

मनीषा सक्सेना, भा.प्र.से.
Manisha Saxena, IAS
स्थापना अधिकारी एवं अपर सचिव
ESTABLISHMENT OFFICER &
ADDITIONAL SECRETARY
Tel. : 23092370, Fax : 23093142
E-mail : eo@nic.in



भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-११०००९
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

D.O. No. 32/2025-EO(MM.II)

Dated: 17th December, 2024

Dear Sir / Ma'am,

I am writing to invite nominations of officers for appointment on deputation to the posts under Central Staffing Scheme (CSS) and for the posts of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under various Ministries/Departments. The detailed guidelines to this effect are given in *Appendix-I* and *Appendix-II*, respectively. The details of stations where posts of CVOs are located are indicated at *Appendix-III*.

2. As you are aware, nominations for both CSS and CVO posts have been invited through a single interface on DoPT's website, this form also gives option to officers to opt for being considered for the Non-CSS posts (i.e. posts in PSU/Autonomous Body/Registered Society/Statutory Body etc.) for which vacancies are available from time to time.

3. The qualifying service for empanelment of IAS officers to Joint Secretary level posts at the Centre is now 16 years aligning it with the period prescribed for grant of Super Time Scale by the Government of India's Decision (DoPT letter No. 20011/4/92-AIS II dated 28th March 2000) under Rule 3 of the IAS (Pay) Rules, 1954. Moreover, having regard to the need for creating a strong cadre of professionally trained corps of officers, with experience at the Centre and the State, it was decided that not less than two years experience at Deputy Secretary/Director level under the Central Staffing Scheme shall be mandatory for empanelment at Joint Secretary level at the Centre in respect of IAS officers from 2007 batch onwards.

4. The online application form is available on the Ministry's website, <http://www.persmin.gov.in> and the format of the same is enclosed. Annexure-I of the form along with photograph needs to be filled online by the officer. Annexure II, III and IV have to be filled online by the Nodal Officer designated for this purpose by the Cadre Controlling Authority (CCA) and forwarded online to DoPT. The officers can apply as per their choice and eligibility either for the posts under CSS or for that of CVOs or both. I would request that the guidelines brought out in Appendix I and II are strictly adhered to while forwarding the applications of officers.

5. Further, I would also like to draw your kind attention to the Central Deputation Reserve (CDR) data for IAS officers which determines the extent to which officers could be sent on deputation to the Government of India. Proper cadre management requires an adequate number of the officers to be deputed to the Centre under the Central Staffing

Contd...

Scheme. You would also agree that the movement of the officers from the States to the Centre and back is crucial for building up the capabilities at the State level and contributing towards developing State perspectives in the Government of India or National perspective in the State at the decision-making levels. This will also ensure that every eligible officer has an opportunity to serve at the Centre at least once at the middle management level. Further, it is requested to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year.

6. It is observed that the applications of officers, who have applied for the posts under CSS or that of CVOs or both, are often forwarded for some other posts without consulting the office of the Establishment Officer. It is, therefore, requested that the names of officers forwarded for consideration for the above posts, may not be recommended for other posts without consulting this Division.

7. The Government of India has been following a policy of debarring an officer for five years, if, he/she fails to join the Central deputation under Central Staffing Scheme or as CVO either on personal grounds or the refusal of the Cadre to relieve him. It may be noted that withdrawal of the name of an officer after a panel has been recommended by the Civil Services Board results in debarment for five years. As per instructions contained in letter No. 14/1/98-FA(UN), dated 26.2.1998 and No.1/1/2003-FAS, dated 8.5.2003 of the Department of Personnel and Training, an officer who is debarred from being taken on deputation to a post under the Central Staffing Scheme is also to be debarred from being given Cadre Clearance for foreign assignments/consultancies abroad during the period of debarment. Therefore, nomination of officers debarred from central deputation should not be forwarded for appointment to above posts till the period of debarment is over.

8. I would request you to also take note of the following points, while forwarding the names of officers for appointment, under the Central Staffing Scheme or for the post of Chief Vigilance Officers (CVOs):

- i. Sufficient names of women and SC and ST Officers may be sponsored so that adequate representation can be provided to them.
- ii. Officers whose names are offered should have completed the prescribed 'Cooling Off' period.
- iii. The APARs completed upto 31.03.2024 must be uploaded online in Annexure-IV as it will be difficult to consider the names of officers with incomplete APARs.
- iv. The periods for which APARs are not available may clearly be pointed out. The reasons for non-availability of APARs or NRC for these periods may invariably be provided.
- v. The posting details should be complete from date of joining of service to till date.
- vi. The earlier deputations or debarment period may be clearly specified in Annexure III of the application.
- vii. Details of any inquiry/complaints/proceedings which may affect the vigilance status of the applicant may also be forwarded.
- viii. If an officer is currently working on any deputation (i.e., Ex-Cadre, Non-CSS, Inter-Cadre deputation etc.), 'NOC' of that Ministry/Department/State Government etc, where the officer is on deputation, may also be provided.

