

MOST IMMEDIATE

F.No.A-12034/ 2 /2008-HQ/PER
Government of India
Ministry of Finance
Department of Revenue

New Delhi, 15th Dec.,2008

OFFICE MEMORANDUM

Subject :- Empanelment of IRS(IT)/IRS(C&CE) officers for appointment as Joint Secretary/Director /Deputy Secretary or equivalent at the Centre under the Central Staffing Scheme during the year 2009 - Regarding.

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The undersigned is directed to say that Department of Personnel & Training have invited the willingness of eligible IRS(IT)/IRS(C&CE) officers for empanelment for appointment on deputation to posts at the level of Joint Secretary/ Director/Deputy Secretary at the Centre under the Central Staffing Scheme during the year 2009.

2. The eligibility criteria for holding these posts are as under:-

(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

Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the cadre in Group "A". Officers who have completed 14 years of service and are drawing at least Rs. 13,125/- basic pay in the pre-revised (as per 5th CPC) pay scale of Rs. 12,000-16,500/- would be retained as Deputy Secretary and could be appointed as Director subsequently subject to the availability of a sanctioned post of a Director. Officers of 1995 batch would be considered for appointment as Directors only after June 2009.

(C) DEPUTY SECRETARY

Officers who have completed 9 years of service in Group “A” and who are drawing a basic pay of Rs. 10,650/- p.m. or more in the pre-revised (as per 5th CPC) pay scale of Rs. 10,000-15,200/-. Officers of 2000 batch would be considered for appointment as Deputy Secretaries only after July, 2009. **The detailed guidelines for the preparation of offer list for consideration for appointment to these posts may please be seen in the “Appendix.”**

3. If an officer, on offer, given a Central Staffing Scheme posting does not report either on his/her own volition or at the instance of the cadre authority, he/she would be debarred from consideration for a post under the Central Staffing Scheme for a period of 5 years. Withdrawal of names even at a stage as early as when it is on a panel recommended by the Civil Services Board, will result in debarment for 5 years. As per the existing instructions of DOP&T, 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 considered for any foreign training as also from being given cadre clearance for being deputed on foreign assignment/consultancies abroad during the period of debarment.

4. An officer will be considered for deputation to the Central Staffing Scheme posts only if he has rendered three years’ service (cooling off period), prior to the proposed date of his appointment at the Centre in his parent Cadre.

Particular attention to the following points, may be paid 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 likely to be promoted in the pre-revised (as per 5th CPC) pay scale of Rs.18,400-22,400/- or Rs.22,400-24,500/-, 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 31.3.2008 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.

(v) 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.

5. The officers applying for the subject empanelment should be willing to serve anywhere in India.

6. Department of Personnel & Training have introduced the system of online submission of application form for applying for the Central Staffing Scheme from the year 2008 and the same will be applicable for the year 2009 also. It is available in the Ministry's web site address <http://www.persmin.gov.in>. **The format of the application form is enclosed as per Annexure-I to IV. Annexure-I is the personal details of the officer that he/she will have to fill 'on-line'. 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 the 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.**

From 01.12.2008, the module for online validation/verification and entry of Annexures by the Nodal Officers of the Cadre Controlling Authorities is being hosted, on the website. Only those applications that have been validated electronically by the Cadre Controlling Authorities will be accepted for retention by the Department of Personnel & Training.

In view of the above, CBEC and CBDT are requested to forward the names of all willing and eligible officers for the offer list of 2009 along-with their up-to-date CR dossiers after completing the prescribed procedure to Headquarters Administration by 15.1.2009 positively for onward submission to DOP&T.

Encl :- As above.

(V. Sreekumar)
Under Secretary (Ad.I)
Tel.No.2309 3277

- (i) The Joint Secretary (Admn.) CBEC
Department of Revenue,
North Block, New Delhi.
- (ii) The Joint Secretary (Admn.) CBDT
Department of Revenue,
North Block, New Delhi

(V. Sreekumar)
Under Secretary (Ad.I)

APPENDIX

Guidelines for the preparation of office list for consideration for appointment to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2008.

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

Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the cadre in Group "A". Officers who have completed 14 years of service and are drawing at least Rs. 13,125/- basic pay in the pre-revised (as per 5th CPC) pay scale of Rs. 12,000-16,500/- would be retained as Deputy Secretary and could be appointed as Director subsequently subject to the availability of a sanctioned post of a Director. Officers of 1995 batch would be considered for appointment as Directors only after June 2009.

(C) DEPUTY SECRETARY

Officers who have completed 9 years of service in Group "A" and who are drawing a basic pay of Rs. 10,650/- p.m. or more in the pre-revised (as per 5th CPC) pay scale of Rs. 10,000-15,200/-. Officers of 2000 batch would be considered for appointment as Deputy Secretaries only after July, 2009.

COOLING OFF

It may kindly be ensured that the names of only those officers is 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 Centre Staffing Scheme only if he has completed mandatory 'cooling off' period 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, 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 31.3.2008. 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 are also to be given electronically in Annexure-IV of the Application Form.

ANNEXURE - I

<u>PERSONNEL DATA</u>		
Applying for Level : DEPUTY SECRETARY / DIRECTOR/ JT. SECRETARY		
1	Service	
2	Cadre (only for AIS)	
3	Identity Number (for IAS Officers only)	
4	First Name	
5	Middle Name	
6	Sur Name	
7	Exam Year	
8	Allotment Year	
9	Date of Joining	
10	Gender	
11	Date of Birth	
12	Category	
13	Pay Scale	
14	Basic Pay	
15	Date of NFSG Grant	

16	Whether Spouse is working: Service of Spouse (if working and participating under Central Staffing Scheme)	YES/NO
17	Cadre of Spouse (if AIS)	
18	Whether Spouse working Under Central Deputation	YES/NO
19	Whether Officer is willing to be Considered for a Post in PSU / Autonomous Body / Registered Societies	YES / NO
20	Whether Slotted for Foreign Training/Assignment	YES/NO
21	Whether Debarred from Central Staffing Scheme Previously If Yes, Date from Date to	YES/NO
22	Whether worked on central deputation before:	YES/NO
(i)	If Yes, Date of Reporting to Cadre	
(ii)	Whether Cooling-Off Period Completed	YES/NO
(iii)	Cooling-Off Period Completion Date	
23.	Officer applied for Offer List during the Years	Year 2006: YES/NO Year 2007: YES/NO Year 2008: YES/NO
24.	Choice of Station	
25.	Preference of Ministries/Departments(Any three)	

26.

EDUCATIONAL QUALIFICATIONS
(Please only mention Graduation and above)

S.No	Qualification	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)

S.No	(i) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From Date To Date
1			
2			
3			

27. EXPERIENCE DETAILS

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 filed 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

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 out come 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

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

ANNEXURE – IV

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

NAME OF THE OFFICER :

SERVICE :

CADRE :

BATCH:

Date of Birth :

1.	Whether ACR Dossier is Complete upto 31/3/2008	YES/NO
2.	ACR for any year (in the last 5 years) not available in the Dossier	
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