

Dr. I.V. Subba Rao  
ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY  
TELE : 2309 2370

भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली-110001  
GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS  
NORTH BLOCK, NEW DELHI-110001

D.O.No. 32/2011-EO (MM.II)

Dated: 1<sup>st</sup> December, 2010

Dear Sir/Madam,

I am writing to invite nominations of officers of the Indian Administrative Service for appointment to posts on Central deputation during the year 2011. **The detailed guidelines for nominating suitable officers are given in the Appendix. I would request that the guidelines are strictly adhered to, while drawing up the offer list.**

2. The Central Deputation Reserve (CDR) of each State cadre determines the extent to which officers could be sent on deputation to the Government of India. Often, we find that offer lists of some States contain too many names in relation to the gap in the utilization of CDR, while, in some other cases, the number of names offered is too small to ensure satisfactory utilization of CDR. In the interest of proper cadre management, it will be necessary that satisfactory utilization of CDR is ensured. The movement of the Officers from the States to the Centre and back is also crucial for building up the capabilities at the State level and contributing towards developing national perspectives at the decision-making levels in the Government of India. It would, therefore, be appropriate if a conscious attempt is made to forward the names of officers for deputation under Government of India in such a manner that every eligible officer has an opportunity to serve at the Centre at least once at the middle management level and again at the senior management level. The state may also kindly bear in mind that adequate number of women officers and officers belonging to SC/ST categories are sponsored.

3. Since proper representation of all Cadres is considered desirable, it is necessary to ensure that names of sufficient number of officers are made available to be retained on Offer at various levels. **As far as Deputy Secretary/Director levels are concerned, we find that there is a general shortage of IAS officers on offer at these levels. To ensure adequate representation of the various cadres at the middle management level, you may perhaps like to recommend sufficiently large number of officers for appointment to posts of Deputy Secretary/Director under the Government of India.** It has been further decided that preference will be given to those officers for appointment at the level of Joint Secretary who have already done a Central deputation at the level of Deputy Secretary/Director.

4. As you might be aware, considerable processes and exercise are gone through before an officer is appointed to a post under the Central Government. However, very often, the State Governments withdraw the names of officers from offer subsequently. This results in considerable delay in placement of officers at the Centre, which is not in the public interest. Consequently, Government of India has been following a policy of debarment of an officer for 5 years if he does not join the post to which he is appointed under the Central Government either on account of personal disinclination or the State Government's refusal to relieve him. Much as we would like to indicate very early the possibility of placement in respect of officers in the list, the Central Staffing Scheme lays down detailed consultations with an offer of choice to the Ministries/Departments, and hence it is difficult to anticipate placements. It is also to be highlighted that it is not only the failure to take up the appointment but also withdrawal of the name after its placement in a panel recommended by the Civil Services Board, that results in debarment for 5 years. **Therefore, you are earnestly requested to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year and his name is not withdrawn during this period, except under exceptional circumstances; even in such an event, an intimation of change in the availability should be given at the earliest opportunity.** As per instructions, contained in letter No. 14/1/98-FA(UN) dated 26.2.1998 and No. 1/1/2003-FAS, dated 8.5.2003 of the Department of Personnel & Training, an officer who is debarred from being taken on deputation to a posting under the Central Staffing Scheme is also to be debarred from being given Cadre Clearance for being deputed on foreign assignments/consultancies abroad during the period of debarment. **The nomination of debarred officers for central deputation may not be forwarded for appointment to posts under the Government of India till the period of debarment is over.**

5. **An officer being nominated should be willing to serve anywhere in India; preference of an officer for a particular station(s) on account of personal reasons, if any, may be explicitly indicated.** The officers have also been given an option to choose any three Departments/Ministries where they would like to work under the Central Staffing Scheme. However, actual appointments will be subject to availability of posts and the suitability of officers for the posts.

6. Regarding the procedure for applying for the Central Staffing Scheme an online application form has been introduced from the year 2008 and the same will be applicable for the year 2011 also. It is available in the Ministry's web site address <http://www.persmin.gov.in>. The format of the application form is enclosed (Annexure-I to IV). Annexure-I is the personal details of the officer that he/she will have to fill 'on line'. Annexure-II is the vigilance clearance,

Annexure-III is the certificate of (a) having completed cooling off, (b) officer not being under debarment period and the Annexure-IV is the gist of the ACR gradings. The Annexure-I has to be filled by the officer, applying for the Central Staffing Scheme. Annexures-II to IV are to be electronically filled by the Nodal Officers designated for the purpose in the State Governments, who will also authenticate Annexure-I.

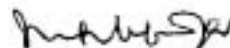
7. The online applications are to be validated and forwarded electronically by the Nodal Officers of the State Governments. Only those applications that have been validated electronically by the Nodal Officers will be accepted for retention. All the Nodal Officers may be requested to ensure that nominations of the Officers in Annexure- I to IV are duly filled in and complete in all respects.