Contd...

9. Only those applications that have been validated electronically by the Nodal Officers will be accepted. All the Nodal Officers may be requested to ensure that details in Annexure-I to IV are duly filled in, complete and correct (up to date) in all respects. In case of change of the existing Nodal Officer, details along with e-mail I.D. of the Nodal Officer may be intimated to this Office and the same must be uploaded online in SUPREMO in the prescribed format.

10. The officer shall also be required to indicate choice of location(s) only (not CPSEs/Organizations) for CVO and choice of location(s) along with three indicative preferences for Departments/Ministries for CSS, while sending their applications. Even though officers are required to indicate their preference of station(s)/location(s) of posting, the Government reserves the right to take the final decision in the matter. Further, the actual appointments will be subject to availability of posts at various locations and the suitability of officers for the posts.

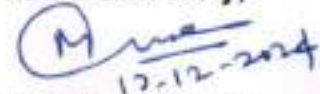
11. The extant guidelines relating to the CSS permit officers in the higher pay scale in their parent cadres to come on deputation under CSS in lower pay scale. Extant Rules and guidelines regarding fixation of pay under Central Staffing Scheme would apply. Officers appointed at Deputy Secretary level may get the benefit of pay fixation at higher level on grant of Level 13 or Grade Pay of Rs. 8700/- in their respective parent cadres and may be re-designated as Director on completing 14 years of service.

12. It is requested that names of only those officers should be forwarded who are not likely to be recalled on ground of availing promotion in the cadre for at least 2 years.

13. The names of officers nominated for Joint Secretary level for CSS may kindly be sent to Director (SM) and those for CVOs (Joint Secretary/Director/Deputy Secretary level) and Deputy Secretary/Director level under CSS may be sent to Deputy Secretary (MM). I would request you to forward the names keeping in view the above mentioned requirements by 31st January, 2025. Given the procedural delays in receiving offers from the CCAs and consequential time taken in finalizing the 'Offer List' for the year 2025, we presume your concurrence in operating the 'Offer List' of 2024 till 31.03.2025.

With warm regards,

Yours sincerely,



(Manisha Saxena)

1. The Chief Secretaries of All the State Governments.
2. Shri Govind Mohan,
Home Secretary,
Ministry of Home Affairs (in respect of IAS officers of AGMUT Cadre)
North Block, New Delhi.

Copy to:-

NIC, DoP&T, with a request to upload this circular on the Department's website under:
"Online Services- Central Staffing Scheme and CVO".

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 2025.

ELIGIBILITY

(A) JOINT SECRETARY

- (i) Officers adjudged suitable/empanelled for holding Joint Secretary 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 Level 13 or Grade Pay Rs. 8700/- in their Cadre.

(C) DEPUTY SECRETARY

- (i) Officers who have completed 9 years in the Indian Administrative Service.

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 extant 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 31.3.2024. The details of missing ACR(s), if any, may be clearly mentioned with reasons. Alternately, NRC(s) 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.

CDR UTILIZATION

In formulating the Offer List for 2025, care may be taken to offer officers at different levels in sufficient numbers so as to meet the gap in the utilization of Central Deputation Reserves in the Cadres.

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, Inter-Cadre 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. Further, the cadre clearance from the current Department/Ministry may also be provided if the officer is currently on any Deputation (i.e., Ex-Cadre, Non-CSS, Inter-Cadre etc) post.

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 2025.

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 CPSEs 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 All India Services who have been drawing pay in the SAG in their cadre continuously for 3 years.
- (iii) Officers of the CPSEs, 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 Indian Administrative Service 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 CPSEs, 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 All India 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 CPSEs, 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 31.3.2024. The details of missing ACR(s), if any, may be clearly mentioned with reasons. Alternately, NRC(s) 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 2025. 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, the age limit is 56 years.

PAY FIXATION

- i. 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).
- ii. 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.

List of locations of existing & tentative vacancy (CVO) for the period upto 31.12.2025

| Sl. No. | Location |
|----------------|-------------------------------|
| 1 | Delhi |
| 2 | Mumbai, Maharashtra |
| 3 | Kolkata, West Bengal |
| 4 | Bengaluru, Karnataka |
| 5 | Ranchi, Jharkhand |
| 6 | Noida, Uttar Pradesh |
| 7 | Gurgaon, Haryana |
| 8 | Mangaluru, Karnataka |
| 9 | Paradip, Odisha |
| 10 | Kandla, Gujarat |
| 11 | Visakhapatnam, Andhra Pradesh |
| 12 | Hyderabad, Andhra Pradesh |
| 13 | Nagpur, Maharashtra |
| 14 | Goa |
| 15 | Thoothukudi, Tamil Nadu |
| 16 | Kochi, Kerala |
| 17 | Shimla, Himachal Pradesh |
| 18 | Singrauli, Madhya Pradesh |

