

F.No. 21/4/2016-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-11 0003
Dated the 15th June, 2016

OFFICE MEMORANDUM

Subject: Appointment of IAS Officers as Assistant Secretary in the Central Secretariat for a period of three months - Terms and conditions of appointment regarding

The undersigned is directed to refer to this Department's Order No. 21/18/2015-CS.I(P) dated 30th May, 2016 regarding temporary exclusion of 200 posts of Section Officer's grade of CSS for a period of three months w.e.f. 01.08.2016 to enable appointment of IAS Officers of 2013 and 2014 batches in the Central Secretariat and to convey the approval of the competent authority for the following terms and conditions in respect of IAS Officers proposed to be appointed.

- (i) The Officers of 2014 batch on expiry of Phase-II Training at LBSNAA on 29.07.2016 will be placed at the disposal of Central Government. The officers of 2013 batch, who would be appointed this year, will be placed at the disposal of Central Government w.e.f. 01.08.2016.
- (ii) The period of Central Deputation will be for a period of three months from 01.08.2016 (Monday) to 31.10.2016 (Monday), exclusive of joining time allowed, as applicable.
- (iii) They will be appointed in the designation of Assistant Secretary in Pay Band-3 (Rs.15,600-39,100) with a Grade Pay of Rs. 5400/-.
- (iv) The Officers will not be entitled to any joining time on their relieving at LBSNAA on 29.07.2016 to join their allocated Ministries/Departments and they will be allowed only transit time during the weekends on 30.07.2016 and 31.07.2016. The pay for the transit time will be paid by the Central Government.
- (v) At the time of their relieving from the Central Government, Officers are allowed joining time to join their cadres. The joining time pay will be borne by the respective cadres.
- (vi) Though the appointment of these Officers in the Central Secretariat is for a period of three months, it has not been treated as temporary transfer. Their appointment has been treated as Central Deputation. In view of this, in relaxation of provisions of Rule 114 of Supplementary Rules, they will be granted one time Composite Transfer Grant which is equal to one month's basic pay (including Grade Pay) only.
 - (a) In case an officer who does not have a family or whose family does not intend to join him in New Delhi during Central deputation or where family of the officer was residing with the officer at Mussoorie, the

officer himself or he and his family, as the case may be, instead of travelling directly to New Delhi travelled to their Home Town or some other place in India, the claim for Travelling (Mileage) Allowance in respect of the officer and family members, wherever applicable, in these cases would be restricted to the fare of the entitled class from Mussoorie to Delhi.

(b) In case the family of the officer was not residing with him at Mussoorie and was residing either at Training District or Home Town/any other place in India, the claim of Travelling(Mileage) Allowance in respect of the officer and family would be on actual basis restricted to the admissible fare of the entitled class for the journey from the Training District to New Delhi, whichever is less.

- (vii) They will report to Joint Secretary (Admn.) of the Ministry/ Department to which they are allocated.
- (viii) Pay fixation: Pay will be paid on the basis of LPC. In the absence of LPC, pay will be fixed provisionally on the basis of Pay Slip for the previous month furnished by the officer. In the absence of both, pay will be fixed provisionally by granting two increments to the minimum of the pay of the pay band plus Grade pay of Rs.5400/- as the officers have already completed two years of service as on 01.07.2016.
- (ix) During their appointment their travel entitlement will be as admissible to a Government servants drawing Grade Pay of Rs.5400 in terms of Department of Expenditure O.M. No. 19030/3/2008-E.IV dated 23.9.2008, as amended from time to time.
- (x) Medical facilities: The Officers will be entitled to CGHS facilities. CGHS cards will be issued to them/ their dependents through the concerned Ministries/Departments.
- (xi) Central Deputation on Tenure Allowance (CDTA): The Officers will be paid CDTA @ 10% of basic pay, subject to a ceiling of Rs. 4000.
- (xii) House Rent Allowance: The accommodation to be provided to the Officers by Ministry of Urban Development is being allotted in the name of DoP&T. It will be assigned to individual officers by MoUD. As a special case, the entire rent / tariff charged by MoUD for this accommodation will be borne by DoPT. Officers assigned the accommodation shall not be granted any HRA during the entire period of deputation even if they surrender the assigned accommodation midway. However, the officers who have initially made their own arrangement for stay shall be paid HRA @ 30% of pay i.e. the rate applicable for Delhi.
- (xiii) Identity Card: ID cards will be issued to them centrally by DOP&T in coordination with the Ministry of Home Affairs and handed over to the Ministry/Department concerned for distribution among the allotted officers.

- (xiv) Record Sheet: Ministries/ Departments will maintain Record Sheet for the officers, which will be forwarded to the respective State Governments on their relieving for merger with their service books.
- (xv) Leave: Officers are advised not to avail any leave considering the short period of appointment.
- (xvi) APAR: Will be recorded by the respective Ministries/ Departments in SPARROW.
- (xvii) Disciplinary matters: DoPT will be the Disciplinary Authority.
- (xviii) Intimations under Conduct Rules: Ministries/Departments concerned will take on record intimations, if any furnished by the officers, with a copy to the cadre concerned.
- (xix) Aadhar Card: DoPT will facilitate issuance of Aadhar Card with UIDAI who are being given the list of officers by DoPT for arranging the completion of necessary formalities at the allocated Ministries/Departments.

2. This issues in consultation with Department of Expenditure vide their ID Note No. 19030/3/2016-E.IV dtd 03.06.2016.


(Raju Saraswat)

Under Secretary to the Government of India
Tel: 24629412

To,

The Secretaries of all the Ministries/Departments of Government of India

Internal:

1. The Director, Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Uttarakhand-248179.
2. Deputy Secretary (Administration) DoPT: It is requested that while allocating the officers, the above terms and conditions may be communicated to the Ministries/Departments concerned.
3. Services Division, DoP&T (Shri Sudhir Kumar, Director)
4. O/o Establishment Officer, DoP&T (Shri J. Srinivasan, Deputy Secretary)
5. Website of DoPT