

E-mail

No. 14015/31/2015-AIS (I)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

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New Delhi, the 10<sup>th</sup> June, 2015

To

The Chief Secretaries of all the State Governments/UTs  
(As per the list enclosed)

**Subject: Meeting by MOS (PP)/Secretary (P) with Principal Secretaries  
(Personnel/GAD) of the State Governments – Regarding.**

Sir,

I am directed to refer to the subject cited above and to forward herewith a copy of the Minutes of the meeting held by MOS(PP)/Secretary(Personnel), Government of India with the Principal Secretaries of General Administration Department/Personnel Department of all State Cadres on **18.5.2015** at Civil Services Officers Institute, Vinay Marg, New Delhi for information and necessary action.

Yours faithfully,


Enclosure - As above

  
(Gayatri Mishra)  
Director (AIS)  
Tele No. 23092765

Contd....P/2...

Copy with similar request to :

1. The Home Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Ministry of Environment & Forest, Paryavaran Bhawan, CGO Complex, New Delhi.
3. The Secretary, Department of Administrative Reforms and Public Grievances, 5th Floor, Sardar Patel Bhawan, New Delhi.
4. The Secretary, Department of Pension and Pensioners' Welfare, Lok Nayak Bhawan, Khan Market, New Delhi.
5. The Director CBI, North Block, New Delhi.
6. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
7. The Director, Lal Bahadur Shastri National Academy of Administration, Mussorie.
8. The Chairman, Staff Selection Commission, CGO Complex, Load Road, New Delhi.

  
(Gayatri Mishra)

Director (AIS)

Tele No. 23092765

**Copy with similar request also to:**

1. AS(S&V)
2. EO & AS
3. JS (Training)
4. JS(Estt.)
5. JS (S&V-II)
6. JS (S&V-I)
7. J.S. (AT&A)
8. J.S.(PR)
9. Director (SR)
10. Director (IR)
11. Deputy Secretary (V-II)
12. Director (AIS)
13. US(S-II)
14. US(S-I)

**Copy for information to:**

1. P.S. to MOS(PP)
2. Sr. PPS to Secretary (P)
3. PPS to AS(S&V)

✓ **Copy also to :** NIC, DOP&T- with the request to post this notice in 'What's New' on the website of this Department for two weeks from the date of its posting.

**Minutes of the meeting of MOS (PP) /Secretary, DOP&T with Principal Secretaries of GAD/Personnel Department of States/Cadres held on 18.05.2015 at Civil Service Officers Institute, Vinay Marg, Chanakyapuri, New Delhi.**

List of participants is annexed.

2. After the welcome address by Additional Secretary (S&V), Secretary, DoPT briefly outlined the issues included in the agenda and impressed upon the participants to give free and fair suggestions on behalf of their State Governments so as to help the DoPT in formulating appropriate policies for achievement of common goals.

3. MOS (PP) in his inaugural address, highlighted the initiatives taken by the present Government towards 'Good Governance' and stressed the need for a continued dialogue between States and the Centre in every field including issues of governance through a regular system of interaction with State Cadres for achievement of common goals. He further emphasized on the need for promoting a transparent, accountable, citizen centric and responsive administration for formulation and implementation of policies and programmes for the good of general public. He requested the States for adoption of the initiative taken by the present government at the centre by way of simplification of procedure, practices, rules, replacement of affidavits by self certification etc. MOS (PP) also called upon the Principal Secretaries of the State cadre to encourage more and more IAS officers to opt for central deputation. He invited the participants to have meaningful deliberations upon the points included in the agenda notes, set targets and draw a road map for achieving those targets.

4. Thereafter, items included in Agenda notes were taken up for deliberations one by one :

### **Agenda No.1: Status and issues in Cadre Review**

The status of cadre reviews of the IAS in different States was discussed. While outlining the importance of undertaking timely cadre review exercise, it was urged that all the State Governments should ensure that proposals for cadre review conform to the prescribed norms and format to facilitate expeditious completion of the exercise. It was informed that in 2015, cadre review of IAS in respect of Chhattisgarh, Haryana, Jharkhand, Manipur, Tripura, Nagaland, Punjab, Rajasthan, Sikkim, Uttarakhand and AGMUT cadre are pending. All the states were requested to submit their proposals latest by 30.9.2015. Representative of J&K informed that the State Government is ready to submit the proposal once the decision on extension on 50% dispensation has been taken. The representative of State Govt. of Haryana informed that the proposal for Cadre Review is pending with the Competent Authority and the same would be sent to the DoPT shortly. The representative of State Government of Sikkim informed that the cadre review was not required to be done at present. The State Govt. of Punjab and Chhattisgarh informed that they had already submitted their proposal. The representative of Government of Jharkhand informed that a revised cadre review proposal will be sent shortly, as desired by DoPT.

