

**IMMEDIATE**

No.36/21/2017-EO(SM-I)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)

North Block, New Delhi, the 01<sup>st</sup> Dec., 2017

**OFFICE MEMORANDUM**

Subject: Incumbency status in respect of **Secretary/Additional Secretary/JS level officers** appointed under the Central Staffing Scheme/ CSB procedure etc. – regarding

The undersigned is directed to refer to the above subject and to say that the updated Incumbency Status, as on 1<sup>st</sup> December, 2017, in respect of **Secretary / Additional Secretary / JS level officers** appointed/repatriated under the Central Staffing Scheme / CSB procedure/Search-cum-Selection Procedure, in the Secretariats of the Departments/Ministries as well as Attached Offices / Autonomous bodies / Statutory Offices / Constitutional bodies thereunder / therewith, requiring approval of the APPOINTMENTS COMMITTEE OF THE CABINET or otherwise may be furnished to this office to update the database and to incorporate the current status therein.

2. The information may be furnished in the prescribed *pro formae* enclosed as Annexure – I & II to this office preferably in *soft copy* to the email id: useosm1@nic.in at the earliest.

Encl : As above.



( Rajender Kumar)

Deputy Secretary to the Government of India

Tel : 2309 2187

01.12.17.

To

1. All Secretaries to the Government of India, Chairman, Railway Board and Secretaries to the CIC, CVC, ECI and UPSC
2. All Joint Secretaries (Administration/Establishment) of the Ministries/Departments of Government of India including UIDAI, NITI Aayog.
3. Sr. Technical Director, NIC, DOPT – to transmit the instant communication to the addressees at Serial No. 1 & 2 through bulk e-mail

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**Proforma – Incumbency – JS level – (01-Dec-2017)**

1. Details of the organisation

a.	Name of the Ministry	
b.	Name of the Department	
c.	Name of the Attached Offices / Statutory Offices / Constitutional bodies / Autonomous bodies	

2. Details of incumbency status

S.N.	Possts	Total Number of posts	Posts filled up under Central Staffing Scheme*	Posts filled up under NON-CSS Procedure*
a.	Secretary			
b.	Additional Secretary			
c.	Joint Secretary			
d.	Others			

3. Details of Nodal officers on Incumbency Status

S.N.		Name	Tele (O)	Mobile No.
a.	JS level			
b.	DS/Dir level			
c.	SO/US level			

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\* Details of each post are to be furnished as per Annexure-II.

\*\*email subject should be **Incumbency for EO(SM-I) Divn – (01-Nov-2017)- Department of XYZ**

**Proforma – Incumbency – JS level – (01-Dec-2017)****A. Post Details**

1)	Name of the post		
2)	Level of the post		3) Post Location
4)	D/o Creation of the post		
5)	Name of the Ministry		
6)	Name of the Department		
7)	Name of the Attached Offices / Statutory Offices / Constitutional bodies / Autonomous bodies		
8)	Mode of appointment		

**B. Eligibility Details for the post**

Qualification	
9)	Mandatory-1
10)	Mandatory-2
11)	Desirable-1
12)	Desirable -2

Training	
13)	Training-1
14)	Training-2
15)	Training-3
16)	Training-4

Experience field	
17)	Field-1
18)	Field -2
19)	Field -3
20)	Field -4

**C. Job Profile :**

\_\_\_\_\_ of \_\_\_\_\_ Department/State/Union Territory, Government of India.

**D. Current Details**

If filled,	
21)	Name of the present incumbent (with service, cadre, allotment year)
22)	D/o joining
23)	approved initial tenure upto
24)	approved extended tenure upto

If vacant,	
25)	Name of the last incumbent (with service, cadre, allotment year)
26)	D/o joining
27)	Tenure upto
28)	Vacancy reasons

29)	Latest DOPT Reference
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30)	Remarks
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