

No.21/20/2014-CS.I(P)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)  
Lok Nayak Bhavan, New Delhi-110003.  
Dated: 02<sup>nd</sup> May 2016

Office Memorandum

Subject: Revised Guidelines regarding Centralization of Cadre Management of CSS with the CS Division of DOPT.

The undersigned is directed to refer to this Department's OM of even number dated 28.10.2014 regarding revised guidelines for carrying out various cadre management functions.

2. It has been stipulated in Paras 2 (viii) and (ix) of the said OM that for foreign training less than three months and domestic training less than one year in the case of US and above level officers of CSS, no cadre clearance is required from CS.I Division of DoPT. Ministry/Departments where the officers are working are competent to nominate them without any reference to this Division. The Paras 2(viii) and (ix) of the OM are as below:

- (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/Department 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 foreign training should be entered in the web based cadre management system.

3. However, despite these clear instructions, requests for cadre clearance in respect of short term foreign training less than three months and domestic training less than one year are receiving in this Division.

4. It is requested that the instructions given in the OM dated 28.10.2014 may be strictly adhered to.

  
(Utkaash R Tiwari)  
Director  
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To  
All Ministries/Departments of Government of India,  
Joint Secretary (Admn/Estt)  
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