

**E-mail**  
**Speed Post**

F.No. 14015/31/2015-AIS-I  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training  
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New Delhi dated the 8<sup>th</sup> September, 2015

To

The Chief Secretaries of All the State Govts.  
(As per list attached)

Subject: Action Taken Report on the Minutes of the Meeting by MoS(PP)/ Secretary (P) with Principal Secretaries (Personnel/GAD) of the State Governments held on 18.05.2015 at CSOI, Vinay Marg, Chanakya Puri, Delhi-reg.  
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Sir,

I am directed to refer to the subject cited above and to enclose herewith a copy of Action Taken Report on the Minutes of the Meeting by MoS(PP)/ Secretary (P) with Principal Secretaries (Personnel/GAD) of the State Governments held on 18.05.2015 at CSOI, Vinay Marg, Chanakya Puri, Delhi for information and further necessary action.

Yours faithfully,


  
(Pankaj Gangwar)

Under Secretary to the Govt. of India  
Tele No. 23093063  
e-mail id: uss1@nic.in

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**Copy with similar request to :**

1. The Home Secretary, Ministry of Home Affairs, North Block, New Delhi.
2. The Secretary, Ministry of Environment & Forest, Paryavaran Bhawan, CGO Complex, New Delhi.
3. The Secretary, Department of Administrative Reforms and Public Grievances, 5th Floor, Sardar Patel Bhawan, New Delhi.
4. The Director CBI, North Block, New Delhi.
5. The Secretary, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi.
6. The Director, Lal Bahadur Shastri National Academy of Administration, Mussorie.
7. The Chairman, Staff Selection Commission, CGO Complex, Load Road, New Delhi.

  
(Pankaj Gangwar)  
Director (AIS)  
Tele No. 23093063

**Copy with similar request also to:**

1. AS(S&V)
2. EO & AS
3. FA&AS
4. JS(AT&A)
5. JS (Training)
6. JS (S&V-II)
7. JS (S&V-I)
8. Director (Services)
9. Director (RTI)
10. Deputy Secretary (V-I)
11. Director (AIS)
12. Director (Admn.)
13. Director (Training)
14. Director (V-III)
15. US(S-II)
16. US(S-I)

**Copy for information to:**

1. P.S. to MOS(PP)
2. Sr. PPS to Secretary (P)
3. PPS to AS(S&V)

**Copy also to :** NIC, DOP&T- with the request to post this notice in 'What's New' on the website of this Department for two weeks from the date of its posting.

## **Action Taken Report regarding the minutes of the Meeting held on 18.05.2015**

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### **Agenda No. 1 Status and issues in Cadre Review**

As per detailed deliberations held in the meeting, the quinquennial cadre reviews were carried out during the year 2014-15 by restricting the increase in the cadre strength around 5% only. The State Governments whose cadre review was due were requested to come up with a presentation to DoPT in support of their cadre review proposal. Now, the practice of giving presentation by the State Governments to DoPT has been adopted and it has become part of cadre review process.

### **Agenda No. 2 Stability of Tenure**

The State Governments have been requested to furnish the details of minimum tenure against cadre posts as an input to be considered during the cadre review. Further, the State Governments/UTs have been requested to furnish the details regarding constitution of Civil Services Board in compliance of Hon'ble Supreme Court's direction dated 31.10.2013 and submission of quarterly report of CSB to this Department as per amendments carried out under rule 7 of AIS (Cadre) Rules vide notification dated 28.01.2014. It was informed that in 2015, cadre review of IAS in respect of Chattisgarh, Haryana, Jharkhand, Manipur, Tripura, Nagaland, Punjab, Rajasthan, Sikkim, Uttarakhand, J&K and AGMUT Cadre are due. We have received IAS Cadre review proposal from the State Govts of Chattisgarh, Jharkhand Manipur, Tripura, Nagaland, Punjab, Rajasthan and Sikkim. The proposals are under scrutiny.

Regarding Civil Services Board, it is stated that quarterly report of CSB has been received from the States of Assam, Bihar, Chattisgarh, Haryana, Meghalaya, Mizoram, Daman & Diu and U.P.

**Contd.../-**

### **Agenda No.3 Induction from State Civil Service (SCS) to IAS**

During 2015, the number of vacancies in the promotion quota for preparing the Select List of 2014 (vacancies available between 01.01.2014 upto 31.12.2014) have been determined on confirmed basis in respect of almost all the State IAS Cadres (both SCS and Non SCS.)

UPSC has requested all the State Governments to expedite sending their proposals so that SCMs could be held at the earliest.

