



( P.K. MISRA )  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
TELE : 2309 2370

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिक्षा तथा पेंशन मंत्रालय  
मोर्च 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. 33/2008-EO(MM.II)

Dated November, 28, 2008

Dear Sir/Madam,

I am writing to invite nominations of officers of the

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for appointment on deputation to posts under the Central Staffing Scheme for the year 2009. The detailed guidelines for nominating suitable officers are given in the Appendix. I would request that the guidelines are strictly adhered to, while drawing up the offer list.

2. While forwarding names of officers, you may also like to take note of the fact that about 30% of the posts under the Central Staffing Scheme 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 it caters to the requirement of personnel at varying levels under the Government of India.

3. As you might be aware, considerable process and exercise are gone through before an officer is appointed under the Central Staffing Scheme. However, very often, the Cadre Authorities withdraw the names of officers from offer at an advanced stage of processing. This results in considerable delay in the placement of officers under the Central Staffing Scheme, which is not in public interest. Therefore, the Government of India has been following a policy of debarment of an officer for five years, if, once appointed by the Government under the Central Staffing Scheme, he does not join the post either on account of personal disinclination, or the refusal of the Cadre, to relieve him. Much as we would like to indicate very early the possibility of placement in respect of the officers in the list, the Central Staffing Scheme lays down detailed consultations with the borrowing Ministries/Departments. Hence, it is difficult to forecast placements in advance. It is also to be highlighted that it is not only the failure to take up the appointment, but also withdrawal of the name of an officer after a panel has been recommended by the Civil Services Board, that results in debarment for 5 years. As per instructions contained in letter No. 14/1/98-FA(JN) 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 posting 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, you are earnestly requested to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year, and his name is not withdrawn during this period, save under exceptional circumstances. In the recent past years, it has been observed that some individual officers whose name has been placed on the offer list have represented directly to this office for withdrawal of their names from the offer list citing personal reasons. This practice should be avoided and no individual requests received from such officers will be entertained. Even when withdrawal of a name is unavoidable, intimation of change in the availability should be given at the earliest opportunity. **The nomination of debarred officers for central deputation may not be forwarded for appointment to posts under the Government of India till the period of debarment is over.**

4. I would also request you to pay particular attention to the following points, while forwarding the names of officers for appointment, under the Central Staffing Scheme :-

- (i) Sufficient names of women and SC and ST officers may be sponsored so that adequate representation can be provided to them in posts under the Central Staffing Scheme.
- (ii) Officers whose names are offered should have completed the necessary 'cooling off'.
- (iii) Officers who are likely to be promoted in the pre-revised (as per 5<sup>th</sup> CPC) pay scale of Rs. 18,400-22,400/- or Rs.22,400-24,500/-, during the year may not be recommended for deputation, as they will not be able to obtain the financial benefit of the scales to which they are promoted/likely to be promoted in their cadre while on deputation, unless they are empanelled to hold posts at those levels under the Government of India and they are actually selected for such assignments.
- (iv) It is very essential that Annual Confidential Report dossiers complete upto 31.3.2008 are sent with the list of officers. In the absence of these reports, it will be difficult to retain the names of officers with incomplete ACRs on offer. The ACR dossier of an officer whose name has been placed on offer list shall remain with us till the appointment of the officer is completed. In case, if it is anticipated that the ACR dossier of an officer is required by his cadre controlling authority for some other purpose at a later date, duly certified and attested Xerox copy of the ACRs for the last five years (i.e.) from 1.4.2003- 31.3.2008 may please be furnished.

5. 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 have also been given an option to choose any three Departments/Ministries where they would like to work under the Central Staffing Scheme. However, actual appointments will be subject to availability of posts and the suitability of officers for the posts.

6. Regarding the procedure for applying for the Central Staffing Scheme an online application form has been introduced successfully from the year 2008 and the same will be applicable for the year 2009 also. It is available in the Ministry's web site address <http://www.persmin.gov.in>. The format of the application form is enclosed (Annexure-I to IV). Annexure-I is the personal details of the officer that he/she will have to fill 'on line'. Annexure-II is the vigilance clearance, Annexure-III is the certificate of (a) having completed cooling off, (b) officer not being under debarment period and the Annexure-IV is the gist of the ACR gradings. The Annexure-I has to be filled by the officer, applying for the Central Staffing Scheme. Annexures-II to IV are to be electronically filled by the Nodal Officers designated for the purpose by the Cadre Controlling Authority, who will also authenticate Annexure-I.

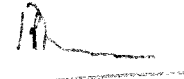
7. From 01.12.2008, the module for online validation/verification and entry of Annexures by the Nodal Officers of the Cadre Controlling Authorities is being hosted, on the website. Only those applications that have been validated electronically by the Cadre Controlling Authorities will be accepted for retention. The CR dossiers of the officers may be forwarded to this Department once the applications have been electronically validated.

8. It is also requested that as far as possible, the names of all the officers for the offer list of 2009 may be forwarded in one lot. The names of officers to be retained on offer at the level of Joint Secretary may kindly be sent to Director(SM) and names of officers for retention at the level of Deputy Secretary/Director may be sent to Director(MM), separately.

9. I would request you to forward the Offer List as drawn up keeping in view the above mentioned requirements and eligibility criteria, latest by the 31<sup>st</sup> January, 2009. Given the procedural delays in receiving offers from the Cadre Controlling Authorities and consequential delays in finalizing the 'Offer List' for the year 2009, we presume your concurrence in operating the 'Offer List' of 2008 till 31.3.2009.

