

By Regd. Post

F.No.11030/4/2008-AIS-II  
Government of India  
Ministry of Personnel, PG & Pensions  
Department of Personnel & Training

New Delhi the 4<sup>th</sup> April, 2018

To

The Chief Secretary,  
Government of Kerala  
General Administration,  
(Special A) Department,  
Thiruvananthapuram.  
Kerala.

Subject: Promotion to Apex Scale / IAS-ratification-reg.

Sir,

I am directed to refer to your letter No. 2159783/Spl.A1/2017/GAD dated 08.02.2018 on the above mentioned subject and to say that the following may be sent to this department while sending proposal for obtaining concurrence to the availability of vacancies in various grades of IAS:

- (i) Names of the officers serving in various grades of IAS
- (ii) Up-to-date incumbency statement in the prescribed format (enclosed)
- (iii) Information about the completion of MCTP-Phase IV for consideration of promotion in Super Time Scale.

2. In keeping with the above said, the State Government is requested to submit the details before the ratification of the action of the State Government is considered.
3. This issues with the approval of the competent authority.

Yours faithfully,

  
(Jyotsha Gupta)

Under Secretary to the Government of India  
Tel No:23094714

Copy for information to:

1. The Accountant General (A&E), Kerala, Thiruvananthapuram.
2. The Accountant General (Audit), Kerala, Thiruvananthapuram
3. The Chief Secretaries of all States/UTs for similar action while sending the proposal for concurrence of vacancies.
4. ✓ NIC for uploading in the Department's main website.

  
(Jyotsha Gupta)

Under Secretary to the Government of India  
Tel No:23094714