing Scheme to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2019.

ELIGIBILITY

(A) JOINT SECRETARY

(i) Officers adjudged suitable/empanelled for holding Joint Secretary level posts at the Centre, intimated to the Cadre Controlling Authorities.

(B) DIRECTOR

(i) Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the Cadre in Group 'A' Services.

(ii) Officers of 2005 Batch will be eligible for appointment at the level of Director w.e.f.1st July, 2019.

(C) DEPUTY SECRETARY

(i) Officers who have completed 9 years of Group 'A' Service.

(iii) Officers of 2010 Batch would be considered for appointment as Deputy Secretary only from July, 2019.

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 as per extent guidelines. 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 names 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 31.3.2018. 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.

PAY FIXATION

Pay fixation would be as per extant guidelines.

DEPUTATION

In case the officer(s) are presently on deputation, complete details of the post i.e. the nature of deputation as to whether it is a Ex-Cadre Deputation, Non-CSS Deputation etc. along with the tenure, the mode of appointment/selection process followed for appointment to the post and date of completion of 'cooling off '(if applicable) may be provided.

NOTE:

It may be noted that for the officers whose applications have been forwarded to DoP&T for the Central Staffing Scheme, NOC of EO's Division of DoP&T should be taken before such officers are allowed to apply for any other deputation.

Guidelines for the preparation of offer list for consideration for appointment to the posts of Chief Vigilance Officers during the year 2019.

ELIGIBILITY

Officers whose batches(of the service to which the officer belongs) have been empanelled to hold the posts of Additional Secretary in the Government of India or equivalent shall not be considered for the post of CVOs. An officer will not be considered for appointment as CVO in an organization to which he/she belongs. Further, the officer being considered should not have worked(in the preceding 3 years) in an organization/office in any capacity having direct official dealings with the concerned CPSE etc. in which he/she is being considered for appointment. The Cadre Controlling Authority, while forwarding the application of the officer, shall specify the CPSE's with whom the officer had official dealings in the last three years. The officers will be considered for appointment based on their past experience including experience in Personnel, Administrative Vigilance, Investigation, Legal and Public Procurement matters. The following categories of officers would be considered for appointment to the posts of CVO's

(A) JOINT SECRETARY

(i) Only those officers:
   a) drawing Senior Administrative Grade in their cadre and,
   b) whose batches(of service to which the officers belongs) have been empanelled to hold posts of Joint Secretary in the Government of India or have completed 19 year of service.

(ii) Officers of the Organised Group 'A' Services who have been drawing pay in the SAG in their cadre continuously for 3 years.

(iii) Officers of the CPSE's, who have completed 20 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to SAG in their organizations.

(B) DIRECTOR

(i) The officers of Organised Group 'A' Services and officers working as Directors in the Government of India, who have completed 14 years of Group 'A' service and have been granted Non-Functional Selection Grade in the Cadre in Group 'A'.

(ii) For officers of the CPSE's, only those who have completed 14 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to NFSG in their organizations.

(C) DEPUTY SECRETARY

(i) The officers of Organised Group 'A' Services and officers working as Deputy Secretaries in the Government of India, who have completed 9 years of Group 'A' service.

ii) For officers of the CPSE's, only those who have completed 9 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to JAG in their organizations

COOLING OFF / VIGILANCE CLEARANCE/ DEBARMENT

Extant guidelines on cooling off, debarment and vigilance clearance would be applicable as has been mentioned in Appendix-I.

CONFIDENTIAL ROLL

The Confidential Rolls of the officers placed on offer must be made available complete upto 31.3.2018. 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.

AGE LIMIT

The officers coming directly from the cadre should not be more than 54 years of age as on 1st April 2019. However, where the extension of deputation is sought through lateral shift or from an existing posting under CSS or Non-CSS post to posting as CVO, the age limit is 56 years.

PAY FIXATION

i. The officers who are appointed as CVO at Joint Secretary level would draw pay in the scale of Grade Pay of Rs. 10,000/-(pre-revised).
ii. The officers who are appointed as CVO at DS/Director level would draw pay in the Grade Pay of Rs. 7600/- or Rs. 8700/- (pre-revised) in the appropriate pay band according to the level at which they are working at present.

Appendix-III

Indicative locations of posts of CVOs at DS/Director/J.S. levels in CPSEs etc.

Sl.No.	Location
1	Delhi/NCR
2	Mumbai, Maharashtra
3	Kolkata, West Bengal
4	Bengaluru, Karnataka
5	Hyderabad, Telengana
6	Chennai, Tamil Nadu
7	Bhubaneshwar, Odisha
8	Ranchi, Jharkhand
9	Shillong, Meghalaya
10	Visakhapatnam, Andhra Pradesh
11	Nagpur, Maharashtra
12	Goa
13	Kochi, Kerala
14	Kandla, Gujarat
15	Mangalore, Karnataka
16	Tutucorin, Tamil Nadu
17	Prayagraj, Uttar Pradesh
18	Lucknow, Uttar Pradesh
19	Jadugoda, Jharkhand
20	Paradip, Odisha
21	Sambalpur, Odisha
22	Singrauli, Madhya Pradesh
23	Sanctoria, West Bengal
24	Chittoor, Andhra Pradesh

APPENDIX-IV

List of Services Participating under Central Staffing Scheme

S.No.	Service
1	Central Company Law Service
2	Central Engineering Service (Roads)
3	Central Power Engineering Service
4	Indian Trade Service
5	Central Water Engineering Service
6	Central Engineering Service (CPWD)
7	Indian Administrative Service
8	Indian Audit & Account Service
9	Indian Broadcasting (Engineering) Service
10	Indian Broadcasting Programme Service
11	Indian Civil Accounts Service
12	Indian Cost Accounts Service
13	Indian Defence Accounts Service
14	Indian Defence Estate Service
15	Indian Defence Service of Engineers
16	Indian Economic Service
17	Indian Forest Service
18	Indian Information Service
19	Indian Inspection Service
20	Indian Ordnance Factory Service
21	Indian P&T Finance & Accounts Service
22	Indian Police Service
23	Indian Postal Service
24	Indian Railway Accounts Service
25	Indian Railway Personnel Service
26	Indian Railway Service of Electrical Engineers
27	Indian Railway Service of Engineers
28	Indian Railway Service of Mechanical Engineers
29	Indian Railway Service of Signal Engineers
30	Indian Railway Store Service
31	Indian Railway Traffic Service
32	Indian Revenue Service(C&CE)
33	Indian Revenue Service(IT)
34	Indian Statistical Service
35	Indian Supply Service
36	Indian Telecom Service
37	Geological Survey of India, Group 'A' Service
38	Central Secretariat Service (for JS level only)