

**No. 2/1/2013/CS-I (P)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pension**  
**Department of Personnel & Training**  
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2<sup>nd</sup> Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi. Dated the 17<sup>th</sup> January 2013.

**Subject:** Requests for cadre clearance – procedure to be adopted reg.

As Ministries/ Departments are aware, CS.I Division, DoPT is the cadre controlling authority for CSS Officers. This Division grants cadre clearance to CSS officers of US and above level for applying to deputation posts, foreign training and private foreign visits. This Department is also the competent authority to accept requests for voluntary retirement and resignation of US and above level officers.

2. This Department has devised formats for seeking cadre clearance and approvals for voluntary retirement/resignation. It has been observed that many times the requests for cadre clearance/ approvals are received without furnishing information in the prescribed format. On several occasions it has been noticed that requests are not sent in original and only fax/ photocopies are received. Further, Administrative Vigilance Division (AVD), DoPT is the Disciplinary Authority for US and above level officers of CSS. In view of this, vigilance clearance from AVD is necessary before considering requests of officers for cadre clearance for various purposes.

3. Hence forth, while seeking cadre clearance from CS.I Division in respect of US and above level officers of CSS, the following should be adhered to scrupulously:

- (i) Requisite information complete in all respects should be furnished in the prescribed format – the formats are available on the website of this Department at **<http://persmin.nic.in/> → DoPT → Central Secretariat → CSS → Forms;**
- (ii) Copy of the vacancy circular/ advertisement/ training circular should be forwarded;
- (iii) Prior to forwarding request for cadre clearance, approval for voluntary retirement / resignation to this Division, the Ministry/ Department concerned should first obtain

vigilance clearance from AVD.I Division of DoPT and a copy of the vigilance clearance should be enclosed with the request.

- (iv) If the organization in which deputation is applied for is a Central Autonomous Organisation it should be clearly indicated whether the post applied for is exempted from the rule of immediate absorption in terms of D/o. P & PWs O.M. No.4/78/2006-P&PW(D) dated 31.10.2007;
- (v) It should also be ensured that the officer concerned fulfils the eligibility conditions for the post applied for on deputation and completed the requisite 'cooling off' period on reversion from earlier deputation;
- (vi) In case of voluntary retirement/ resignation, approval of Secretary of the Department should be obtained and a copy of the note sheet containing the approval should be enclosed with the request for seeking approval.

2. CS.I Division will consider only such requests which are complete in all respects for grant of cadre clearance.

  
(Utkaarsh R Tiwari)  
Director  
Tele.: 24629411

To

Joint Secretary (Admn.)  
All Ministries/ Departments (as per the standard list)

**DEPARTMENT OF PERSONNEL AND TRAINING**  
(CS-I Division)

**Proforma for seeking cadre clearance  
for deputation in respect of CSS officers**

1	Name of the Officer	
2	Common Seniority List (CSL) No.	
3	Date of birth	
4	(a) Present post held	
	(b) Whether Regular/Ad-hoc	
5	Pay scale	
6	Basic Pay	
7	Whether completed probation, if applicable (indicate Yes/No)	
8	The post applied for	
9	Pay scale of the post applied for	
10	Whether the application is against open advertisement or departmental circular ( <b>copy of the advertisement/ circular to be attached</b> )	
11	Whether the proposed deputation is for a post in a Central Govt. PSU / Autonomous body/Authority or a Govt. department (details to be given)	
12	If the Organization is a Central Public Sector Undertaking or an Autonomous Body, whether the post applied for has been exempted from the rule of 'immediate absorption' by Department of Public Enterprises or Department of Pension & Pensioners' Welfare (D/o. P&PW's O.M. No.4/78/2006-P&PS(D) dated 31.10.2007 refers)	
13	Whether the officer satisfies the eligibility conditions for the post applied for.	
14	Whether the officer is presently holding an ex-cadre post (indicate Yes/No)	

15	(a) Whether the officer has completed three years in a cadre post after repatriation from an ex-cadre post on deputation/ foreign service (indicate Yes/No).										
	(b) If the officer has not completed three years in a cadre post after repatriation from deputation/ foreign service, the recommendations/views of the Ministry/ Department (briefly) for waiving off the above condition at 15 (a).										
16	Whether any disciplinary case is pending or contemplated against the officer (indicate Yes/No).  If yes, the stage and reasons for recommendations by the cadre.										
17	If the officer has been on deputation earlier details of training attended and period thereof	<table> <thead> <tr> <th></th><th>Post</th><th>Period</th></tr> </thead> <tbody> <tr> <td>1.</td><td></td><td></td></tr> <tr> <td>2.</td><td></td><td></td></tr> </tbody> </table>		Post	Period	1.			2.		
	Post	Period									
1.											
2.											
18	Information regarding officers in position against the sanctioned strength in the Grade in which the officer is working  (a) Total number of posts in the Grade (b) No. of officers in position in the Grade										

It is certified that relieving of the officer recommended for Cadre Clearance will not cause any administrative inconvenience as far as the management of the Cadre is concerned.

