

GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(PERSONNEL WING)

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No.A.49012/1/2020/DPAR/SS-I(1)

Puducherry, dated: 29/12/2020

31

**I.D. NOTE**

Sub: Publication of Civil List of I.A.S. officers for the year 2021 as on 01.01.2021 – Particulars of I.A.S. officers called for - Reg.

Ref: Letter F.No.15041/06/2019.UTS-I dated:11.12.2020 of the Ministry of Home Affairs, New Delhi.

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A copy of the letter cited on the subject mentioned above which is self explanatory is forwarded herewith, with a request to furnish the requisite particulars as called for therein in the prescribed format, alongwith passport size photograph immediately for making online updation and furnishing the same to the Ministry.

2. It is also requested that the instructions of the DoPT may kindly be followed while furnishing the particulars. This may be given 'TOP PRIORITY'.

*V. Jaisankar*  
31-12-2020

(V. JAISANKAR)

UNDER SECRETARY TO GOVERNMENT

Encl: as stated.

To

1. Shri C. Udaya Kumar, I.A.S., Secretary to Govt. (Welfare), Puducherry.
2. Shri S.D. Sundaresan, I.A.S., Special Secretary to Govt. (Home), Puducherry.
3. Shri Jayanta Kumar Ray, I.A.S., Secretary to Govt. (LAD), Puducherry.
4. Shri A.S.P.S. Ravi Prakash, I.A.S., Secretary to Govt. (RD), Puducherry.
5. Smt. R. Smitha, I.A.S., Secretary to Govt. (Science, Tech. & Env.), Puducherry.
6. Shri Pankaj Kumar Jay, I.A.S., Secretary to Govt. (Fires Service), Puducherry.
7. Shri E. Vallavan, I.A.S., Secretary to Govt. (Labour), Puducherry.

PROFORMA

Sl. No	Name Identity No. Dt. of Appointment Source of Recruitment Intra IAS login <i>e-mail ID.</i>	Qualification (Subject)	Date of Birth Allotment Year Cadre & Domicile	Present post with effect from	Pay Scale	Recent PP size Photograph of IAS officer

OFFICE OF THE CHIEF SECRETARY PUDUCHERRY	
No. 5985/CS/G	
Received on 15/12/20	Fax/Email
Despatched on 6-DEC-2020	Time Bound

Office of the Development Commissioner Chief Secretariat, Puducherry	
No. 4573/DC/Res/20	
Received on : 16 DEC 2020	
Despatched on : 18 DEC 2020	

F.No. 15041/06/2019.UTS-I

भारत सरकार / Government of India

गृह मंत्रालय / Ministry of Home Affairs

North Block, New Delhi  
Dated the 11th December, 2020

To

1. The Chief Secretary, Govt. of Goa, Panaji.
2. The Chief Secretary, Govt. of NCT of Delhi, New Delhi.
3. The Chief Secretary, Govt. of Mizoram, Aizawal.
4. The Chief Secretary, Govt. of Arunachal Pradesh, Itanagar.
5. The Chief Secretary, Govt. of Andaman and Nicobar Island, Port Blair.
6. The Chief Secretary, Govt. of Puducherry.
7. The Advisor to Administrator, Chandigarh.
8. The Advisor to Administrator, Daman & Diu and Dadra & Nagar Haveli.
9. The Advisor to Administrator, Lakshdweep.

Subj: Publication of the Civil List of the IAS Officers for the year 2021 as on 01.01.2021 -  
reg.

Sir,

I am directed to refer to DoPT's letter vide No.27014/02/2020-AIS-III dated 12.10.2020 (copy enclosed) on the subject mentioned above and to request to furnish the latest information in respect of serving IAS officers of Joint AGMUT cadre in the enclosed proforma along-with latest photograph [both in Hard Copy and Soft Copy] through e-mail (souts1@mha.gov.in) to this Ministry latest by 21.12.2020.

Encl: As above.

Office of the Secretary (GAD, IT & Spl. Secretary (Personnel))	
Tapal No. 1683/Sec/Pr/Pr/20	
Received on 18 DEC 2020	
Despatched on 19 DEC 2020	

Yours faithfully,

(Rakesh Kumar Singh)

Under Secretary to the Govt. of India

Ph. 2309-2688

VS (Pr)

SSIC (D)  
21/12/2020Q  
21.12779  
21.12.2020

Sury 18/12/2020

No.27014/02/2020-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel & Training

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North Block, New Delhi  
Dated the 12<sup>th</sup> October, 2020

To,

Chief Secretaries of all States/UTs

**Subject: Publication of the Civil List of the IAS officers for the year 2021 – On line updation - Compilation of data reflecting position as on 01.01.2021 -reg.**

Sir/Madam,

I am directed to say that the process of the compilation and publication of the 66<sup>th</sup> edition of the Civil List of the IAS officers for the year 2021 has started. The intention is to submit the Civil List on the basis of information fed by the State Governments, and so the 2021 Civil List should reflect the position as on 01.01.2021 very accurately.

2. It is pertinent to mention that the Civil List 2021 is to be updated alongwith with inclusion of photographs of IAS officers. NIC has modified the software to include the photographs of IAS officers of your cadre as well as updation of other relevant information as is being done in the past. Accordingly, data has to be updated and clear photographs are to be uploaded as per prescribed specifications.

