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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
<http://www.persmin.nic.in>

D.O. No. 33/2012-EO (MM.II)

Dated: 15th November, 2011

Dear Sir/Madam,

I am writing to invite nominations of officers for appointment on deputation to posts under the Central Staffing Scheme for the year 2012. **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. While forwarding names of officers, you may also like to take note of the fact that about 30% of the posts under the Central Staffing Scheme are of the rank of Joint Secretary and above, and the remaining 70% of the posts are at the level of Director/Deputy Secretary i.e. the Middle Management level. The list that you forward, to this office, should comprise the names of officers at different levels, so that it caters to the requirement of personnel at varying levels under the Government of India.

3. As you might be aware, considerable process and exercise are gone through before an officer is appointed under the Central Staffing Scheme. However, very often, the Cadre Authorities withdraw the names of officers from offer at an advanced stage of processing. This results in considerable delay in the placement of officers under the Central Staffing Scheme which is not in public interest. Therefore, the Government of India has been following a policy of debarment of an officer for five years, if, once appointed by the Government under the Central Staffing Scheme, he does not join the post either on account of personal disinclination, or the refusal of the Cadre to relieve him. Much as we would like to indicate very early the possibility of placement in respect of the officers in the list, the Central Staffing Scheme lays down detailed consultations with the borrowing Ministries/Departments. Hence, it is difficult to forecast placements in advance. It is also to be highlighted that it is not only the failure to take up the appointment, but also withdrawal of the name of an officer after a panel has been recommended by the Civil Services Board that results in debarment for 5 years. 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 and 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 foreign assignments/consultancies abroad during the period of debarment. 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, save under exceptional circumstances. In the recent past, it has been observed that some individual officers whose name has been placed on the offer list have represented directly to this office for withdrawal of their names from the offer

2/-

list citing personal reasons. This practice should be avoided and no individual requests received from such officers will be entertained. Even when withdrawal of a name is unavoidable, intimation of change in the availability should be given at the earliest opportunity by the Cadre Controlling Authority. **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.**

4. I would also request you to pay particular attention to the following points, while forwarding the names of officers for appointment, under the Central Staffing Scheme:-

- (i) Sufficient names of women and SC and ST Officers may be sponsored so that adequate representation can be provided to them in posts under the Central Staffing Scheme.
- (ii) Officers whose names are offered should have completed the necessary 'cooling off'.
- (iii) Officers who are on the verge of promotion to the Grade pay Rs. 10,000/- or above grade during the year may not be recommended for deputation, as they will not be able to obtain the financial benefit of the scales to which they are promoted/likely to be promoted in their cadre while on deputation, unless they are empanelled to hold posts at those levels under the Government of India and they are actually selected for such assignments.
- (iv) It is very essential that Annual Confidential Report dossiers complete upto 31.3.2011 are sent with the list of officers. In the absence of these reports, it will be difficult to retain the names of officers with incomplete ACRs on offer. The ACR dossier of an officer whose name has been placed on offer list shall remain with us till the appointment of the officer is completed. In case, it is anticipated that the ACR dossier of an officer is required by the cadre controlling authority for some other purpose at a later date, duly certified and attested Xerox copy of the ACRs may please be furnished.

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 successfully from the year 2008 and the same will be applicable for the year 2012 also. It is available at the Ministry's website 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 'online'. 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 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 by the Cadre Controlling Authority, who will also authenticate Annexure-I.

7. The online applications are to be validated and forwarded electronically by the Nodal Officers of the Cadre Controlling Authority. 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. In case there is a change in the existing Nodal Officer, details alongwith e-mail I.D. of the Nodal Officer may be intimated to this Office.

8. As per the ACC direction, the names of officers for being placed on offer will be obtained from the Cadre Controlling Authority in two tranches – each year. The last date for these tranches has been fixed as 31st of January and 31st of July. The names for the first tranche may be sent before 31st January, 2012.

