

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 12th July, 2018

OFFICE MEMORANDUM

Subject: Incumbency status in respect of **Secretary/Additional Secretary/Joint Secretary/Director/Deputy Secretary 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 August, 2018**, in respect of **Secretary / Additional Secretary / Joint Secretary / Director/Deputy Secretary level officers** 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 / Subordinate 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: useosm1@nic.in at the earliest.

Encl : As above.



(S. Basu)

Under Secretary to the Government of India
Tel : 2309 4195

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. 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-Aug-2018)

1. Details of the organization

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.	Posts	Total Number of posts	Posts filled up under Central Staffing Scheme*	Posts filled up under NON-CSS Procedure*
a.	Secretary			
b.	Additional Secretary			
c.	Joint Secretary			
d.	Director			
e.	Deputy Secretary			
f.	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 are to be furnished as per Annexure-II.

email subject should be **IncACC18- Department of XYZ

Proforma – Incumbency – JS level – (01-Aug-2018)**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	dd/mm/yyyy		
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	dd/mm/yyyy
24)	approved extended tenure upto	dd/mm/yyyy

If vacant,		
25)	Name of the last incumbent (with service, cadre, allotment year)	
26)	D/o joining	
27)	Tenure upto	dd/mm/yyyy
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)	Remarks	
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