

No. A-35017/12/2016/Gr.A/JS Empanelment/Offer/ 109
(Government of India)
Ministry of finance
Department of Expenditure
Controller General of Accounts
Mahalekha Niyantrak Bhawan
GPO Complex, E Block, INA, New Delhi-110023

Dated: 9th January, 2018

“CIRCULAR”

Subject: Nomination of Indian Civil Accounts Service officers for Central Staffing Scheme (CSS) 2018- Reg.

Attention is invited to Indian Civil Accounts Service officers for nomination under Central Staffing Scheme, 2018 to the rank of Joint Secretary / Director / Deputy Secretary.

2. The online application form for applying for the Central Staffing Scheme for the year 2018 is available on the Ministry's website, <http://www.persmin.gov.in>. The format of application is enclosed. The annexure I of the form along with photograph needs to be filled online by the officer. Annexure - II, III and IV will be filled online by this office and forwarded online to DoPT.

3. It is brought to the notice that the Government of India has been following a policy of debarring an officer for five years, if he fails to join the post under the CSS either on personal grounds or the refusal of the Cadre to relieve him. Withdrawal of the name of an officer after a panel has been recommended by the Civil Service Board results in debarment of five years. As per instructions contained in letter No. 14/1/98-FA(UN), dated 26/02/1998 and letter No. 1/1/2003-FAS, dated 08/05/2003 of DoPT, an officer who is debarred from being taken on deputation to a post under the CSS is also to be debarred from being given Cadre Clearance for foreign assignments / consultancies abroad during the period of debarment.



(Rokhum Lalremruata)
Dy. Controller General of Accounts
☎ : 24665515

Encl: As above.

To,

Sr. AD (ITD), O/o CGA for uploading on CGA's website

Guidelines for the preparation of offer list for consideration for appointment under Central Staffing Scheme to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2018.

ELIGIBILITY

(A) JOINT SECRETARY

- (i) Officers adjudged suitable/empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the Cadre Controlling Authorities.

(B) DIRECTOR

- (i) Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the Cadre in Group 'A' Services.
- (ii) Officers of 2004 Batch will be eligible for appointment at the level of Director w.e.f. 1st July, 2018.

(C) DEPUTY SECRETARY

- (i) Officers who have completed 9 years of service in Group 'A' Service.
- (iii) Officers of 2009 Batch would be considered for appointment as Deputy Secretary only from July, 2018.

COOLING OFF

It may kindly be ensured that the names of only those officers are sponsored who have finished their prescribed 'cooling off'. An officer, who has previously been on deputation, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory 'cooling off' period as per extent guidelines. In the case of a woman officer whose husband is posted under the Government of India, 'cooling-off' period can be waived up to six months so that she may get 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 deputation including extended deputation arising out of proceeding on study leave, EOL, etc. while being on 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 31.3.2017. The details of missing ACR(s), if any, may be clearly mentioned with reasons. Alternately, NRC be specifically attached. 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 is to be given electronically in Annexure-IV of the Application Form.

PAY FIXATION

Pay fixation would be as per extant guidelines.

DEPUTATION

In case the officer(s) are presently on deputation, complete details of the post i.e. the nature of deputation as to whether it is a Ex-Cadre Deputation, Non-CSS Deputation etc. along with the tenure, the mode of appointment/selection process followed for appointment to the post and date of completion of 'cooling off' (if applicable) may be provided.

NOTE:

It may be noted that for the officers whose applications have been forwarded to DoP&T for the Central Staffing Scheme, NOC of EO's Division of DoP&T should be taken before such officers are allowed to apply for any other deputation.

Guidelines for the preparation of offer list for consideration for appointment to the posts of Chief Vigilance Officers during the year 2018.

ELIGIBILITY

Officers whose batches (of the service to which the officer belongs) have been empanelled to hold the posts of Additional Secretary in the Government of India or equivalent shall not be considered for the post of CVOs. An officer will not be considered for appointment as CVO in an organization to which he/she belongs. Further, the officer being considered should not have worked (in the preceding 3 years) in an organization/office in any capacity having direct official dealings with the concerned CPSE etc. in which he/she is being considered for appointment. The Cadre Controlling Authority, while forwarding the application of the officer, shall specify the CPSE's with whom the officer had official dealings in the last three years. The officers will be considered for appointment based on their past experience including experience in Personnel, Administrative Vigilance, Investigation, Legal and Public Procurement matters. The following categories of officers would be considered for appointment to the posts of CVO's

(A) JOINT SECRETARY

- (i) Only those officers:
 - a) drawing Senior Administrative Grade in their cadre and,
 - b) whose batches (of service to which the officers belongs) have been empanelled to hold posts of Joint Secretary in the Government of India or have completed 19 year of service.
- (ii) Officers of the Organised Group 'A' Services who have been drawing pay in the SAG in their cadre continuously for 3 years.
- (iii) Officers of the CPSE's, who have completed 20 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to SAG in their organizations.

(B) DIRECTOR

- (i) The officers of Organised Group 'A' Services and officers working as Directors in the Government of India, who have completed 14 years of Group 'A' service and have been granted Non-Functional Selection Grade in the Cadre in Group 'A'.
- (ii) For officers of the CPSE's, only those who have completed 14 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to NFSG in their organizations.

(C) DEPUTY SECRETARY

- (i) The officers of Organised Group 'A' Services and officers working as Deputy Secretaries in the Government of India, who have completed 9 years of Group 'A' service.
- ii) For officers of the CPSE's, only those who have completed 9 years on Group 'A' equivalent posts in a CPSE and are holding posts drawing pay equivalent to JAG in their organizations

COOLING OFF / VIGILANCE CLEARANCE/ DEBARMENT

Extant guidelines on cooling off, debarment and vigilance clearance would be applicable as has been mentioned in Appendix-I.