### **Agenda No.2 : Stability of Tenure**

With regard to stability of tenure, the representatives of the State Governments and UTs were requested to submit the details of Constitution of Civil Services Board and submission of

quarterly report in this regard. It was emphasized that it should be the constant endeavour of the Government for devising ways and means to provide safeguards to honest officers. Further, it was emphasized that the uniform implementation of tenure policy across all cadres is an effective tool for ensuring administrative efficiency. Attention of the State Governments was also drawn to 11 cases of unauthorized absence from various cadres and it was requested that the requisite information sought from the State Government may be furnished at the earliest.

### **Agenda No.3: Induction from State Civil Service (SCS) to IAS**

AS(S&V) informed the participants that the promotion quota vacancies of IAS for most of the cadres/ States had already been determined for the vacancy year 2014 (01.01.2014 to 31.12.2014). He further informed that vacancies for some of the cadres/segments were determined on provisional basis due to non-receipt of the requisite proposals from them. Such State Governments were requested to send requisite proposals to DoPT immediately so that vacancies may be determined on confirmed basis. He impressed upon the State Governments to send their proposals to UPSC for convening of Selection Committee Meetings for preparation of the Select List 2014 (SCS) and 2014 (Non-SCS) in respect of all States/Cadres latest by October, 2015. AS(S&V) also explained that the age of induction of State Service Officers to All India Services had been increased from 54 years to 56 years vide notification dated 17.3.2015 and clarificatory O.M. was also issued on 20.3.2015 in this regard which would be applicable for the Select list of 2015 (both SCS and Non-SCS). He clarified that for the Select List up to 2014/ 2014-A, the age of induction would be 54 years only

and therefore, the States should take this fact into consideration while sending the proposal to UPSC for the vacancies arisen between 01.01.2014 to 31.12.2014.

AS(S&V) added that DoPT intends to determine the seniority / year of allotment of promotee IAS officers along with the appointment notifications of such officers. For this purpose, all the State Governments were requested to send the proposals of seniority fixation indicating the date of appointment of promotee IAS officer on continuous basis in the post of Deputy Collector or equivalent, simultaneously while sending their observation on the recommendation of the Selection Committee to UPSC with copy to this Department.

AS(S&V) called upon the State Governments to defend court cases vigorously and effectively through their officers and counsels. He also requested that the State Governments should invariably defend the court cases on behalf of this Department till a Counsel for this Department is appointed and reply of the Department is filed. All the State Governments were requested to furnish a list of the court cases pending in various courts along with their brief immediately.

#### **Agenda No. 4: Induction Training of PQ Officers**

Secretary, DoPT explained the requirement of Induction training of the Promotee IAS officers and requested all the State Governments to send their Promotee IAS officers for induction training scheduled to be held specially to clear the backlog of such officers who have not undergone such induction training so far. It was informed that DoPT is committed to complete the backlog training of these officers by 31.12.2015. The issue of

reduction in the duration of induction training of Promotee IAS officers was also discussed and all the State Governments agreed for reduction in duration of induction training from existing eight weeks to six weeks.

#### **Agenda No. 5: Issues related to EO Division**

Regarding online filing of APARs, Establishment Officer & Additional Secretary (E.O.&A.S.) informed that for the year 2014-15 only those APARs which are recorded online would be taken into consideration as number of instances of ante-dating, remarks being intentionally left undated, tampering of grading, etc. were noticed in APARs recorded manually. In this regard, he invited attention to the instructions issued vide DoPT's letter dated 21st April, 2015 making it mandatory to file the APARs online only, for the year 2014-15. To the issue raised by J&K relating to cases as to how APAR is to be generated where the officer reported upon had two reviewing officers and difficulty being experienced in transfer of an officer from Centre to State and vice versa, E.O. assured that SPARROW team would be directed to look into these issues expeditiously. The States assured that they would ensure that APARs would be recorded online only.

He further requested the representatives of the State Governments to forward the names of suitable IAS officers for Central Deputation so that the CDR is adequately utilised. He also informed that the problem of accommodation faced by officers on shifting to Delhi had been adequately addressed and that transit accommodation would be provided to officers when their orders for deputation under Central Staffing Scheme are issued.

