

Most Immediate

No. 391-17/2016-STG-III  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi - 1  
(STG-III Section)

Dated, 10<sup>th</sup> February, 2016

To

1. CMD, BSNL
2. CMD, MTNL
3. CMD, BBNL
4. Sr. DDG, TEC
5. DDG (TERM)/DDG (Security)

**Subject:** Drawing up panel for appointment at the level of Secretary and Additional Secretary in the Government of India.

\*\*\*

I am directed to refer to the subject mentioned above and to forward herewith a copy of the D.O. letter No. 1/25/2015-CS (A) dated 31<sup>st</sup> December, 2015.

2. The applications, if any, received from the eligible officers complete in all respects may be forwarded to the undersigned positively by 19<sup>th</sup> February, 2016 along with their vigilance profile in the 12 point proforma duly filed and verified from their service book along with a certificate that the officer has submitted his Immovable Property Return for the year ending 2015 well on time.

Encl.: a/a



(Chandan Kumar)  
Section Officer (STG-III)  
Tele No. 23036876

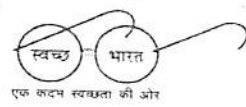
Copy to:

Director (IT) with a request to upload the circular on the DoT website

*Shri N K Sharma, Sr. POA, STG II Section for uploading the same on DoT website.*

New

प्रदीप कुमार सिन्हा  
PRAJEEP K. SINHA



मंत्रिमंडल सचिव  
भारत सरकार  
CABINET SECRETARY  
GOVERNMENT OF INDIA

No.1/25/2015-CS(A)  
31<sup>st</sup> December, 2015

Dear Secretary,

It is proposed to draw up panels of IPS, IFS and officers belonging to various Group A services for appointment at the level of Secretary and Additional Secretary in the Government of India. The eligibility conditions are as follows:

- (A) For Secretary level empanelment
- (i) Minimum of 30 years service in Group 'A' and
  - (ii) Minimum of 2 years service in a post carrying a minimum basic pay of Rs. 67,000-79,000/- (HAG) or more.
- (B) For Additional Secretary level empanelment:
- (i) Minimum of 25 years service in Group 'A' and
  - (ii) Minimum of 7 years service in a post carrying a scale in the pay band of PB-4 with grade pay of Rs. 10,000 (SAG) in the parent cadre or service.

*Handwritten notes:*  
791  
D.D. (CE)

2. In addition to the above, only those officers who meet the following criteria would be considered for empanelment:

- (i) Whose year of examination is not later than 1980 (i.e. 1981 batch) for Secretary level and 1983 (i.e. 1984 batch) for Additional Secretary level.
- (ii) At least 1 year residual service as on 01.01.2016.
- (iii) Experience of at least 3 years under the Central Staffing Scheme at the level of Deputy Secretary and above.
- (iv) Officer should have been empanelled as Additional Secretary (for Secretary level) and Joint Secretary (for Additional Secretary level).

The reference date for determining eligibility shall be 1<sup>st</sup> January, 2016.

Your recommendations in respect of eligible officers belonging to the Service(s) under your administrative control may please be sent to this Secretariat in the formats enclosed latest by 29<sup>th</sup> February, 2015 along with the following:

- i. A copy of the latest Civil List/ Seniority List;
- ii. CR dossiers of the officers recommended;
- iii. Vigilance clearance from the Central Vigilance Commission

With best wishes,

Yours Sincerely,

(P.K.Sinha)

Pl. discuss

Sk  
8/1/16

US (S)

95-R/ms  
07/01/2016

Shri Rakesh Garg  
Secretary,  
Deptt. of Telecommunications

*Handwritten signatures and dates:*  
12.01.16  
श्री संजय



