

No.21/20/2014-CS.I (P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi-110003,

Dated 28th October 2014

Office Memorandum

Subject: Revised Guidelines regarding Centralisation of Cadre Management of CSS with the CS Division of DOP&T

After the first Cadre Restructuring of Central Secretariat Service (CSS) in the year 2003, cadre management of CSS was centralized in CS.I Division. Detailed instructions regarding carrying out of various cadre management functions were issued vide O.M. No. 21/01/2004-CS.I dated 20.04.2005. Thereafter, there have been changes in the procedure followed in the cadre management activities necessitating revised guidelines to correctly reflect the extant position. Accordingly, in supersession of OM dated 20.4.2005, revised instructions are issued as under:

2. (i) **Direct Recruitment to Assistant Grade**: CS.I Division, DoPT will be responsible for direct recruitment to the grade of Assistant. The Division will also maintain Post Based Reservation Roster for the purpose.

(ii) **Promotions** : Promotions to all grades of CSS will be carried out by DoPT as under:

I. **Assistant Grade:**

(a) **SQ promotion** CS.II, Division, DoPT will be responsible for SQ promotion to the grade of Assistant on the basis of All Secretariat Common Seniority List in the grade of UDC. CS.II Division will issue the zone for promotion and the Ministries/ Departments concerned will conduct the DPC in terms of CSS Rules, 2009. CS.II Division will issue the Select List on the recommendations of DPCs by Ministries/ Departments.

(b) **Limited Departmental Competitive Examination (LDCE)** : CS.II Division, DoPT will be responsible for promotion to Assistant Grade on the basis of LDCE.

CS.II Division will maintain Post Based Reservation Roster for these purposes.

II. Section Officer

- (a) **SQ promotion** CS.I, Division, DoPT will be responsible for SQ promotion to the grade of Section Officer on the basis of All Secretariat Common Seniority List in the grade of Assistant. CS.I Division will issue the zone for promotion and the Ministries/ Departments concerned will conduct the DPC in terms of CSS Rules, 2009. CS.I Division will issue the Select List on the recommendations of DPCs by Ministries/ Departments.
- (b) **Limited Departmental Competitive Examination (LDCE)** : CS.I Division, DoPT will be responsible for promotion to Section Officer Grade on the basis of LDCE conducted by the UPSC.

CS.I Division will maintain Post Based Reservation Roster for these purposes.

III. Under Secretary: The only mode of recruitment to this grade is promotion. CS.I Division will be responsible for bringing out Select List for regular promotion to this grade in consultation with UPSC. CS.I Division will also maintain Post Based Reservation Roster.

IV. DS/Dir : Promotion is the only mode of recruitment to these grades. CS.I Division will be responsible for bringing out Select List for regular promotion to these grades on the recommendations of DPC constituted for the purpose.

(iii) **Transfers:** Transfer of officers in all the grades of CSS either on promotion or on rotational transfer or otherwise will be made by the CS.I Division.

(iv) **Maintenance of APARs:** ACRs/APARs of Under Secretaries, Deputy Secretaries and Directors of CSS will be maintained by CS.I Division. ACR/APAR dossier in respect of SOs and Assistants will continue to be maintained by the respective Ministries/ Departments. However, Ministries / Departments will scan and upload the ACRs/APARs of all the grades in the web based cadre management system.

(v) **Deputation** : Cadre clearance for deputation of CSS Officers of US and above grades will be granted by CS.I Division. Officers of these grades will report to CS.I Division on repatriation from deputation for further posting.

In the grades of Assistant and SO, cadre clearance for deputation will be granted by the respective Ministries/ Departments and offices of these grades will report to the same cadre units on expiry of deputation.

(vi) **Long leave** : Officers of US and above grades on expiry of long leave one year or more will report to CS.I Division for further posting. No substitute will be provided to Ministries / Departments in case of leave less than one year.

(vii) **Private Foreign Visit:** Permission for private visit abroad in respect of CSS Officers of all grades will be granted by the Ministries / Departments concerned subject to CCS (Conduct) Rules, 1964 and any other instructions on the matter. Cadre Clearance by CS.I Division will not be required for this purpose. However, application for private foreign visit and permission granted should be captured in the web based cadre management system.

(viii) **Short Term Foreign Training:** Ministries / Departments may nominate officers for short term foreign training, not exceeding three months. However, for foreign training beyond three months cadre clearance from CS.I Division will be required in case of US and above level officers of CSS. Details of foreign training should be entered in the web based cadre management system.

(ix) **Domestic Training:** Ministries/ Departments may nominate officers for domestic training not exceeding one year. In case of domestic training exceeding one year, cadre clearance from CS.I Division should be obtained for US and above level officers of CSS. Details of training should be entered in the web based cadre management system.

(x) **Voluntary retirement:** Approval of competent authority for voluntary retirement of CSS Officers of US and above levels will be conveyed by CS.I, DoPT. Requests for voluntary retirement should be forwarded to this Department with the approval of Secretary of the Department and after obtaining vigilance clearance from AVD, DoPT. Approval for voluntary retirement of Assistant and SO will, however, be granted by the concerned Ministry/ Department with the approval of the Minister concerned. Requests for voluntary retirement and approval granted should be entered in the web based cadre management system.

(xi) **Grant of study leave:** Any request for grant of study leave to a CSS officer (of the grades of Under Secretary and above) would require prior approval of CS.I Division of DOP&T.

(xii) **Commercial employment:** Proposal for commercial employment after retirement of a CSS officer in the grades of Under Secretary and above will be processed by the Ministry/Department concerned with reference to provisions of CCS (Conduct) Rules and referred to CS.I Division for approval.

3. This issues with the approval of the Competent Authority.


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To,

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