OFFICE MEMORANDUM

Subject: Appointment of IAS Officers as Assistant Secretary in the Central Secretariat for a period of three months - Terms and conditions of appointment regarding

The undersigned is directed to refer to Order of even number dated 6th August 2015 regarding temporary exclusion of 187 posts of SOs of CSS for a period of three months w.e.f. 31.8.2015 to enable appointment of IAS Officers of 2013 batch in the Central Secretariat and to convey the approval of the competent authority for the following terms and conditions in respect of IAS Officers proposed to be so appointed:

(i) The Officers on expiry of Phase-II Training on 21.8.2015 at LBSNAA will be at the disposal of Central Government.

(ii) The period of Central Deputation will be from 31.8.2015 (Monday) to 28.11.2015 (Friday), exclusive of joining time allowed.

(iii) They will be appointed in the designation of Assistant Secretary in PB-3 with a Grade Pay of Rs.5400/-.

(iv) The Officers are allowed joining time from 22.8.2015 to 30.8.2015 to join Central Government and the joining time pay will be paid the Central Government.

(v) However, at the time of their relieving from the Central Government to join their cadres they will not be allowed joining time and only transit time will be allowed.

(vi) They will report to Joint Secretary (Admn.) of the Ministry/Department concerned.

(vii) Pay fixation: Pay will be paid on the basis of LPC. In the absence of LPC, pay will be fixed provisionally on the basis of Pay Slip for the previous month furnished by the officer. In the absence of both, pay will be fixed provisionally by granting two increments to the minimum of the pay of the pay band plus Grade
pay of Rs.5400/- as the officers have already completed two years of service as on 1.7.2015.

(viii) During their appointment their travel entitlement will be as admissible to a Government servants drawing Grade Pay of Rs.5400 in terms of Department of Expenditure O.M. No. 19030/3/2008-E.IV dated 23.9.2008, as amended from time to time.

(vii) Medical facilities: The Officers will be entitled to CGHS facilities. CGHS cards will be issued to them/ their dependents through the concerned Ministries/ Departments.

(viii) Central Deputation on Tenure Allowance (CDTA): The Officers will be paid CDTA @ 10% of basic pay, subject to a ceiling of Rs.4000.

(ix) House Rent Allowance: Grant of HRA @ 30% in lieu of Government Accommodation, since the posting is at Delhi. As a special case, relaxation of para 2(a) of Department of Expenditure OM No. 2(25)/2004-E.II(B) dated 15.12.2011 has been allowed so that the officers who stay at State Bhawans/ Guest Houses run by the State Govts./ Autonomous organizations provided no Government accommodation is provided to them shall be reimbursed the amount of rent paid by them or the HRA admissible to them whichever is less.

(x) Identity Card: Will be arranged by the respective Ministries/ Departments for the period of their appointment.

(xi) Record Sheet: Ministries/ Departments will maintain Record Sheet for the officers which will be forwarded to the respective State Governments on their relieving for merger with their service books.

(xii) Leave: Officers are advised not to avail any leave considering the short period of appointment.

(xiii) APAR: Will be recorded by the respective Ministries/ Departments in SPARROW.

(xiv) Disciplinary matters: DoPT will be disciplinary authority.

(xv) Intimations under Conduct Rules: Ministries/ Departments concerned will take on record intimations if any furnished by the officers with a copy to the cadre concerned.

2. While allocating the officers the above terms and conditions may be communicated to the Ministries / Departments concerned.
3. This issues in consultation with Department of Expenditure vide their I.D. No. 266541/2015-E.II (8) dated 10.8.2015.

(M. Srinivasaragavan)
Under Secretary to the Government of India
Tele.: 24629412

To
1. Joint Secretary (Establishment), DoPT
2. Services Division (Shri Diwakar Nath Mishra, Director)
3. O/o. Establishment Officer (Ms. Nandini Paliwal, DS)

[Stamp] 10 Aug 2015
No. 21/18/2015-CS.I(P)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
CS.I Division

2nd Floor, Lok Nayak Bhawan,
Khan Market, New Delhi-110003

Dated the 10th August 2015

CORRIGENDUM

Subject: Appointment of IAS Officers as Assistant Secretary in the
Central Secretariat for a period of three months - Terms and
conditions of appointment regarding

The undersigned is directed to refer to OM of even number dated
10th August 2015 on the subject mentioned above and to say that sub-para
(ii) of the OM may be read as under:

"(ii) The period of Central Deputation will be from 31.8.2015 to
30.11.2015, exclusive of joining time allowed."

(Y. Srinivasaragavan)
Under Secretary to the Government of India
Tele.: 24629412

To
1. Joint Secretary (Establishment), DoPT
2. Services Division (Shri Diwakar Nath Mishra, Director)
3. O/o, Establishment Officer (Ms. Nandini Paliwal, DS)
OFFICE MEMORANDUM

Subject: Guidelines for IAS officers of 2013 batch to be posted in Ministries/Departments – action to be taken.

The undersigned is to refer to D/o Personnel & Training’s O.M. No. 1-28011/61/2015-AIS-I dated 4th August, 2015 on the above cited subject. The inputs of EO(PR) Division in respect of guidelines for recording the PAR of 2013 batch IAS officers is as follows:

(i) As per Rule 5 of PAR Rules 2007, PAR in respect of each officer would have to be initiated on completion of three (3) months of service in the said posting. For example, if they join on 1st September, 2015 in the Ministry/Deptt., all the officers would complete three (3) months of service on 30th November, 2015. The officer would be required to submit his self-appraisal within one month of the relinquishment of charge i.e. by 31st December, 2015 which would be the outer limit and reporting, reviewing and accepting officer would be required to record their assessment within one month’s time at each level.

(ii) As enshrined in the PAR Rules, 2007, after the completion of recording of PAR, it is to be disclosed to the officer who has to submit his representation within 15 days of the disclosure to the Accepting Authority. If the officer chooses to represent to the Referral Board, he has to do so within one month of the decision of the Accepting Authority. In case he is still aggrieved, the officer has the option to submit a memorial to the President of India under Rule 25(1) of AIS(Discipline & Appeal) Rules, 1969.

(iii) The channel of submission i.e. reporting officer, reviewing authority and accepting authority in r.o these officers must be decided by the respective Ministry/Deptt. in advance to which they would be reporting;

(iv) In order to ensure that these officers have the requisite perspective and exposure of the Ministry/Deptt., the PAR of these officers is to be initiated in a manner that the Secretary of the concerned Ministry/Deptt. should be the Accepting Authority;

(v) As per DoPT’s instructions dated 21.4.2015, PARs are to be filed online only. In order to enable these officers to file their PAR online, the officers may be issued an NIC e-mail ID and Digital Signature Certificate if they do not already have these. Based on the posting order, the custodian can draw the work flow for each officer in advance so as to enable these officers to submit their self-appraisal preferably before they complete their tenure in Central Ministries/Departments; and
(vi) All the Ministries/Deptts. may be issued these guidelines alongwith the posting order itself.

D/o Personnel & Training
(Ms. Archana Varma, Joint Secretary)
Room No. 278A, North Block,
New Delhi-01.