EO&AS also informed that all proposals requesting Cadre Clearance for foreign visits of IAS officers should be received in DoPT at least 2 weeks before the proposed visit along with all clearances like Foreign Currency Regulation Act and Political Clearances. In case such proposals are received late, DoPT would deny cadre clearance with the resultant consequences to the officer. EO&AS mentioned that a number of officers have overstayed on foreign assignment, and some officers have not yet returned to the Cadre at all. The details of such officers have been given to the respective State Governments. He stressed the need to establish a system to ensure immediate action against such officers. He also emphasised that finality to such cases which have been pending for a long time needs to be brought. The representatives of the State Governments agreed to take action as per the extant rules against such officers and to send an action taken report to DoPT within 3 weeks.

#### **Agenda No. 6: CBI related issues**

The issue of setting up of 22 additional Special CBI Courts was discussed. It was informed that one additional court in Andhra Pradesh, one in Jammu & Kashmir and three in West Bengal have not yet become functional. The State Govt. of Andhra Pradesh and Jammu & Kashmir were requested to pursue the matter and make these special CBI courts functional as early as possible. Representative of the State Govt. of West Bengal informed that the issue of appointment of Presiding Officers by the Hon'ble High Court, Kolkata is pending and the State Government is following up the issue with the High Court.



## **Agenda No. 7: Issues raised by UPSC**

The Secretary, UPSC informed the participants that the States are having different format/ grading pattern in the ACRs of the officers of their states and also the ACRs were not being disclosed to the officers for bringing opportunity to represent. He requested all the State Governments to adopt a uniform policy of disclosing the complete ACRs on the lines of the policy adopted by the Central Government to reduce the litigations.

On the request of UPSC, Joint Secretary (Establishment) assured that DoPT would come up with consolidated guidelines Instructions/Guidelines relating to issuing of Integrity Certificate in the matter shortly.

Further, Secretary (UPSC) requested all the State Governments to get their vacancy confirmed at the earliest, i.e. latest by 31.05.2015 so that UPSC could space out the SCMs evenly throughout the year. He also drew the attention of all States, in particular of Uttar Pradesh, Madhya Pradesh and Rajasthan, to the large no. of court cases relating to the promotion of State Service Officers to All India Services pending in various courts. He urged all the State Governments to defend the court cases strongly in the courts and also to defend the interest of the UPSC/DoPT wherever UPSC/DoPT are proforma party. He further requested State Governments to monitor the progress of the court cases regularly and furnish a list of all live court cases along with their present status to UPSC/DoPT so that none of the cases remains unattended.

Secretary UPSC requested that DoPT should come up with standard format in consultation with the State Government for

ensuring uniformity in initiating disciplinary proceeding against the member of services. He suggested that the Departmental Promotion Committee/Deputation proposals from Government of NCT Delhi and UTs should be submitted under the Single Window scheme as per the model calendar. Further, the court cases arising out of such DPC and Deputation proposals should invariably be defended by the concerned Government on behalf of UPSC also.

Secretary (UPSC) raised the issue of common annual examination for induction/ selection of State Civil/Police/Forest Service Officers into the All India Services. Most of the States were not in favour of implementation of the new system in its present form. After detailed discussions, it was observed that there were divergent views in this matter and it was decided to take a fresh call in the matter.

### **Agenda No. 8: Training related issues**

Joint Secretary (Training) informed the participants that the State Governments were not taking the Mid Career Training Programme (MCTP) seriously and the officers, nominated for the training, were not being relieved to attend these trainings. He further mentioned that the State Governments at times called back their officers in the middle of the training for one reason or the other. Consequently, the Government suffered financial loss on account of less number of officers deputed to the overseas universities vis-à-vis those committed to be sent.

Secretary, DoPT invited suggestions from the State Governments to make these training programmes successful. Some of the notable suggestions were: (i) to declare the batches

one year in advance so that the State Government could plan the relieving of their officers in advance; (ii) officers should be given four chances in Phase III and Phase IV; (iii) trainings should not be scheduled during the first quarter of the year as most of the states found it difficult to relieve their officers during budget session; (iv) officers should not be empanelled till they complete their mandatory MCTP. Secretary, DoPT while assuring to examine the above suggestions, requested the participants to sensitize their governments about the utility of such trainings and make an arrangement for allocation of work to some other officers so that the officers nominated for the said trainings are relieved in time.