9. It is also requested that as far as possible, the names of all the officers for the offer list for the first tranche of 2012 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 Director(SM) and names of officers for retention at the level of Deputy Secretary/Director may be sent to Deputy Secretary (MM), separately.

10. I would request you to forward the Offer List as drawn up keeping in view the above mentioned requirements and eligibility criteria, latest by 31st January, 2012. Given the procedural delays in receiving offers from the Cadre Controlling Authorities and consequential delays in finalizing the 'Offer List' for the year 2012 we presume your concurrence in operating the 'Offer List' of 2011 till 31.3.2012.

With regards,

Yours sincerely,


(Dr. S.K. SARKAR)

**Cadre Controlling Authorities
of Group 'A' Services
(By Name).**

✓
NIC - Tech, Dir

**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.**

ELIGIBILITY

(A) JOINT SECRETARY

- (i) Officers adjudged suitable/empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the Cadre Controlling Authorities.
- (ii) Preference will be given to the officers who have already done a Central deputation at the level of Deputy Secretary/Director.

(B) DIRECTOR

- (i) Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the cadre in Group 'A'.
- (ii) Officers of 1998 batch would be considered for appointment as Directors only after June, 2012.

(C) DEPUTY SECRETARY

- (i) Officers who have completed 9 years of service in Group 'A'.
- (ii) Officers of 2003 batch would be considered for appointment as Deputy Secretaries only after July, 2012.

COOLING OFF

It may kindly be ensured that the names of only those officers are 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 the mandatory 'cooling off' period of three years prior to the proposed date of his appointment at the Centre. 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 electronically in Annexure-III of the Application Form.

VIGILANCE CLEARANCE

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) needs to be electronically validated by the Nodal Officer.

DEBARMENT

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

CONFIDENTIAL ROLL

The Confidential Rolls of the officers placed on offer must be made available complete upto 31.3.2011. 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 also to be given electronically in Annexure-IV of the Application Form.

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

1	Service	
2	Cadre (only for AIS)	
3	Identity Number (for IAS Officers only)	
4	Applying for Level	d) Joint Secretary e) Director f) Deputy Secretary
5	First Name	
6	Middle Name	
7	Sur Name	
8.	Contact details e) E-mail Id.: f) Office Telephone g) Residential Telephone h) Mobile Number	Office : Residence : Mobile :
9.	Exam Year	
10	Allotment Year	
11	Date of Joining	
12	Gender	
13	Date of Birth	
14	Category	
15	Pay Band + Grade Pay	
16	Basic Pay as on 1.7.2010	
17	Date of NFSG Grant	

18	<u>Whether Spouse is working in a service participating under Central Staffing Scheme.</u> a) <u>Service of Spouse (if reply to 18 is yes)</u> b) Cadre of Spouse (if AIS)	YES/NO YES/NO
19.	<u>Whether Spouse currently working under Central Deputation</u>	
20	<u>Whether Slotted for Foreign Training / Assignment</u>	YES/NO
21	<u>Whether Debarred from Central Staffing Scheme Previously</u> If Yes, Date from (of debarment) Date to (of debarment)	YES / No
22	Whether worked on central deputation before :	Yes/No
(i)	<u>If Yes, Date of Reporting to Cadre</u>	
23	<u>Whether Cooling-Off Period Completed</u>	YES / NO
(a)	<u>Cooling-Off Period Completion Date</u>	
24	<u>Whether retained in offer list during previous years</u>	Year 2009 : YES / NO Year 2010 : YES / NO Year 2011 : YES / NO
25	Choice of Stations (upto a maximum of five stations can be selected)	
26	Choice of Ministries/Departments (Any three)	

27. EDUCATIONAL QUALIFICATIONS
(Please only mention Graduation and above).

Sl. No.	<u>Qualification</u>	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			
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:

28. 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:

- 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 31/3/2011	YES / NO
2	<u>ACR for any year (in the last 5 years) not available in the Dossier</u>	
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