8. As per the ACC direction, the names of officers for being placed on offer will be obtained from the State Governments in two tranches – each year. The last date for these tranches has been fixed as 31<sup>st</sup> of January and 31<sup>st</sup> of July. The names for the first tranche may be sent before 31<sup>st</sup> January, 2011.

9. It is also requested that as far as possible, the names of all the officers for the offer list of 2011 may be forwarded in one lot. The names of officers to be retained on offer at the level of Joint Secretary may kindly be sent to Deputy Secretary(SM) and names of officers for retention at the level of Deputy Secretary/Director may be sent to Director (MM), separately.

10. I would request you to kindly to forward the Offer List as drawn up keeping in view the above mentioned requirements and eligibility criteria, latest by the 31<sup>st</sup> January, 2011. Given the procedural delays in receiving offers from the Cadre Controlling Authorities and consequential delays in finalizing the 'Offer List' for the year 2011, we presume your concurrence in operating the 'Offer List' of 2010 till 31.3.2011.

Yours sincerely,



(I.V. Subba Rao)

1. **Chief Secretaries of  
All State Governments  
(By Name) (As per list enclosed).**

2. **The Union Home Secretary,  
Ministry of Home Affairs,  
North Block, New Delhi.**

**In R/O officers of AGMUT Cadre**

## APPENDIX

### **Guidelines for the preparation of offer list for consideration for appointment to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2011.**

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#### **1. ELIGIBILITY**

##### **(A) JOINT SECRETARY**

- (i) Officers adjudged suitable/empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the State Governments.
- (ii) Preference will be given to the officers who have already done a Central deputation at the level of Deputy Secretary/Director.
- (iii) The officers of 1981 batch may not be sponsored for deputation to Joint Secretary level posts as their empanelment at Additional Secretary level has become due.

##### **(B) DIRECTOR**

- (i) Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the cadre in IAS.
- (ii) The officers of 1997 batch will be eligible for appointment at the level of Director w.e.f. 1st July, 2011 only.
- (iii) The Officers of 1991 batch may not be offered for Central deputation during the year 2011 as the empanelment at Joint Secretary level of officers of 1991 batch is likely to be taken up during the course of the year and hence they cannot be considered for placement at Director level any longer.

**(C) DEPUTY SECRETARY**

- (i) Officers who have completed 9 years of service in the IAS.
- (ii) Officers should have at least three years' cumulative field experience.
- (iii) Officers of 2002 batch would be considered for appointment at DS level after 1<sup>st</sup> 2011.

(Officers who are on the verge of promotion to the higher scale may not be recommended for Joint Secretary and Director respectively, since there is no protection of the higher grade pay to an officer coming on Central Deputation at the lower levels of Joint Secretary or Director, as the case may be).

**COOLING OFF**

2. It may kindly be ensured that the names of only those officers is sponsored who have finished their prescribed 'cooling off'. An officer who has previously been on deputation to the Centre, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory 'cooling off' period prior to the proposed date of his appointment at the Centre. In the case of All India Service Cadres pertaining exclusively to States in the North East, namely Assam-Meghalaya, Manipur-Tripura, Sikkim, Nagaland and Jammu & Kashmir, the prescribed 'cooling off' period is of 2 years whereas in respect of all other cadres, it is of 3 years. Officers belonging to other Cadres, who have served in the North-East or J&K for two years also would be deemed to have completed their 'cooling off' period. In the case of a woman officer whose husband is posted under the Government of India, the 'cooling off' period can be waived up to six months so that she may get the posting at the station where her husband is posted.

The cooling off period would commence on the date on which the officer reports to his cadre on reversion from Central deputation including extended deputation arising out of proceeding on study leave, EOL, etc. while being on Central deputation without reverting to the cadre. The details of the "Cooling Off" are to be given in Annexure-III of the Application Form.

**VIGILANCE CLEARANCE**

3. **Only the officers clear from the vigilance angle should be placed on offer;** in case anything adverse comes to the notice of the Cadre Controlling Authorities against the officer at a later date, the same should be conveyed to

this Department immediately. A certificate of vigilance clearance (Annexure-II of the Application Form) may be forwarded by an officer no less than the rank of Joint Secretary to the State Government.

## **DEBARMENT**

4. **The names of officers who are under the period of debarment; may not be sponsored.** The details of debarment are to be given in Annexure-III of the Application Form.

## **CONFIDENTIAL ROLL**

5. The Confidential Rolls (upto 31.3.2010) of the officers placed on offer must be complete and available in the DOPT. **Only those officers whose records are graded as "Very Good" and above in the last five years of service would be considered for retention on offer and hence only such officers may be sponsored.** The gist of the ACRs is to be given in Annexure-IV of the Application Form.

## **CDR UTILIZATION**

6. In formulating the offer list for 2011, care may be taken to offer officers at different levels in sufficient numbers so as to meet the gap in the utilization of Central deputation reserve in the cadres.