**With regards,**

**Yours sincerely,**



**( P.K. MISRA )**

**Cadre Controlling Authorities  
of Group 'A' Services  
(By Name)**

## **APPENDIX**

### **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 2008.**

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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**

Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the cadre in Group `A'. Officers who have completed 14 years of service and are drawing at least Rs.13,125/- basic pay in the pre-revised (as per 5<sup>th</sup> CPC) pay scale of Rs.12,000-16,500/- would be retained as Deputy Secretary and could be appointed as Director subsequently subject to the availability of a sanctioned post of a Director.

Note: Officers of 1995 batch would be considered for appointment as Directors only after June, 2009.

##### **(C) DEPUTY SECRETARY**

Officers who have completed 9 years of service in Group `A' and who are drawing a basic pay of Rs.10,650/- p.m. or more in the pre-revised( as per 5<sup>th</sup> CPC) pay scale of Rs.10,000-15,200/-.

Note: Officers of 2000 batch would be considered for appointment as Deputy Secretaries only after July, 2009.

### **COOLING OFF**

It may kindly be ensured that the names of only those officers is sponsored who have finished their prescribed 'cooling off. An officer who has previously been on deputation to the Centre, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory 'cooling off' period 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, the 'cooling off' period can be waived up to six months so that she may get the 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 Central deputation including extended deputation arising out of proceeding on study leave, EOL, etc. while being on Central 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 31.3.2008. 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 are also to be given electronically in Annexure-IV of the Application Form.



**ANNEXURE -I**

**PERSONAL DATA**

*Applying for Level: Deputy Secretary / Director / Joint Secretary*

1	<b>Service</b>	
2	<b>Cadre (only for AIS)</b>	
3	<b>Identity Number (for IAS Officers only)</b>	
4	<b>First Name</b>	
5	<b>Middle Name</b>	
6	<b>Sur Name</b>	
7	<b>Exam Year</b>	
8	<b>Allotment Year</b>	
9	<b>Date of Joining</b>	
10	<b>Gender</b>	
11	<b>Date of Birth</b>	
12	<b>Category</b>	
13	<b>Pay Scale</b>	
14	<b>Basic Pay</b>	
15	<b>Date of NFSG Grant</b>	
16	<b>Whether Spouse is working:</b>  <b>Service of Spouse (if working</b>	<b>YES/NO</b>

	<b>and participating under Central Staffing Scheme)</b>	
<b>17</b>	<b>Cadre of Spouse (if AIS)</b>	
<b>18</b>	<b>Whether Spouse working Under Central Deputation</b>	<b>YES/NO</b>
<b>19</b>	<b>Whether officer is willing to be considered for a Post in PSU / Autonomous Body / Registered Societies</b>	<b>YES / NO</b>
<b>20</b>	<b>Whether Slotted for Foreign Training / Assignment</b>	<b>YES/NO</b>
<b>21</b>	<b>Whether Debarred from Central Staffing Scheme Previously If Yes, Date from Date to</b>	<b>YES / No</b>
<b>22</b>	<b>Whether worked on central deputation before :</b>	<b>Yes/No</b>
<b>(i)</b>	<b>If Yes, Date of Reporting to Cadre</b>	
<b>(ii)</b>	<b>Whether Cooling-Off Period Completed</b>	<b>YES / NO</b>
<b>(iii)</b>	<b>Cooling-Off Period Completion Date</b>	
<b>23</b>	<b>Officer applied for Offer List during the Years</b>	<b>Year 2006: YES / NO</b> <b>Year 2007: YES / NO</b> <b>Year 2008: YES / NO</b>
<b>24</b>	<b>Choice of Station</b>	
<b>25</b>	<b>Preference of Ministries/Departments (Any three)</b>	

**26. EDUCATIONAL QUALIFICATIONS**

(Please only mention Graduation and above).

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

**TRAINING DETAILS**

*(Please mention trainings of duration of only more than 1 month )*

<b>Sl. No</b>	<b>(i) Training Name (ii) Institute (iii) Country</b>	<b>Training related to Specialization in Subjects</b>	<b>From Date To Date</b>
1			
2			
3			

**27. EXPERIENCE DETAILS**

<b>Sl. No.</b>	<b>Type of Posting (Cadre / Centre)</b>	<b>(i) Level / Pay Scale (ii) Designation</b>	<b>Ministry Department Office Place</b>	<b>Field of experience acquired during the posting (Major &amp; Minor)</b>	<b>Tenure From &amp; Tenure To</b>
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 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**

**ANNEXURE - II**

***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**

**ANNEXURE - III**

***NAME OF THE OFFICER:***

**SERVICE :**

**CADRE :**

**BATCH:**

**Date of Birth:**

- 1(a). Whether the Officer has ever been debarred :  
from Central Deputation
- 1(b) If Yes, period of debarment
2. Has the Officer been on Central  
Deputation before
3. If yes, date of completion of  
Cooling off

**Signature  
of the officer certifying the proforma**

**Name**

**Designation**

**Stamp**

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

**ANNEXURE - IV**

***NAME OF THE OFFICER:***

**SERVICE :**

**CADRE:**

**Batch:**

**Date of Birth:**

1	Whether ACR Dossier is Complete upto 31/3/2008	YES / NO
2	ACR for any year (in the last 5 years) not available in the Dossier	
3.	Adverse entries if any (expunged or unexpunged) in Any ACR(s) If Yes, Year-wise details Thereof.	YES / NO
4.	ACR grading of the last 05 years	

Year / Period	Grading

**Signature  
of the officer certifying the proforma**

**Name**

**Designation**

**Stamp**