

No.2/3/2007-CS-I (D)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS Division)

2nd Floor, Lok Nayak Bhavan, Khan Mkt.
New Delhi, dated the 26th October, 2007.

OFFICE MEMORANDUM

Subject : Cadre Clearance /approval for voluntary retirement etc.of CSS Officers.

The undersigned is directed to refer to this Division's Order No.21/1/2004-CS-I dated 20-04-2005 on the above subject and to say that consequent upon restructuring of the CSS, specified number of posts of Under Secretary, Deputy Secretary and Director in various Ministries/Departments are now the Cadre posts of CSS. Detailed procedures have been laid down for obtaining cadre clearance for CSS Officers of the level of Under Secretary and above for deputation to ex-cadre posts, voluntary retirement, domestic training over 3 months, foreign training, private foreign visit on personal grounds, study leave, re-employment, commercial employment after retirement etc.

2. Of late, instance have come to the notice of this Division that requests for seeking cadre clearance/approval for the above are not forwarded by various Ministries/Departments with complete information/required documents. All Ministries / Departments are therefore requested to submit the following documents while forwarding applications for obtaining Cadre Clearance/approval from this Division for various above mentioned purposes:

- (i) Copy of vacancy circular/advertisement (for duputation to ex-cadre posts)
- (ii) Duly completed proforma (available on www.persmin.nic.in - separate proforma for each case)
- (iii) Complete bio-data of the officer (for all purposes),
- (iv) Details regarding training programmes/study etc. (for training/ study purposes)
- (v) Copy of Vigilance Clearance/approval of Minister-in-charge (for voluntary retirements etc.)


(R.K.Ojha)

Deputy Secretary to the Govt. of India
Tel:24629411

To
Joint Secretary (Admn./Estt.)
Ministry/Department of
