

No.26/4/2011-EO(SM-I) (Pt.II)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi, 15th January, 2015

OFFICE MEMORANDUM

Subject: Tenure of officers appointed at the level of Additional Secretary / equivalent in the Government of India – Clarification on.

Instances have come to the notice of this office that officers appointed as Additional Secretary or equivalent level in/under various Departments/Ministries of Government of India are not being relieved in time in terms of para 17.02 of the Central Staffing Scheme, 1996, (DoPT OM No. 36/77/1994-EO(SM-I) dated 05.01.1996).

2. In this regard it is reiterated that unless otherwise directed in the ACC (Appointments Committee of the Cabinet) orders, the tenure of the officers would be decided as under:

- (a) Officers coming from their parent cadre and appointed directly as Additional Secretary at the Centre will get a tenure of four years.
- (b) Officers holding the post of Joint Secretary or equivalent at the Centre when appointed to a post at the level of Additional Secretary within two years of being appointed as JS, would get a combined tenure of five years as Joint Secretary/Additional Secretary at the Centre.
- (c) Officers holding the post of Joint Secretary or equivalent at the Centre when appointed to a post at the level of Additional Secretary after completing two years or more (but less than four years) as Joint Secretary, would get a tenure of three years from the date of appointment as Additional Secretary.
- (d) Officers holding the post of Joint Secretary or equivalent at the Centre when appointed at the level of Additional Secretary after completing four years or more as Joint Secretary, would get a combined tenure of seven years as Joint Secretary/Additional Secretary at the Centre.

3. Illustrative examples in this regard are enclosed as **Annexure**.

4. It is requested that the tenure details of officers/posts under CSS (Central Staffing Scheme) be updated on priority basis by the Ministries / Departments concerned in their AVMS (ACC Vacancy Monitoring System) interface in order to enable this office to monitor incumbency/vacancy status effectively.

5. Further, in case of any doubt arising in fixing tenure of AS level officers the matter may be taken up with this office forthwith.


(Gulzar N. Singh)
Director
Tel: 2309 2187

To

The Secretaries of all the Ministries/Department of Government of India

Annexure

Examples:

Case-I

Mr. XYZ, was appointed as AS, Department of Commerce on 12.04.2006 from his cadre.

Conclusion : The calculated date of completion of tenure of Mr. XYZ as Additional Secretary would be upto 11.04.2010.

Mr. ABC, joined centre as JS, Department of Commerce on 17.03.2005.

Case-II

Mr. ABC, was appointed as AS, Department of Commerce on 12.04.2006.

Observation : As Joint Secretary, Mr. ABC had a tenure of less than 2 years.

Conclusion : The calculated date of completion of tenure of Mr. ABC as Additional Secretary would be upto 16.03.2010.

Case-III

Mr. ABC, was appointed as AS, Department of Commerce on 12.04.2007.

Observation : As Joint Secretary, Mr. ABC had a tenure of more than 2 years but less than four years.

Conclusion : The calculated date of completion of tenure of Mr. ABC as Additional Secretary would be upto 11.04.2010.

Case-IV

Mr. ABC, was appointed as AS, Department of Commerce on 12.04.2009.

Observation : As Joint Secretary, Mr. ABC had a tenure of more than 4 years.

Conclusion : The calculated date of completion of tenure of Mr. ABC as Additional Secretary would be upto 16.03.2012.

N.B.:

- (1) Above is applicable in case of appointment as Additional Secretary (*in situ*) and Additional Secretary equivalent posts as well.
- (2) In case the officer is to superannuate before the calculated date of completion of tenure then the date of superannuation would be reckoned as the actual date of completion of tenure.