



O/o the Controller General of Defence Accounts

उलान बटार रोड, पालम, दिल्लीछावनी - 110010

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No. AN/1/1323/3/CSS & CVO/2025

Circular

Dated:10.01.2025



To,

All PCsDA /CsDA & equivalent,
(Through CGDA's Website)

Subject: Nomination of officers for appointment on deputation to the Posts under Central Staffing Scheme and Chief Vigilance Officers in CPSEs for the year 2025- Reg.

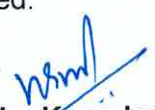
A copy of Department of Personnel & Training letter No. 33/2025-EO(MM II) dated 17.12.2024 on the above mentioned subject, which is self explanatory, is enclosed for information.

2. In this connection, it has been decided by the Competent Authority that applications of the eligible IDAS officers through proper channel, as indicated below, for holding subject posts would be considered for recommendation:

- | | |
|---------------------------|--|
| a) Joint Secretary level | Officers empanelled for holding the JS/equivalent level posts at Centre. |
| b) Director level | NFSG(JAG) level officers |
| c) Deputy Secretary level | JAG level officers |

3. It is, enjoined upon all concerned to adhere to the instructions contained in the DoPT letter cited above and to forward the applications (hard copy of the online filled-in application) of willing and eligible officers to this HQrs office latest by 20.01.2025 for further necessary action at this end.

4. Applications received after the cut off date i.e. 20.01.2025 will not be considered.


(Mugdha Kaur Jaggi)
Sr. Dy. CGDA (AN)

Copy to:

1. IT & S Wing
(Local)

For uploading on CGDA's website.


(Mugdha Kaur Jaggi)
Sr. Dy. CGDA (AN)

मनीषा सक्सेना, भा.प्र.से.
Manisha Saxena, IAS
स्थापना अधिकारी एवं अपर सचिव
ESTABLISHMENT OFFICER &
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भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
नॉर्थ ब्लॉक, नई दिल्ली-110009
GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC
GRIEVANCES AND PENSIONS
NORTH BLOCK, NEW DELHI-110001

D.O. No. 33/2025-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 post 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 CVO are located are indicated at *Appendix-III* as well as the list of services participating under the Central Staffing Scheme is also attached as *Appendix-IV*.

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 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 CVO or both. It may however, be noted that only officers belonging to services participating in the Central Staffing Scheme (Appendix-IV) may apply for CSS. I would request that the guidelines brought out in Appendix I and II are strictly adhered to while forwarding the applications of officers.

4. 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.

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5. 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.

6. 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 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 deputation etc.), 'NOC' of that Ministry/Department/State Government etc, where the officer is on deputation, may also be provided.

7. 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 prescribed format.

8. The officer shall also be required to indicate choice of location(s) only (not PSEs/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.

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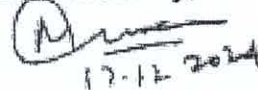
9. The extant guidelines relating to the CSS permit officers in the higher pay scale in their parent cadres to come on deputation under CSS in lower pay scale. Extant Rules and guidelines regarding fixation of pay under Central Staffing Scheme would apply. Officers appointed at Deputy Secretary level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

10. 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.

11. 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,


17-12-2024

(Manisha Saxena)

1. All Secretaries to the Government of India.
2. Shri Satish Kumar,
Chairman,
Railway Board, (In r/o Indian Railways Services officers)
Ministry of Railways,
Rail Bhavan, New Delhi.
3. Shri Jayanti Prasad,
Deputy Comptroller & Auditor General of India,
(Human Resource, International Relations & Coordination)
O/o the C&AG of India,
9, Deen Dayal Upadhyaya Marg, (In r/o IA&AS officers)
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 in Group 'A' Services.

(C) DEPUTY SECRETARY

- (i) Officers who have completed 9 years of Group 'A' 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. 4

CONFIDENTIAL ROLL

The Confidential Rolls of the officers placed on offer must be made available complete upto 31.03.2024. 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.

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 CVOs

(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 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 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 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 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 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

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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 58 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