CONFIDENTIAL ROLL

The Confidential Rolls of the officers placed on offer must be made available complete upto 31.3.2017. The details of missing ACR(s), if any, may be clearly mentioned with reasons. Alternately, NRC be specifically attached. 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 is to be given electronically in Annexure-IV of the Application Form.

AGE LIMIT

The officers coming directly from the cadre should not be more than 54 years of age as on 1st April 2018. However, where the extension of deputation is sought through lateral shift or from an existing posting under CSS or Non-CSS post to posting as CVO, age limit may be considered to be fixed at 56 years and not 54 years.

PAY FIXATION

- iii. The officers who are appointed as CVO at Joint Secretary level would draw pay in the scale of Grade Pay of Rs. 10,000/- (pre-revised).
- iv. The officers who are appointed as CVO at DS/Director level would draw pay in the Grade Pay of Rs. 7600/- or Rs. 8700/- (pre-revised) in the appropriate pay band according to the level at which they are working at present.

PERSONAL DATA

Application for the Post of CSS/CVO

Photograph

1	Service	
2	Cadre (only for AIS)	
3	Application number	
4	Applying for the post	
5	Applying for level	
6	First Name	
7	Middle Name	
8	Sur Name	
9	Domicile	
10	Contact Details a) E-mail Id b) Office Telephone c) Residential Telephone d) Mobile Number	e-mail: Office: Residence: Mobile:
11	Exam Year	
12	Allotment Year	
13	Date of Joining	
14	Gender	
15	Date of Birth	
16	Date of Superannuation	
17	Category	

Q8	Pay band+ Grade Pay	
19	Pay Level	
20	Basic Pay as on 01.07.2017	
21	Date of NFSG Grant	
22	Whether he/she or his/her have been empanelled to hold the post of Joint Secretary to the Govt. of India	YES/NO
23	Whether Spouse is working in a service participating under Central Staffing Scheme. a) Service of Spouse (if reply to above is Yes) b) Cadre of Spouse (if AIS)	
24	Whether spouse currently working under Central Deputation	YES/NO
25	Whether willing to be considered for Non-CSS posts in PSU/Autonomous Body/Registered Society/Statutory Body	YES/NO
26	Whether slotted for Foreign Training / Assignments	YES/NO
27	Whether working in the cadre or is on the Central Deputation	
28	If on Central Deputation, please mention whether working on a CSS posts or a Non-CSS post or an Ex-cadre Posts.	
29	Whether Debarred from Central Staffing Scheme Previously If Yes, a. Date from (of debarment) b. Date to (of debarment)	YES / NO
30	Whether worked on Central Deputation before If yes a. Date of reporting to cadre	YES / NO
31	Whether cooling-off period completed a. Cooling-off period completion date	
32	Whether retained in Offer List during previous years	2015: YES/NO 2016: YES/NO 2017: YES/NO

33	Preference of Ministries/Departments*	
33 A	A brief note (not more than 100 words) highlighting reasons for choice of Ministries/Departments.	
33 B	A brief note (not more than 100 words) highlighting significant/relevant qualifications and important achievements in support of eligibility.	
34	Preference of Stations*	
35	Whether applied for CVO during previous years	2015: YES/NO 2016: YES/NO 2017: YES/NO
36	Whether he/she or his/her batch of service have been empanelled for Additional Secretary to the Govt. of India	YES/NO
37	Preference of stations for CVO*	
38	A brief note on why the applicant should be considered for the post of CVO	
39	Date of Appointment to SAG	
40	Years of service in Group 'A' equivalent posts (for CPSE officers)	

* Note: While officers have the option to indicate their preference of station/location of posting and to apply for CSS and/or CVO posts, but the actual appointments will be subject to availability of posts at various stations/locations and the suitability of officers for the same.

41. EDUCATIONAL QUALIFICATIONS
(Please only mention Graduation and above)

Sl. No.	Qualification	Subject (1) Subject (2)	Year / Division	Institution University Place Country
1				
2				
3				

42. TRAINING DETAILS
(Please mention trainings of duration of only more than 1 month)

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

43. **EXPERIENCE DETAILS**
(Please provide up to date experience details)

Sl. 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 filled by the competent authority of State Govt. / Cadre Controlling Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.

Signature:

Name:

Designation:

44. Vigilance Experience Details

S.No.	Type of Posting (Cadre/Centre)	Level/Payscale Designation	Ministry Department Office place	Details of Experience in vigilance/disciplinary matters	Tenure from Tenure to

The information furnished above by me is correct.

(Signature)

To be filled by the Cadre Controlling Authority.

(This should be filled by the competent authority of State Govt. / Cadre Controlling 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 outcome 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
- b) If Yes, period of debarment

2. Has the Officer been on any deputation before :

3. If yes -
 - a) Date of commencement of deputation
 - b) Date of completion of deputation
 - c) Date of completion of Cooling-off

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	Whether APAR Dossier is Complete upto 31/3/2017						YES / NO
2	APAR for any year (in the last 5 years) not available in the Dossier (Reason for non-availability or NRC be given)						
3.	Adverse entries if any (expunged or unexpunged) in Any APAR(s) If Yes, Year-wise details Thereof.						YES / NO
4.	APAR grading of the last 05 years						
Year/Period	Reporting Authority	Name/Desg of Reporting Authority	Reviewing Authority	Name/Desg of Reviewing Authority	Accepting Authority	Name/Desg of Accepting Authority	Final grading

Signature of the officer certifying the proforma

Name

Designation

Stamp