### **Agenda No. 4 Induction Training of PQ officers**

A decision has been taken to reduce the duration of induction Training from 8 to 6 weeks vide AIS-III letter dated 17<sup>th</sup> June, 2015. The Academy has already intimated the Training Division regarding the preparatory arrangements made for the conduct of Induction Training Programme for such officers, both in LBSNAA and partner institutions, to clear the backlog. All necessary action is being taken by Training Division and the Academy in this regard. Training Division has nominated 454 backlog Promotion Quota officers in 7 States for induction training programme July to December, 2015 vide Training Division's DO letter dated 17.6.2015. The academy has already intimated the Training Division regarding the preparatory arrangements made for the conduct of Induction Training Programme for such officers, both in LBSNAA and partner institutions, to clear the backlog. All necessary action is being taken by Training Division and the Academy in this regard.

### **Agenda No. 5: Issues related to EO Division**

- 1. The representative of J&K Government raised the issues relating to cases where the officer reported upon has two reviewing officers, how PAR is to be generated in SPARROW**

#### **Action Taken:**

Rule 5(3) of AIS PAR Rules 2007 Provides that:

Only one report shall be written on a member of the Service for a particular period during the course of the financial year and **there shall be a single reporting, reviewing and accepting authority at each level of assessment**

**which shall be specified in the channel for writing performance appraisal reports by the concerned Ministries and State Governments and In no circumstance more than one person shall write the performance appraisal reports in the capacity of reporting, reviewing or accepting authority for a given period of time:**

Provided further that if more than one person of the same superior level supervises the performance of the member of service, the Government shall identify the person to report or review well in advance of the relevant assessment year.

2. **Difficulty being experienced in transfer of an officer from Centre to State and vice versa. E.O. stated that SPAROW team would be directed to look into these issues expeditiously.**

#### **Action Taken**

The SPAROW team has informed that above issue has been resolved.

#### **Agenda No. 6: CBI related issues**

The State Governments of Andhra Pradesh, Jammu & Kashmir and West Bengal have been requested to effective steps in making special CBI courts functional as early as possible.

#### **Agenda No. 7: Issues raised by UPSC**

As regards the issue of induction by promotion to All India Services, UPSC has informed that there is a Model Calendar put in place by it which stipulates determination of vacancies latest by 31<sup>st</sup> March of the year so as to kickstart the process of induction and evenly space out the SCMs throughout the Calendar year. The Commission is willing to revise the stipulated timeline to 31<sup>st</sup> January. However, to facilitate the Commission to do so, the DoP&T will have to first take a decision in this regard in consultation with MHA and MoEF&CC.

In so far as the Court cases, the Commission proposes to monitor the progress of Court cases being defended by the State Government on a Quarterly basis.

#### **Agenda No. 8: Training Related Issues**

No suggestions / inputs have been received so far from State Governments. A proposal is being finalized.

**Agenda No. 9: Vigilance matters**

The State Governments are again requested to monitor pending matters on Vigilance and to update the Central Government on priority basis.

**Agenda No. 10: Issues related to SR Division**

The allocation orders made by SR Division with consequent upon bifurcation of erstwhile State of Uttar Pradesh into Uttarakhand and residual Uttar Pradesh have become final with the dismissal of SLP filed in Supreme Court. Both the State Governments have been requested to take further necessary action in this regard.

**Agenda No. 11: Issues related to IR Division**

As a follow up the Central Government has spoken to Director Generals / Directors of ATIs of five states viz. Assam, Kerala, M.P., Punjab and Uttarakhand, requesting them to expedite furnishing of UCs in respect of grants released to them under Plan Scheme of RTI during the previous years. In response, ATI, Kerala has furnished UC for an amount of Rs. 9.83 lakhs out of pending amount of Rs. 13.98 lakhs. ATI, Punjab has informed that UCs in respect of the grants released to them during 2013-14 and 2014-15 would be submitted by them after completion of the activities by 31<sup>st</sup> August, 2015. In regard to remaining ATIs, reminders are being sent separately for expediting UCs.

**Agenda No.12: DAPRG issues**

The Government of Meghalaya jointly with the Govt. of India had launched the State Module of CPGRAMS on 1<sup>st</sup> March, 2012 which can be accessed by the citizens at <http://megpgrams.gov.in>. Further framing of Citizens's Charter by all the Administrative Departments / Offices and uploading had been stressed by Government as on 1<sup>st</sup> May, 2015. Twenty departments / offices uploaded the Citizen's Charter in the State Portal. Training programmes for drafting of the Citizen's Charter for all Departments by Meghalaya Administrative Training Institute has been conducted.

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