

PCPO

REMINDER

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महा प्रबंधक का कार्यालय  
Office of the General Manager  
आ. र. स. 25890/R3  
I.R. No.  
Government of India (Bharat Sarkar)  
Ministry of Railways (Rail Mantralaya)  
(Railway Board)

No.2018/SCC/20/01, dated 17.07.2018

To  
The General Managers & equivalent,  
All Zonal Railways, Production Units, etc.

Office of the Chief Personnel Officer  
I.R. No. 9148  
24 JUL 2018  
दस्तावेज संख्या - 38.  
Mumbai-39.

**Sub:** Inviting nominations of Railway Officers for appointment on deputation to the posts under Central Staffing Scheme (CSS) and for the post of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organisations under Central Ministries/ Departments-reg.

Please refer to this office letter of even number dated 10.01.2018 (copy enclosed) inviting nominations for appointment to Joint Secretary, Director and Deputy Secretary level posts at the Centre under Central Staffing Scheme including CVOs, 2018 to be selected by DOP&T.

2. In reference to above mentioned letter, till date only 12 applications have been received from the Railways/PUs for Director/DS level posts. DOP&T have expressed their concern on the low representation of officers from Railway Services under Central Staffing Scheme especially at Director/DS level. It is, therefore, requested that the Board's circular dated 10.01.2018 may once again be given wide publicity amongst eligible officers under your control.

Enclosure: As above.

(Ranjanesh Sahai)  
Secretary, Railway Board

**Copy to:**

1. JS (G)/Railway Board for kind circulation to all JDs/Directors of Group 'A' Railway Organized Services in Railway Board.
2. PSO/Sr PPS/PPS to Financial Commissioner, Member Traction, Member Engineering, Member Rolling Stock, Member Staff, Member Traffic, DG/Pers., DG/(RS), DG/(S&T), - for kind information of Board Members and DGs.
3. OSD to Chairman Railway Board for kind information of CRB.

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**Government of India(Bharat Sarkar)  
Ministry of Railways(Rail Mantralaya)  
(Railway Board)**

No.2018/SCC/20/01

New Delhi, dated 10.01.2018

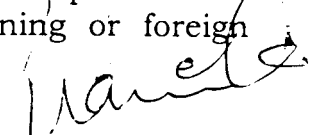
**To**  
**The General Managers & equivalent,**  
**All Zonal Railways, Production Units, etc.**

**Sub: Nomination of Railway Officers for appointment on deputation to JS/equivalent & Director/DS level posts at the Centre under Central Staffing Scheme including CVO's for the year 2018.**

Department of Personnel & Training (DOPT) vide their D.O. No.33/2018-EO(MM.II) dated 11 December, 2017 (copy enclosed) has invited nominations of Railway officers for appointment to the posts of JS/equivalent, Director/DS level posts at the Centre under Central Staffing Scheme including CVOs for the year 2018. The guidelines and eligibility conditions in detail are available on DOPT's website [www.persmin.gov.in](http://www.persmin.gov.in).

2. The eligible & willing officers will require to submit their personal data in the application form available online on DOP&T's website. Personal details of the officer are to be filled in by the officer online. A signed copy of (i) The print-out of the application, (ii) a copy of Immovable Property Return (IPR) for the year ending 31.12.2017 and (3) updated APARs should be forwarded to Sh. Rajesh Kumar, Under Secretary (Conf.)-II, Secretary's Confidential Cell, Room No.151-A, Rail Bhavan, New Delhi-110001. Phone No. 44210, 43741, 43746 (Railway), Telefax 011-23382615.

3. Attempts may be made to sponsor sufficient names of women and SC/ST officers. The officers who had been on any deputation previously may not apply till the cooling off is over. Withdrawal shall entail debarment for a period five years for consideration for a post under Central Staffing Scheme and also for any foreign training or foreign assignment/consultations through DOPT.

  
**(Pramila H. Bhargava)**  
Joint Secretary (Conf.)/Pers.,  
Railway Board.

**Copy to:** JS (G)/Railway Board for kind circulation to all DDs/JDs/Directors (Group 'A' Railway Organized Services) in Railway Board.