3. The relevant points on which information is required to be provided are reiterated below.

- A maximum of two qualifications, starting from B.A/B.Sc. etc. should be given in the Civil List. The option of having two qualifications of his/her choice should be left to the officer concerned, which the State Government may incorporate after consulting him/her. Instead of using the term 'Graduate'/'Postgraduate' etc., the terms B.A/B.Sc./B. Com. etc. should be used. Instead of using the term 'Doctorate', Ph.D., D. Litt, D.Phil., etc. may be mentioned.
- Existing posting of the member of the Service during the year 2020 is to be given.
- E-mail I.D of the officers should also be given below their names.

Contd...2

- Level of Pay drawn by the member of the Service in the State Government should be given.
- Domicile of the officers who have been promoted to the IAS should be given.
- Copies of orders/supporting documents relating to officers who have resigned/voluntarily retired/expired etc. during the current year should be provided.
- In case of officers allowed deputation under 6(2)(i) of the IAS (Cadre) Rules, the date of joining the post by the officers should also be provided.
- For the officers who are on leave/study leave/training etc., the date of commencement of such leave/study leave/training should also be provided.
- All transfers/promotions/upgradation of pay made up to 1<sup>st</sup> January should definitely be reflected in the information for the Civil List.

4. Efforts have been made to compile full names of the officers from the records available in this Department. However, State Governments and the Ministry of Home Affairs, as the Cadre Controlling Authority of the IAS officers of the AGMUT Cadre, are requested to check the full names of the officers and complete the details of uncovered cases with the records available with them. In case of discrepancy in the expanded names and date of birth etc, Section Officer, EO-CM, E.O. Division, North Block, New Delhi (T.No.23092584, e-mail address [soem-dopt@nic.in](mailto:soem-dopt@nic.in)) may be contacted. In case of discrepancy related to seniority, Section Officer, AIS-III, DOPT, North Block, New Delhi (Tel. No. 23092344, E-mail address- [so-ais3@nic.in](mailto:so-ais3@nic.in)) may be contacted.

5. The updated and integrated extract from the IAS Personnel Information System (ER Sheet) maintained by this Department and the list of IAS Officers pertaining to your State/Cadre is available on the website of the Department for information and reference. It is requested that the same may kindly be scrutinized thoroughly and additions/updation/ deletions, if any, may be intimated to EO(CM) Section and AIS-III Section of this Department.

6. As explained at Para 2 above, NIC, DOP&T has provided the modified/updated online web-based software to update Data Bank of the present posting details of IAS Officers alongwith photographs etc. through the Internet. State Governments are requested to update the requisite information. A copy of instructions for entering/updating the data for Civil List on-line is enclosed for reference.

Contd...3

For editing the Civil List pertaining to your State, the help of the State Unit of NIC may be taken. In case there is any technical difficulty, clarifications may be sought from the NIC, DOP&T Computer Centre, North Block, New Delhi, on Telephone Number 011-23092776 or through email at {persinfotech@nic.in}.

8. The login and password for your State/Cadre is.....  
Please note that this is a temporary password. It is imperative that the updating of the Civil List should be handled only by duly authorized personnel and also that the password be changed periodically in order to maintain secrecy. It may also be noted that it is expected that regular updations in the web-based software will be carried out by you, independently of and even after the publication of the Civil List for the year 2020. Updation should be carried out periodically, as and when the posting/status of officers changes.

9. It is emphasized that the facility of carrying out updation / correction in the online Civil List pertaining to their State Cadre is available at this Ministry's website (dopt.gov.in - IAS - Civil List). A copy of the updated list may be sent to this Department, by post, by the 30<sup>th</sup> November, 2020. Since the Civil List, when published, should reflect the position as on 01.01.2021, we expect to make such changes as may become necessary between 01.11.2020 to 01.01.2021 on the basis of data made available to this Department. We may also seek the assistance of Resident Commissioners for a quick update. Members of the service may thus be suitably informed to verify their details to correct errors/discrepancies, if any.

10. The State Governments had, subsequent to the Publication of Civil List 2020, forwarded representations from Members of the Service regarding discrepancies in the date. The representations may be considered by the State Government and necessary updation of records be made accordingly.

11. It may be mentioned that considerable accuracy has been achieved in the Civil List of 2020, thanks largely to the co-operation received from the State Governments, NIC State Units & NIC-DOPT Computer Center of this Ministry. The efforts for bringing out a zero error Civil List, for the year 2021 can be successful only with full co-operation from all concerned.

12. It is requested to nominate a Nodal officer for your State who will co-ordinate for the preparation of Civil List of IAS officers for the year 2021 and also to provide his/her Name, Contact No., Fax No. and e-mail address positively by 15<sup>th</sup> November, 2020.

13. It is requested that the authorities concerned may be suitably directed to render full co-operation in this effort.

Yours faithfully,

*Sandeep*

(Sandeep Kumar Sirha)

Under Secretary to the Government of India

Tel. No.23094714

Fax No. 011-23092344

Copy to:-

1. Addl. Secretary, (UT) MHA for furnishing information as asked for above.
2. DG (NIC), 3<sup>rd</sup> Floor A Block, CGO Complex Lodi Road, New Delhi, requesting him to direct State Informatics Officers of all States/UTs for extending their co-operation to State Personnel Departments in updating the Civil List of IAS Officers through the Web-based software developed by NIC-DOPT Computer Centre, Govt. of India.
3. Sr. Technical Director (NIC), NIC-DOPT.
4. E.O., DOPT, North Block, New Delhi.
5. Resident Commissioners of all States/UTs (as per list attached)

*Sandeep*

(Sandeep Kumar Sinha)

Under Secretary to the Government of India

Tel. No. 23094714

Fax No: 011-23092344