

IMMEDIATE

No.36/21/2017-EO(SM-I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
(Office of the Establishment Officer)

North Block, New Delhi, the 01st May, 2017

OFFICE MEMORANDUM

Subject: | Incumbency status in respect of **JS level officers** appointed under the Central Staffing Scheme/ CSB procedure etc. – regarding

The undersigned is directed to refer to the above subject and to say that the updated Incumbency Status, **as on 1st May, 2017, in respect of JS level officers** [in the pay band of Rs.37,400-67,000/- (PB-4) with grade pay of Rs. 10,000/- (pre revised)] appointed/repatriated under the Central Staffing Scheme / CSB procedure/Search-cum-Selection Procedure, in the Secretariats of the Departments/Ministries as well as Attached Offices / Autonomous bodies / Statutory Offices / Constitutional bodies thereunder / therewith, requiring approval of the APPOINTMENTS COMMITTEE OF THE CABINET or otherwise may be furnished to this office to update the database and to incorporate the current status therein.

2. The information may be furnished in the prescribed *pro formae* enclosed as Annexure – I & II to this office preferably in *soft copy* to the email id: useosml@nic.in at the earliest.

Encl : As above.


(Rajender Kumar)

Deputy Secretary to the Government of India
Tel : 2309 2187

To

1. All Secretaries to the Government of India, Chairman, Railway Board and Secretaries to the CIC, CVC, ECI and UPSC
2. All Joint Secretaries (Administration/Establishment) of the Ministries/Departments of Government of India including UIDAI, NITI Aayog.
3. Sr. Technical Director, NIC, DOPT – to transmit the instant communication to the addressees at Serial No. 1 & 2 through bulk e-mail

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Proforma – Incumbency – JS level – (01-May-2017)

1. Details of the organisation

a.	Name of the Ministry	
b.	Name of the Department	
c.	Name of the Attached Offices / Statutory Offices / Constitutional bodies / Autonomous bodies	

2. Details of incumbency status

S.N.		Total Number of posts	Posts filled up under Central Staffing Scheme*	Posts filled up under NON-CSS Procedure*
a.	Joint Secretary			
b.	Others			

3. Details of Nodal officers on Incumbency Status

S.N.		Name	Tele (O)	Mobile No.
a.	JS level			
b.	DS/Dir level			
c.	SO/US level			

* Details of each post is to be furnished as per Annexure-II.

email subject should be **Incumbency – JS level – (01-May-2017)- Department of XYZ

Proforma – Incumbency – JS level – (01-May-2017)A. Post Details

1)	Name of the post	JS/DDG/Addl FA etc.		
2)	Level of the post	Joint Secretary	3) Post Location	Mumbai
4)	D/o Creation of the post			
5)	Name of the Ministry			
6)	Name of the Department			
7)	Name of the Attached Offices / Statutory Offices / Constitutional bodies / Autonomous bodies			
8)	Mode of appointment		Under Central Staffing Scheme / CSB procedure / NON-CSS procedure/Search cum Selection Procedure / as per Recruitment Rules	

B. Eligibility Details for the post

Qualification		
9)	Mandatory-1	
10)	Mandatory-2	
11)	Desirable-1	
12)	Desirable -2	

Training		
13)	Training-1	
14)	Training-2	
15)	Training-3	
16)	Training-4	

Experience field		
17)	Field-1	
18)	Field -2	
19)	Field -3	
20)	Field -4	

C. Job Profile : [give details of job profile viz. Personnel/HRD/Training/Parliament/Administration/Security/Vigilance]

D. Current Details

If filled,		
21)	Name of the present incumbent (with service, cadre, allotment year)	
22)	D/o joining	
23)	approved initial tenure upto	
24)	approved extended tenure upto	

If vacant,		
25)	Name of the last incumbent (with service, cadre, allotment year)	
26)	D/o joining	
27)	Tenure upto	
28)	Vacancy reasons	e.g. superannuation/ premature repatriation / completion of tenure/ promotion in cadre etc.

29)	Latest DOPT Reference	DOPT EO Div.'s OM No and date
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30)	Remaks	
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