सत्यमेव जयते

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

त्रिपाठी  
PATHI

सचिव कार्मिक और

प्रशिक्षण

ESTABLISHMENT OFFICER &  
ADDITIONAL SECRETARY

Phone: 23092370, Fax: 23093142

E-mail: eo@nic.in

D.O. No. 32/2013-ED(MM.II)

Dated: 11<sup>th</sup> December 2017

Dear Sir / Madam,

I am writing to invite nominations of officers for appointment on deputation to posts under Central Staffing Scheme (CSS) and for the post of Chief Vigilance Officers (CVOs) in Central Public Sector Enterprises (CPSEs) and other organizations under central Ministries/Departments. The detailed guidelines for nominating suitable officers for CSS and CVO are given in Appendix-I and Appendix-II respectively. I would request that the guidelines are strictly adhered to, while forwarding the applications of officers.

1. As you are aware, the guidelines for appointment to posts under CVO had been revised vide this Department's JM No. 372/17/2016 AVD-III dated 29.04.2017 and a decision was taken to invite nominations for both CSS and CVO posts through a single interface.

2. Further, I would also like to draw your attention to the Central Deputation Reserve (CDR) statement for IAS officers as on 31<sup>st</sup> October, 2017 enclosed with this letter (Appendix III). The Central Deputation Reserve (CDR) of each State Cadre determines the extent to which officers could be sent on deputation to the Government of India. You would also agree that the movement of the officers from States to the Centre and back is crucial for building up the capabilities at the State level and contributing towards developing national perspectives at the decision-making levels in the Government of India. It would, therefore, be appropriate considering the fact that there is general shortage of IAS officers at Deputy Secretary/Director level, if a conscious attempt is made while forwarding the names of the officers, so as to share the shortage proportionately between the Centre and the States and also that every eligible officer has an opportunity to serve at the Centre at least once at the middle management level.

3. Considerable processes are gone through before an officer is appointed under the Central Staffing Scheme or for the post of Chief Vigilance Officers. However, very often, the Cadre Controlling Authorities (CCAs) withdraw the names of officers from offer at a later stage. This results in undue delay in the placement of officers under the Central Staffing Scheme, which is not in public interest. Therefore, you are earnestly requested to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year.

4. The Government of India has been following a policy of debarment of an officer for five years, if he/she fails to join the post under the CSS or 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. 14/1/93-PA(UN), dated 26.2.1993 and No. 1/1/2003-PAS, 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, consularcies abroad during the period of debarment. Therefore nomination of officers debarred from central deputation may not be forwarded for appointment to posts under the CSS till the period of debarment is over.

5. I would request you to pay particular attention to 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 necessary 'cooling off'.
- iii. The APARs completed upto 31.03.2017 are sent simultaneously as it will be difficult to retain the names of officers with incomplete APARs.

6. The online application form for applying for CSS & CVOs is available on the Ministry's website, [www.personnel.nic.in](http://www.personnel.nic.in). The format of the application form is enclosed Annexure-I of the form along with



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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 CCA and forwarded online to DoPT. The officers can apply as per their choice and eligibility either for CSS or CVO or both. I would request that the guidelines brought out in Appendix I & II, are strictly adhered to, while forwarding the applications of officers.

8. 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.

9. 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 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

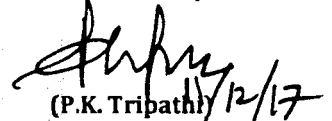
10. It is observed that the applications of officers, who have applied for the CSS or CVOs, are often forwarded for some other posts without consulting O/o the Establishment Officer. It is, therefore, requested that the names of officers forwarded for retention under CSS may not be recommended for some other posts without consulting this Division.

11. The extant Rules 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 retained at Deputy Secretary level may get the benefit of pay fixation at higher level on grant of NFSG & may be re-designated as Director on completing 14 years of service as on 1<sup>st</sup> July of that year.

12. The names of officers nominated for Joint Secretary level for CSS or CVO may kindly be sent to Deputy Secretary (SM) and those for Deputy Secretary/Director level may be sent to Director (MM). I would request you to forward the names keeping in view the above mentioned requirements, by 31<sup>st</sup> January, 2018. Given the procedural delays in receiving offers from the CCAs and consequential delays in finalizing the 'Offer List' for the year 2018, we presume your concurrence in operating the 'Offer List' of 2017 till 31.03.2018.

*With regards,*

Yours sincerely,

  
(P.K. Tripathi) 11/12/17

1. The Chief Secretaries of the State Governments.

2. Shri Rajiv Gauba  
Home Secretary  
Ministry of Home Affairs  
North Block, New Delhi

(In respect of IAS officers of AGMUT Cadre)

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".