



O/o D.S. (NK)
Dy. No. F-577837
Date: 24/12/21

Office of Secretary (BF & CC)
e-office No. 577837
Date: 20/12/2021

O/o J.S. (TK)
Dy. No. F-577837
Date: 21.12.21

D.O. No. 33/2022-EO(MM.II)

Dated: 15th December, 2021

Dear Sir,

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 for nominating suitable officers for CSS and CVO are given in Appendix-I and Appendix-II respectively. The details of stations where posts of CVO are located are indicated at Appendix-III.

2. As you are aware, the guidelines for appointment to the posts of CVO were revised vide this Department's O.M. No. 372/7/2016-AVD-III dated 28.04.2017 and consequently from July, 2017 onwards, 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.) This option will enable this Department to consider their name for various Non-CSS vacancies available from time to time.

3. The online application form for applying for the posts under CSS and that of CVOs is available on the Ministry's website, <http://www.persmin.gov.in>. The format of the application form 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(CCAs) 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. While forwarding names of officers, you may like to take note of the fact that about 40% of the posts (approximately 390 posts) under the Central Staffing Scheme are of the rank of Joint Secretary and above, and the remaining 60% of the posts (approximately 540 posts) are at the level of Director/Deputy Secretary i.e. the Middle Management level. The list that you forward, to this office, should comprise the names of officers at different levels keeping the availability of posts in mind, so that officers at varying levels get appropriate exposure under the Government of India, especially at the Middle Management level.

Handwritten notes: 17/12/21, JS(TK)

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सूचना का अधिकार

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<http://dopt.gov.in>

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5. Considerable processes are gone through before an officer is appointed under the Central Staffing Scheme or for the post of Chief Vigilance Officers. However, it is observed that the Cadre Controlling Authorities (CCAs) sometimes decide to withdraw the names of officers from offer at a later stage. This results in avoidable complications which are not in public interest. I, therefore, request you 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, 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 consideration for the posts under CSS or that of CVOs, 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 post under the CSS 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 posts under the CSS or for posts of CVO 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 31.03.2021 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 service 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.

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 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 and the same must be uploaded online in SUPREMO in prescribed format.

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10. The officer shall also be required to indicate choice of location(s) only (not PSEs/Organizations) for CVO and choice of location(s) alongwith 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, while officers have the option to apply for both posts under CSS and that of CVOs, but 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 Rs. 8700/- 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 Deputy Secretary (SM) and those for CVOs 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, 2022. Given the procedural delays in receiving offers from the CCAs and consequential time taken in finalizing the 'Offer List' for the year 2022, we presume your concurrence in operating the 'Offer List' of 2021 till 31.03.2022.

With regards,

Yours sincerely,

Deepti U

(Deepti Umashankar)

Shri Rameshwar Prasad Gupta
Secretary,
Ministry of Environment, Forests and Climate Change,
Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003