

राजीव कुमार  
RAJIV KUMAR

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और अतिरिक्त सचिव  
ESTABLISHMENT OFFICER  
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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, 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. 33/2016-EO(MM.II)

Dated: 17 December, 2015

Dear Sir/Madam,

I am writing to invite nominations of officers for appointment on deputation to posts under the Central Staffing Scheme (CSS) for the year 2016. The detailed guidelines for nominating suitable officers are given in Appendix-I. I would request that the guidelines are strictly adhered to, while forwarding the applications of officers.

2. While forwarding names of officers, you may like to take note of the fact that about 30% of the posts under the CSS are of the rank of Joint Secretary and above, and the remaining 70% of the 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, so that officers at varying levels get appropriate exposure under the Government of India.
3. Considerable processes are gone through before an officer is appointed under the CSS. 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 CSS, 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.
4. The Government of India has been following a policy of debarment of an officer for five years, if he/she fails to join the post under the CSS 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 DoP&T, an officer who is debarred from being taken on deputation to a post under the CSS is also to be debarred from being given Cadre Clearance for foreign assignments/consultancies abroad during the period of debarment. Therefore the 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.
5. I would request you to pay particular attention to the following points, while forwarding the names of officers for appointment, under the CSS:
  - (i) Sufficient names of women and SC/ST/OBC Officers may be sponsored so that adequate representation can be provided to them on posts under the CSS.
  - (ii) Officers whose names are offered should have completed the necessary 'cooling off'.
  - (iii) The APARs completed up to 31.3.2015 are sent simultaneously as it will be difficult to retain the names of officers with incomplete APARs.
6. An officer being nominated should be willing to serve anywhere in India; preference of an officer for a particular station(s) on account of personal reasons, if any, may be explicitly indicated. The Officers should also indicate three preferences for Departments/Ministries where they would like to work under the CSS. However, actual appointments will be subject to availability of posts and the suitability of officers for the posts.

7. The online application form for applying for the CSS for the year 2016 is available on the Ministry's website, <http://www.persmin.gov.in>. The format of the application form is enclosed, and the following may be noted:

<b>Annexure-I</b>	Personal details of the officer & photograph (to be uploaded online)	To be filled by the Officer applying for the CSS
<b>Annexure-II</b>	Vigilance clearance	To be filled online by the Nodal Officers designated for the purpose by the CCA & forwarded to DoPT.
<b>Annexure-III</b>	Debarment, Deputation & Cooling-off details	
<b>Annexure-IV</b>	APAR grading	

8. Only those applications that have been validated electronically by the Nodal Officers will be accepted for retention. 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. It is observed that the applications of officers, who have applied for the CSS, 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 the CSS may not be recommended for some other posts without consulting this Division.

10. The extant Rules relating to the CSS permit officers in the higher pay scale in their parent cadres to come on deputation under the CSS in lower pay scale. Department of Expenditure has issued clarification in this regard vide their O.M. No. 1/1/2008-IC, dated 13.09.2008 to regulate fixation of pay. The clarification provides that in case a Government servant goes on deputation to lower grade pay, his pay in pay band would continue unchanged, but he will be granted the grade pay of lower post for the entire deputation period. Further, the officers posted under the CSS will be granted one increment on account of NFU, but their grade pay will remain unchanged as they are holding a tenure post. Officers retained at Deputy Secretary level may get the benefit of pay fixation at higher Grade Pay 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.

11. The names of officers nominated for Joint Secretary level for CSS may kindly be sent to Deputy Secretary(SM) and those for Deputy Secretary/Director level may be sent to Deputy Secretary (MM). I would request you to forward the names keeping in view the above mentioned requirements, by 31<sup>st</sup> January, 2016. Given the procedural delays in receiving offers from the CCAs and consequential delays in finalizing the 'Offer List' for the year 2016, we presume your concurrence in operating the 'Offer List' of 2015 till 31.3.2016.

With regards,

Yours sincerely,

  
(Rajiv Kumar)

**Cadre Controlling Authorities  
of Group 'A' Services (By Name) (As per list enclosed).**

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

**Guidelines for the preparation of offer list for consideration for appointment to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2016.**

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**ELIGIBILITY**

**(A) JOINT SECRETARY**

- (i) Officers adjudged suitable/empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the Cadre Controlling Authorities.
- (ii) Preference will be given to the officers who have already done a Central Deputation at the level of Deputy Secretary/Director.

**(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'.
- (ii) Officers of 2002 Batch would be considered for appointment as Director only from July, 2016.