Personal Information

Photograph

Application for the Post of

Applied For CSS CVO NON-CSS**Level** DS Director Joint Secretary DS Director Joint Secretary DS Director Joint Secretary

| | | |
|----|---|--|
| 1 | Service | |
| 2 | Cadre (only for AIS) | |
| 3 | First Name | |
| 4 | Middle Name | |
| 5 | Surname | |
| 6 | Domicile | |
| 7 | Gender | |
| 8 | Category | |
| 9 | Date of Birth | |
| 10 | Date of Superannuation | |
| 11 | Contact Details a) E-mail Id b) Office Phone Number (with STD code): c) Residence Phone Number (with STD code): d) Mobile Number: | |
| 12 | Exam Year | |

| | | |
|----|---|--------|
| 13 | Allotment Year | |
| 14 | Date of joining | |
| 15 | Present Pay band+ Grade Pay OR Present Pay Level | |
| 16 | Basic Pay as on 01.01.2025 | |
| 17 | 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) | |
| 18 | Whether spouse currently working under Central Deputation | YES/NO |
| 19 | Whether granted NFSG or Pay Level 13 | |
| 20 | Date of grant of NFSG or Pay Level 13 (upload order) | |
| 21 | Whether he/she is Empanelled to hold the post of Joint Secretary to the Govt. of India. if yes Date of Empanelment (Upload Order copy) | Yes/No |
| 22 | Latest Batch to get Empanelled to hold the post of Joint Secretary to the Govt. of India | |
| 23 | Whether he/she is Empanelled to hold the post of Additional Secretary to the Govt. of India. If yes (Upload Order copy) | |
| 24 | Latest Batch to get Empanelled to hold the post of Additional Secretary to the Govt. of India | |
| 25 | Years of service in Group 'A' equivalent posts(for CPSE officers) | |

| | | |
|----|---|--|
| 26 | Whether presently slotted for Foreign Assignments /Training | YES/NO |
| 27 | Whether presently working in the Cadre or on Deputation | |
| 28 | If on Central Deputation, Nature of Post | <input type="radio"/> CSS <input type="radio"/> Non-CSS <input type="radio"/> Ex-Cadre |
| 29 | Post Held | |
| 30 | Post Level | |
| 31 | Date of Start of Central Deputation | |
| 32 | Date of Expiry of Central Deputation | |
| 33 | Whether worked on Central Deputation before, If yes, Date of reporting to cadre | YES / NO |
| 34 | Whether cooling-off period completed a. Cooling-off period completion date | |
| 35 | Whether Debarred from Central Staffing Scheme Previously If Yes, <u>Date of debarment</u> a. Debarment from b. Debarment to | YES / NO |
| 36 | A brief note (not more than 100 words) highlighting significant/relevant qualifications and important achievements in support of eligibility. | |
| 37 | Whether retained in Offer List during previous years | 2022: YES/NO 2023: YES/NO 2024: YES/NO |
| 38 | Preference of Ministries/Departments* | 1. 2. 3. |
| 39 | A brief note (not more than 100 words) highlighting reasons for choice of Ministries/Departments. | |

| | | |
|----|--|--|
| 40 | Preference of Stations* | |
| 41 | Whether applied for CVO during previous years | 2022: YES/NO 2023: YES/NO 2024: YES/NO |
| 42 | Preference of stations for CVO* | |
| 43 | Date of grant of SAG/Pay level 14 | |
| 44 | A brief note on why the applicant should be considered for the post of CVO | |

* **Note:** Even though officers will be asked to give their preference of station/location of posting, Government reserves the right to take the final decision in the matter. Further, while officers have the option to apply for both CSS and CVO posts, but the actual appointments will be subject to availability of posts and the suitability of officers for the posts.

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)****(i) Cadre:**

| Sl. No. | Type of Posting | (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 | | | | | |

(ii) Central Staffing Scheme:

| Sl. No. | Type of Posting | (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 | | | | | |

iii) Non-Central Staffing Scheme/Other Deputations:

| Sl. No. | Type of Posting | (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 | | | | | |

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/Pay scale 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 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 31/3/2024 | | | | | | | YES / NO |
|-------------|---|--------------------------------|----------------------------------|--------------------------------|----------------------------------|--------------------------------|----------------------------------|---------------|
| 2 | APAR(s) 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. | Date of Filing Latest IPR | | | | | | | |
| 5. | APAR grading of the last 05 years | | | | | | | |
| Year/Period | IPR Submission date | Grading by Reporting Authority | Name/Desg of Reporting Authority | Grading by Reviewing Authority | Name/Desg of Reviewing Authority | Grading by Accepting Authority | Name/Desg of Accepting Authority | Final grading |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Signature of the officer certifying the proforma

Name

Designation

Stamp