Copy of the advertisement is enclosed.

It has been verified that the post applied for has been exempted from the rule of immediate absorption by Department of Public Enterprises (in case of PSUs)/ Department of Pension & Pensioners' Welfare (in case of Autonomous Bodies)

(Signature)

Name :  
Designation & Seal :  
Date :

\* (This should be signed by officer in-charge of Administration in Ministry / Department/ Organization where the officer is working )

**DEPARTMENT OF PERSONNEL AND TRAINING**  
(CS-I Division)

**Proforma for seeking cadre clearance  
for  
Foreign Training / Domestic Long Term Training  
in respect of CSS officers**

1	Name of the Officer	
2	Common Seniority List (CSL) No.	
3	Date of birth	
4	(a) Present post held	
	(b) Whether Regular/Ad-hoc	
5	Whether completed probation, if applicable (indicate Yes/No)	
6	Details of training for which nominated/ applied (a) Domestic long term training (b) Foreign training short term (c) Foreign training long term  (Note: upto six months – short term training; six months or more – long term training)	
7	Whether under the Domestic Funding of Foreign Training (DEFT) Scheme of DoPT	

8 Details of proposed training (including domestic long term training)

Period		Country in which training is held	Organisation conducting the training	Topic of the training	Remarks
From	To				

9. Details of foreign trainings already attended

Period		Country in which training held	Organisation conducted the training	Topic of the training	Remarks
From	To				

10	Whether the officer satisfies the eligibility conditions for the training applied for.	
11	Whether the officer is presently holding an ex-cadre post (indicate Yes/No)	
12	Whether any disciplinary case is pending or contemplated against the officer (indicate Yes/No).  If yes, the stage and reasons for recommendations by the cadre.	
13	Information regarding officers in position against the sanctioned strength in the Grade in which the officer is working  (a) Total number of posts in the Grade (b) No. of officers in position in the Grade	

(Signature)

Name :

Designation & Seal :

Date :

\* (This should be signed by officer in-charge of Administration in Ministry / Department/ Organization where the officer is working )

**APPLICATION SEEKING CADRE CLEARANCE FOR PRIVATE FOREIGN VISIT**

1.	Name	
2.	Designation	
3.	CSL No	
4.	Ministry/Department	
5.	Passport No.	
6.	Validity of passport	

7. Details of private foreign travels, if any undertaken during the last one year

Period		Country visited	Purpose	Expenditure incurred	Source of funds	Remarks
From	To					

8. Details of proposed foreign visit

Period		Country visited	Purpose	Expenditure incurred	Source of funds	Remarks
From	To					

(Signature of the officer seeking cadre clearance)

9.	Whether leave has been approved for the proposed visit:	
10.	Vigilance status of the officer Clear/Not clear:	

(Signature)\*

Name :

Designation & Seal :

Date :

**\* (This should be signed by officer in-charge of Administration in Ministry / Department / Organization where the officer is working)**

**FORMAT FOR SEEKING APPROVAL OF DOPT FOR VOLUNTARY RETIREMENT  
OF US AND ABOVE LEVEL OFFICERS OF CSS**

1. Name:
2. Present post held :
3. Date of birth :
4. Date of entry into Govt. service :
5. Age at the time of joining service: Year, Month, Days
6. Date of attaining the age of 50 years  
(FR 56 (k))
7. Qualifying service rendered as on date                      Year, Month, Days  
(Rule 48 and 48A of CSS (Pension Rules))
8. Rule under which notice given for VR:  
(indicate - FR 56 (k); Rule 48 of CSS (Pension) Rules;  
Rule 48A of CSS (Pension) Rules)
9. Whether the notice is covered by the Rule :
10. Date on which notice given for VR
11. Whether request made for curtailment of period of  
notice; if so the period of curtailment sought
12. Reasons for seeking curtailment in notice period

Signature of the officer  
Date:

**For Department/Ministry concerned**

13. Vigilance status of the officer : Clear / Not clear
14. Whether under suspension
15. Whether currently or in the preceding one year has been:
  - (i) On assignments under the Indian Technical and Economic Co-operation (ITEC) Programme of the Ministry of External Affairs and other aid programmes;
  - (ii) Posted abroad in foreign based offices of the Ministries/ Departments
  - (iii) On a specific contract assignment to a foreign Government
16. Whether the notice for VR is covered by the Rule and indicate the rule:
17. (i) Whether curtailment of notice period is recommended or not  
(ii) Reasons for (i) above
18. Whether notice of VR approved by Secretary
19. Remarks if any
20. The following documents are enclosed: (i) Vigilance clearance given by AVD.I of DoPT;  
and (ii) copy of approval of Secretary of the Department for the proposal.

(Signature)\*

Name :  
Designation & Seal :  
Date :

\* (This should be signed by officer in-charge of Administration in Ministry / Department/ Organization where the officer is working)