Secretary, DOPT also explained the concept of mandatory 'In Service Training Programmes' (IST) for IAS officers and requested the participants to send their views in this regard. Further Secretary, DOPT added that this Department had recently launched a new scheme of Induction Training Programme for the newly recruited cutting edge level State Government Officers in 15 districts in the States of J&K, Maharashtra and Tamil Nadu. After the success of this programme, it has been proposed to roll out the programme in all States. It was informed that so far only 10 States had responded. All other State Governments were requested to give their views and suggestions on the programme at the earliest to make the programme useful and successful.

#### **Agenda No. 9: Vigilance matters**

Joint Secretary (S&V-I) informed that the quarterly report on disciplinary matters were not being received from most of the State Governments and it was requested that the same should

be sent on regular basis. Further, it was observed that information on complaints/privilege notices are pending from some State Governments. It was requested that all the State Governments should monitor the pending matters and should send the reply on priority basis. All the State Governments were requested to circulate the latest instruction to all their officers and review its implementation on regular basis.

#### **Agenda No.10: Issues related to SR Division**

The State Government of Madhya Pradesh and Chhattisgarh were requested to dispose of their pending grievances/ representations in connection with issues of the bifurcation of erstwhile Madhya Pradesh with their mutual consent at the earliest. In connection with pending court cases filed by employees of erstwhile Madhya Pradesh and Uttar Pradesh; both the State Governments were requested to take up the matter with their advocates for seeking early hearing and decisions.

#### **Agenda No.11: Issues related to IR Division**

All the State Governments were requested to review the working of Administrative Training Institutes (ATIs) to provide necessary infrastructure and other facilities so that capacity building and awareness activities can be conducted by the ATIs for better implementation of the RTI Act. Further, those ATIs, which had availed the funds under the plan scheme of the RTI but had not furnished the utilization certificates (UCs), should furnish the UCs immediately.

## **Agenda No.12: DAPRG issues**

The representative of Department of Administrative Reforms and Public Grievances (DAPRG) explained the Organization and Management (O&M) activities being followed by the Central Government and requested the State Governments to follow similar system in their States. The State Governments were requested to be citizen centric in their approach and invariably attend to the public grievances and closely monitor their timely disposal. It was also requested that all the State Governments should upload the citizen charter of public authorities of the State Governments on their websites and the details of the link should be informed to D/o ARPG.

6. Concluding the discussion, Secretary, DoPT requested all the State Governments to send their officers to LBSNAA as trainers. He appreciated officers for sharing their experience through the 'ANUBHAV' link on the website of Ministry of Personnel and Public Grievances. Secretary, DoPT requested all the State Governments to post IAS officers in Municipal Administration also for one year, which would be counted towards field experience. It was requested to encourage officers to write handing over on transfer, which would maintain continuity on all the posts. Secretary, DoPT shared experience of visiting the first place of posting by the IAS Officers and suggested that officers should be encouraged to attend workshops on simplifications of forms to make them smaller and simple. He urged the participants to impress upon their officers to follow citizen charter, maintain cleanliness at work place by condemnation of old and unused articles. He further requested the representatives of the State Governments to implement the Swachh Bharat Abhiyan in its true spirit. For bringing innovative ideas and to control corruption, it was

emphasized to ensure rotational transfers of the officers, especially those working on sensitive posts. Secretary, DoPT thanked all the participants for making the meeting interactive and successful.

7. The meeting ended with thanks to the Chair.

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Annexure

**LIST OF PARTICIPANTS IN THE MEETING OF THE PRINCIPAL SECRETARIES OF  
GENERAL ADMINISTRATION DEPARTMENT/ PERSONNEL DEPARTMENT HELD  
ON 18.5.2015 FROM 9.30 A.M. ONWARDS AT CSOI, VINAY MARG, NEW DELHI**

S.No.	Ministry/ State/ Organization	Name & Designation of the officer who attended the meeting	Contact No.
1.	Andhra Pradesh	Sri Lingaraj Panigrahi, IAS, Special Chief Secretary (GAD)	9849914401
2.	Assam	1. Sh. Tapan Ch. Sarma (IAS) Additional Secretary (Personnel)  2. Smti Rwiticka Das Kalita, Resident Commissioner	09435087812
3.	Bihar	Sh. Vipin Kumar, Resident Commissioner	9650611444
4.	Chhattisgarh	Dr. Kamal Preet Singh, GAD	9893800001
5.	Gujarat	Sh. S.B. Rawal,	9978406499
6.	Goa	Sh. Mohan Lal, Resident Commissioner Sh. R.K. Srivastava	9971670036 7774076440
7.	Haryana	Sh. Apoorva Kumar Singh, Secretary (P)	
8.	Himachal Pradesh	Sh. Himanshu Shekhar Chaudhary (IAS), Deputy Resident Commissioner	9711715635
9.	Jammu & Kashmir	Sh. M.A. Bukhari, Commissioner, GAD	9419000315
10.	Jharkhand	Sh. U.P. Singh, Resident Commissioner	9312065511
11.	Karnataka	1.Smt.Vandana Gurnani, Resident Commissioner 2. Dr. EV Ramana Reddy,	9868393400