**PERSONAL DATA***Applying for Level: Deputy Secretary / Director / Joint Secretary*

1	<b>Service</b>	
2	<b>Cadre (only for AIS)</b>	
3	<b>Identity Number (for IAS Officers only)</b>	
4	<b>Applying for Level</b>	a) <b>Joint Secretary</b> b) <b>Director</b> c) <b>Deputy Secretary</b>
5	<b>First Name</b>	
6	<b>Middle Name</b>	
7	<b>Sur Name</b>	
8.	<b>Contact details</b> a) <b>E-mail Id.:</b> b) <b>Office Telephone</b> c) <b>Residential Telephone</b> d) <b>Mobile Number</b>	<b>Office :</b> <b>Residence :</b> <b>Mobile :</b>
9.	<b>Exam Year</b>	
10	<b>Allotment Year</b>	
11	<b>Date of Joining</b>	
12	<b>Gender</b>	
13	<b>Date of Birth</b>	
14	<b>Category</b>	
15	<b>Pay Band + Grade Pay</b>	
16	<b>Basic Pay as on 1.7.2011</b>	

17	Date of NFSG Grant	
18	<p>Whether Spouse is working in a service participating under Central Staffing Scheme.</p> <p>a) Service of Spouse (if reply to 18 is yes)</p> <p>b) Cadre of Spouse (if AIS)</p>	<p>YES/NO</p> <p>YES/NO</p>
19.	Whether Spouse currently working under Central Deputation	
20	Whether officer is willing to be considered for Posts in Organisations other than Ministries/Departments (Eg. Autonomous Bodies / Statutory Bodies/Registered Societies, etc.)	YES / NO
21	Whether Slotted for Foreign Training / Assignment	YES/NO
22	<p>Whether Debarred from Central Staffing Scheme Previously</p> <p>If Yes,</p> <p>Date from ( of debarment)</p> <p>Date to (of debarment)</p>	YES / No
23	Whether worked on central deputation before :	Yes/No
(i)	If Yes, Date of Reporting to Cadre	
24	Whether Cooling-Off Period Completed	YES / NO
(a)	Cooling-Off Period Completion Date	



25	Whether retained in offer list during previous years	Year 2008: YES / NO Year 2009: YES / NO Year 2010: YES / NO
26	Choice of Stations ( upto a maximum of five stations can be selected)	
27	Choice of Ministries/Departments (Any three)	

**28. EDUCATIONAL QUALIFICATIONS**  
(Please only mention Graduation and above).

Sl. No.	Qualification	Subject (1) Subject (2)	Year / Division	Institution University Place Country
1				
2				
3				

**TRAINING DETAILS**

(Please mention trainings of duration of only more than 1 month )

Sl. No	(i) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From Date To Date
1			
2			
3			

**29. EXPERIENCE DETAILS**

Sl. No.	Type of Posting (Cadre / Centre)	(i) Level / Pay Scale (ii) Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1					
2					

3					
4					
5					

**The information furnished above by me is correct.**

**(Signature)**

**To be filled by the Cadre Controlling Authority.**

(This should be filled by the competent authority of State Govt. / Cadre Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.

Signature:

Name:

Designation:

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

**ANNEXURE - II**

***NAME OF THE OFFICER:***

**SERVICE :**

**CADRE :**

**BATCH:**

**DATE OF BIRTH:**

1. Whether any disciplinary proceedings have been initiated against the officer during his career, so far. If yes, details thereof
2. Whether any complaint including that of corruption, against the officer, which in the view of the State Government/ Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/ Integrity of the officer as on date, is pending against the officer. If so, details thereof.
3. Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.
4. Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and the final outcome thereof.
5. Whether the name of the officer appears in the Agreed List.

**Signature of  
the officer certifying the proforma**

**Name**

**Designation**

**Stamp**

**TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY**

**ANNEXURE - III**

**NAME OF THE OFFICER:**

**SERVICE :**

**CADRE :**

**BATCH:**

**DATE OF BIRTH F ate of Birth:**

- 1(a). Whether the Officer has ever been debarred:  
from Central Deputation
- 1(b) If Yes, period of debarment:
  
2. Has the Officer been on Central:  
Deputation before
  
3. If yes, date of completion of:  
Cooling off

**Signature  
of the officer certifying the proforma**

**Name**

**Designation**

**Stamp**

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

ANNEXURE - IV

**NAME OF THE OFFICER:**

**SERVICE :**

**CADRE:**

**Batch:**

**Date of Birth:**

1	Whether ACR Dossier is Complete upto 31/3/2010	YES / NO
2	ACR for any year (in the last 5 years) not available in the Dossier	
3.	Adverse entries if any (expunged or unexpunged) in Any ACR(s) If Yes, Year-wise details Thereof.	YES / NO
4.	ACR grading of the last 05 years	

Year / Period	Grading

**Signature  
of the officer certifying the proforma**

**Name**

**Designation**

**Stamp**