

Dear Sir/Madam,

I would like to draw your attention to this Department's D.O letter of even no. dated 22.12.2016 inviting nomination of officers for appointment on deputation to the posts under Central Staffing Scheme(CSS) and No. 372/8/2016-AVD. III dated 7.12.2016 inviting applications for Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under central Ministries/Departments.

2. The guidelines for appointment to posts under CSS/CVO set out in the above references have since been revised and it has been decided to invite nominations for both CSS/CVO posts through a single interface. You may like to recommend a sufficiently large number of officers for appointment at D.S./Director level, at least in proportion to actual strength of officers in your cadre to ensure proportionate representation. The Central Deputation Reserve/Deputation Reserves may be adequately utilized for this purpose.

3. The application for CSS & CVO's has to invariably be made online. The form is available on the Ministry's website, <http://www.persmin.gov.in>. On the application form, the following need to be filled:

Annexure-I	Personal details of the officer & photograph (to be uploaded online)	To be filled by the Officer applying for the CSS/CVO To be filled online by the Nodal Officers designated for the purpose by the CCA & forwarded to DoPT.
Annexure-II	Vigilance clearance	
Annexure-III	Debarment, Deputation & Cooling-off details	
Annexure-IV	APAR grading	

4. The officers can apply as per their choice and eligibility either for CSS or CVO or both. The detailed guidelines for nominating suitable officers for appointment under CSS and CVOs are given in Appendix-I and Appendix-II respectively. It may however be noted that only officers belonging to services participating in the Central Staffing Scheme(Appendix-III) may apply for CSS. It may be noted that procedure for appointment of CVOs has been revised vide this Department's O.M. No. 372/7/2016-AVD-III dated 28.04.2017. I would request that the guidelines brought out in Appendix I & II, are strictly adhered to, while forwarding the applications of officers.

5. 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 and complete 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.


6. The officer shall also be required to indicate choice of location only(not PSEs/Organizations)for CVO and choice of location alongwith three preferences for Departments/Ministries for CSS, while sending their applications. Even though officers will be asked to give their choices of station/location of posting, Government reserves the right to the final decision in the matter.

7. 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. In case the officer fails to join the post, he/she will be debarred for five years for taking up Central Deputation. The debarred officers will also not be given cadre clearance for foreign assignments/consultancies.

8. The application of willing officers may be forwarded to this Department after due scrutiny at the earliest.

With regards

Yours sincerely,



(Rajiv Kumar)

1. The chief Secretaries of the State Governments
2. All Secretaries to the Government of India.

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 2017.

ELIGIBILITY

(A) JOINT SECRETARY

- (i) Officers adjudged suitable/empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the Cadre Controlling Authorities.
- (iii) The officers of 1987 & 88 Batch may not be sponsored for deputation to Joint Secretary level posts as their empanelment at Additional Secretary level has been done.

(B) DIRECTOR

- (i) Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the Cadre in IAS.
- (ii) Officers of 2003 Batch will be eligible for appointment at the level of Director w.e.f. 1st July, 2017.
- (iii) The officers of 2000 batch may not be offered for Central Deputation during the year 2017 as the empanelment at Joint Secretary level of officers of 2000 batch is likely to be taken up during the course of the year and hence they cannot be considered for placement at Director level any longer.

(C) DEPUTY SECRETARY

- (i) Officers who have completed 9 years of service in Group 'A'.
- (iii) Officers of 2008 Batch would be considered for appointment as Deputy Secretary only from July, 2017.

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 31.3.2016. 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.

CDR UTILIZATION

For All India Services, in formulating the Offer List for 2017, 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 for the officers who come on central deputation under the Central Staffing Scheme would be as per extant guidelines.

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.

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 Central Deputation or Cadre deputation 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.

Guidelines for the preparation of offer list for consideration for appointment to the posts of Chief Vigilance Officers during the year 2017.

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 All India Services and 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 31.3.2016. 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 2017. 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

- 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 Services Participating under
Central Staffing Scheme**

S.No.	Service
1	Central Company Law Service
2	Central Engineering Service (Roads)
3	Central Power Engineering Service
4	Indian Trade Service
5	Central Water Engineering Service
6	Central Engineering Service (CPWD)
7	Indian Administrative Service
8	Indian Audit & Account Service
9	Indian Broadcasting (Engineering) Service
10	Indian Broadcasting Programme Service
11	Indian Civil Accounts Service
12	Indian Cost Accounts Service
13	Indian Defence Accounts Service
14	Indian Defence Estate Service
15	Indian Defence Service of Engineers
16	Indian Economic Service
17	Indian Forest Service
18	Indian Information Service
19	Indian Inspection Service
20	Indian Ordnance Factory Service
21	Indian P&T Finance & Accounts Service
22	Indian Police Service
23	Indian Postal Service
24	Indian Railway Accounts Service
25	Indian Railway Personnel Service
26	Indian Railway Service of Electrical Engineers
27	Indian Railway Service of Engineers
28	Indian Railway Service of Mechanical Engineers
29	Indian Railway Service of Signal Engineers
30	Indian Railway Store Service
31	Indian Railway Traffic Service
32	Indian Revenue Service(C&CE)
33	Indian Revenue Service(IT)
34	Indian Statistical Service
35	Indian Supply Service
36	Indian Telecom Service
37	Geological Survey of India, Group 'A' Service
38	Central Secretariat Service (for JS level only)