

Empanelment Guidelines

Subject: Empanelment Guidelines for evaluating suitability of IAS and Group – A Services officers for holding Joint Secretary/equivalent posts at the Centre under the CSS.

Guidelines have been framed for evaluating the suitability of officers of the Indian Administrative Service for empanelment as Joint Secretary.

2. Empanelment should be considered not as a reflection of the intrinsic merit or otherwise of an officer but the suitability of an officer to occupy senior levels in the Central Government. Given the background and experience of an officer, she or he may be highly suited to occupy senior positions in State Government. Likewise, another officer, in view of the background and experience, may be considered more suitable for Central Government posts.

3. There will be an Expert Panel in connection with the empanelment at the level of Joint Secretary. The Expert Panel will be required to examine the ACRs, year-wise in detail, for each batch and will give their own assessment of the gradings of officers for each year, which will be taken in to account by the Civil Services Board (CSB) for making recommendations.

4. If there are gaps in the availability of ACRs during the immediately preceding 10 year period cut off year inclusive of due to officer being on study leave or for any other reason not within the control of the officer, at least 8 full year ACRs would be taken into account by considering the ACRs for a maximum of 3 years immediately preceding the 10 year period for gaps due to study leave or reasons beyond the control of the officer. In the event that it is still not possible to get the requisite number of ACRs, the case would be deferred until this condition is fulfilled. If the ACRs of an officer are missing for 3 or more years during the 10 year period due to his being on leave other than study leave, his empanelment would be deferred until the officer earns one more ACR for gaps of less than 4 years and two more ACRs for gaps of 4 years or more.

5. The officers would be assessed on a scale of 10 on the basis of their grades in the ACRs. The CSB would take into account the experience profile of officers, carefully scrutinize the ACR dossiers and evaluate such qualities as general reputation, merit, competence, leadership and a flair for participating in the policy making process to recommend the list of officers to be included in the panel.

6. Officers fulfilling the prescribed benchmark will be excluded if they are in the following categories: -

(a) those not vigilance clear; or

(b) those have less than four years residual service on the 1st day of the year in which the empanelment takes place; or

(c) those who do not fulfil the requirement of clause 16 of the Central Staffing Scheme. According to clause 16 of the Central Staffing Scheme “An officer who is or was on a foreign assignment for a period of two years or more will be considered for empanelment at the level of Joint Secretary only if on return from such an assignment he has served for a period of at least two years in his cadre and has earned two annual confidential reports thereon.”

7. In case the selection process does not lead to adequate representation of categories like SC/ST, women, the North East and from particular State cadres in the panel, the criteria for empanelment would be suitably relaxed to give due representation to these categories.

8. Review will be conducted batch wise after two more ACRs are added but not more than twice. Cases will not be taken up on an individual basis. The process of review would be consistent with the empanelment process. The above empanelment process would also be applicable to Central Group- A Services.