**(C) DEPUTY SECRETARY**

- (i) Officers who have completed 9 years of service in Group 'A'.
- (ii) Officers of 2007 Batch would be considered for appointment as Deputy Secretary only from July, 2016.

**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 any deputation, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory 'cooling off' period of three years prior to the proposed date of his appointment at the Centre. 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 31.3.2014. The details of missing APAR(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 APARs is to be given electronically in Annexure-IV of the Application Form.

### **PAY FIXATION**

Further, as far as pay fixation is concerned for the officers who come on central deputation under the Central Staffing Scheme, following clarifications are issued vide Department of Expenditure's O.M. No. 1/1/2008-IC, dated 13.09.2008:

- (i) In case a Government servant goes on deputation to a post of lower grade pay, his pay in pay band would continue unchanged, but he will be granted the grade pay of lower post for the entire deputation period.
- (ii) In case a Government servant in HAG+ scale goes on deputation to a post in PB-4, his basic pay will be fixed at a stage equal to his basic pay in the cadre of his service, but the total pay in pay band and grade pay of deputation post will not exceed Rs. 79000.
- (iii) In case a Government servant in the apex scale goes on deputation to a post in PB-4, his pay in pay band will be fixed at the maximum of PB-4 and he will be granted grade pay of the deputation post but the total will not exceed Rs. 79000. In case deputation is from apex scale to a post in HAG+, the basic pay will be protected in HAG+.

### **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.

**ANNEXURE -I****PERSONAL DATA***Applying for Level: Deputy Secretary / Director / Joint Secretary*

Photograph

1	Service	
2	Cadre (only for AIS)	
3	Identity Number (for IAS Officers only)	
4	Applying for Level	a) Joint Secretary b) Director c) Deputy Secretary
5	First Name	
6	Middle Name	
7	Sur Name	
8	Contact Details a) E-mail Id b) Office Telephone c) Residential Telephone d) Mobile Number	e-mail: Office: Residence: Mobile:
9	Exam Year	
10	Allotment Year	
11	Date of Joining	
12	Gender	
13	Date of Birth	
14	Category	
15	Pay Band + Grade Pay	

16	Basic Pay as on 01.07.2015	
17	Date of NFSG Grant	
18	Whether Spouse is working in a service participating under Central Staffing Scheme. a) Service of Spouse (if reply to 18 is Yes) b) Cadre of Spouse (if AIS)	YES/NO
19	Whether Spouse currently working under Central Deputation	YES/NO
20	Whether willing to be considered for a non-CSS post in a PSU/Autonomous Body/Registered Society/Statutory Body etc.	YES/NO
21	Whether slotted for Foreign Training / Assignments	YES/NO
22	Whether Debarred from Central Staffing Scheme Previously If Yes, Date from (of debarment) Date to (of debarment)	YES / NO
23	Whether worked on central deputation before :	YES/NO
(i)	If Yes, Date of Reporting to Cadre	
24	Whether Cooling-Off Period Completed	YES / NO
(a)	Cooling-Off Period Completion Date	
25	Whether retained in the Offer List during previous Years	Year 2013: YES / NO Year 2014: YES / NO Year 2015: YES / NO
26	Choice of Stations (upto a maximum of five stations can be selected)	
27	Choice of Ministries/Departments (Any three)	

**28. EDUCATIONAL QUALIFICATIONS**  
**(Please only mention Graduation and above).**

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

**29. 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			

30. **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:



**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 outcome thereof.`
5. Whether the name of the officer appears in the Agreed List.

*Signature of the officer certifying the proforma*

**Name**

**Designation**

**Stamp**

**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**

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

**NAME OF THE OFFICER:**

**SERVICE :**

**CADRE:**

**Batch:**

**Date of Birth:**

<b>1</b>	<b>Whether APAR Dossier is Complete upto 31/3/2015</b>	<b>YES / NO</b>
<b>2</b>	<b>APAR for any year (in the last 5 years) not available in the Dossier (Reason for non-availability or NRC be given)</b>	
<b>3.</b>	<b>Adverse entries if any (expunged or unexpunged) in Any APAR(s) If Yes, Year-wise details Thereof.</b>	<b>YES / NO</b>
<b>4.</b>	<b>APAR grading of the last 05 years</b>	

<b>Year/Period</b>	<b>Grading</b>		
	<b>Reporting Authority</b>	<b>Reviewing Authority</b>	<b>Accepting Authority</b>

*Signature of the officer certifying the proforma*

**Name**

**Designation**

**Stamp**