

DEPARTMENT OF PERSONNEL AND TRAINING (CS-I Division)

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

(To be signed by Officer in-charge of Administration in Ministry / Département/ Organization where the officer is working)

| 1 | Name of the Officer and Common Seniority List (CSL) No. | | | | | | | | | | |
|----|--|--|--|------|--------|----|--|--|----|--|--|
| 2 | Date of birth | | | | | | | | | | |
| 3 | Present post held (Whether Regular/Ad-hoc) | | | | | | | | | | |
| 4 | Basic Pay (Pay Level) | | | | | | | | | | |
| 5 | Whether completed probation, if applicable (Indicate Yes/ No) | | | | | | | | | | |
| 6 | The post applied for | | | | | | | | | | |
| 7 | Pay scale of the post applied for | | | | | | | | | | |
| 8 | Whether the application is against open advertisement or departmental circular (copy of the same to be attached) | | | | | | | | | | |
| 9 | Whether the proposed deputation is for a post in a Central Government PSU / Autonomous body/ Authority or a Govt. department (details to be given) | | | | | | | | | | |
| 10 | If for a post in a Central Government PSU / Autonomous body/ Authority, whether the Recruitment Rules for the post specifically provide for appointment of Central Government employees on deputation (D/o P&PW OM No. 4/78/2006-P&PW(D) dated 12.10.2015 may be referred) | | | | | | | | | | |
| 11 | Whether the officer is eligible for the post applied for | | | | | | | | | | |
| 12 | Whether the officer is presently holding an ex-cadre post | | | | | | | | | | |
| 13 | (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 not, the recommendations/ views of the Ministry/ Department (briefly) for waiving off the above condition | | | | | | | | | | |
| 14 | Whether any disciplinary case is pending or contemplated against the officer (indicate Yes/No). If yes, the details thereof | | | | | | | | | | |
| 15 | If officer has been on deputation earlier, details/ period thereof | <table border="1"> <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. | | | | | | | | | | | |
| 16 | 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.

It is certified that the officer has submitted online application in the Web Based Cadre Management System.

(Signature)

Date :

Name &
Designation
Seal :