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No.21/01/2004-CS.I  
Government of India  
**Ministry of Personnel, Public Grievances and Pensions**  
(Department of Personnel & Training)  
(CS Division)

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003,  
Dated the 20<sup>th</sup> April, 2005

ORDER

**Sub: Centralisation of Cadre Management of CSS with the CS Division of DOP&T.**

The Government had set up a Committee on Cadre Restructuring of Central Secretariat Service (CSS) in February, 2001. The Committee submitted its report in February, 2002. The report of the Committee has been considered by the Government and, it has been inter alia, decided as under :

(A) To centralize the Cadre Management, including postings of the CSS personnel in the CS Division of DOP&T.

(B) To provide inter cadre transferability at the level of Section Officer and Assistant.

2. In pursuance of the above decisions, following instructions are hereby issued:

(i) **Centralised promotion to the grades of Assistants and Section Officers:** Regular promotions to the grades of Assistant and Section Officer will be done by the CS Division of DOP&T on the basis of inter-cadre Common Seniority List with a view to ensure that the senior-most Upper Division Clerk/Assistant is promoted to the grade of Assistant/Section Officer, irrespective of the fact as to whether a vacancy exists in his present cadre or otherwise. Hence, the grades of Assistant and Section Officer would be inter cadre transferable. Accordingly, Select Lists for the year 2003 onwards for appointments in the grades of Assistant and Section Officer would be prepared on a centralized basis by the CS Division.

(ii) **Vacancies in the grades of Assistants and Section Officers :** Vacancies in the grades of Assistants and Section Officers to be filled through different modes of recruitment (viz., Direct Recruitment/Promotion/Limited Departmental Competitive Examination) in accordance with the provisions of CSS Rules would continue to be reported by the 33 cadres to the CS Division of this Department having regard to the various instructions (including those relating to the reservation for SC/ST/OBC etc).

(iii) **Post Based Roster :** Respective cadre authorities would continue to be responsible

for preparation of post based roster in respect of the grades of Assistants and Section Officers of CSS so as to ensure that reservation for SC/ST etc is given in the prescribed manner.

(iv) **Ad hoc promotion in the Grades of Assistant and Section Officer (SO):** The 33 cadres of CSS may continue to make ad-hoc promotion against short term vacancies in the exigency of work. However, it may be ensured that the vacancy arising due to retirement (including voluntary retirement), resignation, deputation (irrespective of the fact whether some period has been specified or not) etc., of a regular Assistant/Section Officer should be reported as regular vacancies and the fact of ad hoc appointment against such vacancies should be reported to CS Division immediately. In other events like vacancies arising due to an officer being appointed on the personal staff of Minister or proceeding on leave, training etc., ad hoc appointment must not be extended beyond 12 months. In any case, when it is anticipated that the vacancy is likely to continue beyond 12 months, the same should be immediately reported to CS Division and any proposal for extension of ad hoc appointment against such vacancies should be referred to CS Division at least one month in advance. In other words, no ad hoc appointment should be continued beyond 12 months without the prior concurrence of DOP&T, which would be considered only when the vacancies have been actually reported for the respective Select List.

(v) **Promotion/appointment to Grade-I (Under Secretary) and Selection Grade (Deputy Secretary) of CSS :** The revised strength of Deputy Secretary(330) and Under Secretary (1400) has already been allocated to various Ministries/ Departments/ Organisations.

Promotion/appointment to the Grade I (Under Secretary) and Selection Grade (Deputy Secretary) will henceforth be done by the CS Division. Accordingly, Select Lists of Under Secretaries for the years 1997 onwards and Deputy Secretaries for the years 1995 onwards will be prepared by the CS Division in accordance with the CSS Rules.

(vi) **Promotion/appointment to the Senior Selection Grade (Director) :** A senior Selection Grade (Director) has been introduced in the CSS w.e.f. 3.10.2003.

Accordingly, suitability List/ Select List for the year 2004 onwards shall be made by the CS Division as per the provisions to be incorporated in the CSS Rules/Regulations.

Suitability Lists upto the year 2003 of CSS officers for the post of Director will continue to be prepared in accordance with the provisions of Central Staffing Scheme.

(vii) **Postings and transfers :** Postings and transfers of all CSS officers upto the level of Director in the cadre posts of CSS will be done by the CS Division.

(viii) **Rotational transfers:** Rotational transfers of Under Secretaries, Deputy Secretaries and Directors of CSS would be done by the CS Division.

Rotational transfers of Assistants and Section Officers is also envisaged in due course by the CS Division of DOP&T.

- (ix) **Maintenance of CRs:** All the ACRs of Under Secretaries, Deputy Secretaries and Directors of CSS will be kept with the CS Division instead of EO(PR).
- (x) **Cadre Clearance:** All Ministries/Departments would duly seek advance cadre clearance when a CSS officer (of the grades of Under Secretary and above) makes application for a post on deputation, domestic training over three months and for foreign visits on personal grounds.
- (xi) **Cadre clearance for foreign training :** Cadre clearance will be necessary for officers of all grades of CSS in respect of proposal for foreign training – be it Ministry specific or, in response to some circular of Ministry of Finance etc.
- (xii) **Voluntary retirement:** Whenever a CSS officer (of the grades of Under Secretary and above) gives notice of voluntary retirement, this will be examined/processed by the respective Ministry having regard to the rules on the subject and will be referred to DOP&T for final approval after the same has been approved by the Minister in-charge of that Ministry/Department.
- (xiii) **Grant of study leave :** Any proposal for grant of study leave to a CSS officer (of the grades of Under Secretary and above) would require prior approval of CS Division of DOP&T.
- (xiv) **Re-employment :** Any proposal for extension in service/ re-employment in respect of a CSS officer (of the grades of Under Secretary and above) will be examined by the Administrative Ministry in the light of extant instructions and will be referred to CS Division only after approval of the Minister in-charge of the Ministry/Department and giving detailed justification for further action.
- (xv) **Commercial employment :** Proposal for commercial employment etc. after retirement of a CSS officer (of the grades of Under Secretary and above) may be processed by the Administrative Ministry/Department and referred to the CS Division of DOP&T for approval.
- (xvi) **Court cases:** All the court cases will be handled by the Ministry/ Department where the applicant is working at the time of filing the court case. DOP&T would continue to render advice in the matter of preparation of draft rejoinder and the reply, etc. DOP&T may undertake the court cases which are exclusively on policy issues. Decision of DOP&T in this matter would be final.

(Devki Nandan Gupta)  
Deputy Secretary to the Government of India  
Telephone:24624893

To

All Ministries/Departments of Government of India  
Joint Secretary (Admn./Estt.)  
New Delhi.