S.No.	Ministry/ State/ Organization	Name & Designation of the officer who attended the meeting	Contact No.
		Principal Secretary, DPAR	9844068698
12.	Kerala	Smt. Rachna Shah, Additional Resident Commissioner	9717424431
13.	Madhya Pradesh	Ms. Rashmi Aron Shami, Secretary(Personnel)	9425049190
14.	Maharashtra	Sh. Bhagwan Sahai, Additional Chief Secretary	
15.	Manipur	Sh. N. Ashok Kumar, Special Secretary	9436065462
16.	Meghalaya	Sh. Abhishek Bhagotia (IAS), Joint Secretary (Personnel & ARC)	9436995458
17.	Mizoram		
18.	Odisha	Sh. G.V.V. Sarma, Principal Secretary, General Administration	8826644159
19.	Punjab	Sh. Vikas Pratap (IAS), Secretary (Personnel)	
20.	Sikkim	Ms. Ruchika Rishi, OSD/ Sikkim House	8826829716
21.	Tamil Nadu	Sh. Jatindra Nath, Principal Secretary	9444034672
22.	Tripura	Sh. J.K. Sinha, Resident Commissioner	9868936992
23.	Uttar Pradesh	Ms. Leena Johri, Resident Commissioner  Sh. Ram Deen, Additional Director, UPAAM	9412530473
24.	Uttarakhand	Shri P.S. Jagpangi, Secretary, Personnel, Government of Uttarakhand	
25.	West Bengal	Sh. Manoj Kumar Agarwal,	9836651166



S.No.	Ministry/ State/ Organization	Name & Designation of the officer who attended the meeting	Contact No.
		Principal Secretary	
	<b>Union Territories</b>		
	Chandigarh		
	Dadra and Nagar Haveli	Sh. L.R. Garg (IAS), Spl. Secretary (Personnel)	
	Daman & Diu		

**List of participants from other Departments/organizations of the Central Government:**

S.No.	Name & Designation of the officer	Organisation
1.	Ms. Vandana Sharma , JS(Pensions)	Department of Pensions
2.	(i) Sh. Anurag Srivastava, Deputy Secretary (ii) Smt. Sumita Dasgupta, Deputy Secretary	Deptt. of Administrative Reforms & Grievances
2.	(i) Sh. Ashim Khurana, Secretary (ii) Sh. Rajeev Chandra Joshi, Additional Secretary (iii) Sh. Shailendra Singh, Joint Secretary (iii) Sh. S.K. Jha, Joint Secretary	UPSC
3.	Sh. Dushyant Nariala, Joint Director,	LBSNAA
4.	Sh. R.P. Agrawal, J.D.,	CBI
5.	(i) Sh. Rakesh Singh, (ii) Sh. M. Gopal Reddy, JS (P-1), (iii) Sh. Arvind Gaur, Under Secretary	MHA

### List of participants from DoP&T

S.No.	Name & Designation of the officer
1.	Sh. Sanjay Kothari, Secretary
2.	Ms. Sanjivani Kutty, AS&FA
3.	Sh. Rajiv Kumar,EO & AS
4.	Sh. T. Jacob, AS (S&V)
5.	Sh. P.K. Das, JS(Training)
6.	Ms. Mamta Kundra, J.S. (Estt.)
7.	Sh. Jishnu Barua, J.S. (S&V-II)
8.	Sh. Deepak Chaturvedi, J.S. (S&V-I)
9.	Ms. Archana Varma, J.S. (AT&A)
10.	Sh. R.K. Gathwal, JS(PR)
11.	Ms. Kimbuong Kipgen, Director (SR)
12.	Sh. Sandeep Jain, Director (IR)
13.	Ms. Meera Mohanty, D.S.(V-II)
14.	Smt. Gayatri Mishra, Director (AIS)
15.	Sh. S.S. Shukla, Under Secretary (S-II)
16.	Sh. Nitin Gupta, Under Secretary (S-I)