

No: 391-01/2025-ADG-STG-III
Government of India
Ministry of Communications
Department of Telecommunications

Sanchar Bhawan, 20, Ashoka Road
New Delhi-110001 dated: 04.04.2025

OFFICE MEMORANDUM

Subject: Nomination of Officers for drawing up the panel for appointment at the level of Secretary/Addl. Secretary in Government of India.

Kindly find enclosed herewith CABSEC DO Letter No. 01/03/2024-CS(A) dated 12.03.2025 on the aforementioned subject. The willing officers are requested to check their eligibility as per the enclosed DO letter dated 12.03.2025 and are requested to send the following data/details: -

- a) Format - I (for empanelment at the level of Secretary), Format-II (for empanelment at the level of Additional Secretary)
- b) Contact details of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers have worked during last 15 years.

2. Eligible ITS officers may forward their application/willingness along with the requisite information, through proper channel to the undersigned latest by 15.04.2025.

Enclosure: CABSEC DO Letter No. 01/03/2024-CS(A) dated 12.03.2025, Format -I & Format-II

Digitally signed by

Hitesh

Date: 04-04-2025

16:19:57

(Hitesh)
ADG (STG-III)
01123036605

Kavita Singh
Joint Secretary (ACC)
Tel. No. 23018125



मंत्रिमण्डल सचिवालय
राष्ट्रपति भवन, नई दिल्ली-110004
CABINET SECRETARIAT
RASHTRAPATI BHAWAN
NEW DELHI - 110004

011-23016130

35/S/AS(T)/2025
13/3/2025

D.O. Letter No. 01/03/2025-CS(A)
Dated the 12th March, 2025

Confidential

Respected Sir/Madam,

Officers belonging to Indian Police Service (IPS), Indian Forest Service (IFoS) and officers belonging to various Organized Central Group "A" Services are to be considered for empanelment for appointment at the level of Secretary and Additional Secretary in the Government of India. The eligibility conditions for empanelment at these levels are as under:

(A) For Secretary level:

- Minimum of 30 years' service in Group "A"; and
- Minimum of 2 years' service in a post in Level 15 of the Pay Matrix or more.

(B) For Additional Secretary level:

- Minimum of 25 years' service in Group "A"; and
- Minimum of 7 years' service in a post in Level 14 of the Pay Matrix in the parent cadre or service.

2. In addition, officers fulfilling the following criteria only would be considered for empanelment:

- Year of examination is not later than 1991 (i.e. 1992 batch) for Secretary level and 1997 (i.e. 1998 batch) for Additional Secretary level;
- Officer should have been empaneled at Additional Secretary level (for empanelment at Secretary Level) and at Joint Secretary level (for empanelment at Additional Secretary level);
- Officer should have at least 3 years' experience under Central staffing Scheme at the level of Deputy Secretary & above; and
- Officer should have at least one-year's residual service as on 01.01.2025.

The reference date for determining the eligibility shall be 01.01.2025.

3. The nominations in respect of eligible officers belonging to Service(s) under your administrative control may please be sent to this Secretariat in the enclosed formats latest by 31.05.2025.

4. You are also requested to direct Nodal Officer (designated for uploading ACR/APAR Score sheets in EASY platform for Joint Secretary level empanelment) to upload ACR/APAR Score sheets and particulars of eligible officers for empanelment at Secretary/Additional Secretary level also. The designated Nodal Officer shall ensure that the ACR/APAR Score sheets and particulars are uploaded at <https://easy.nic.in> latest by 31.05.2025.

O/O DDG (E & T)
Dy. No. 999
Date. 19/3/25

Dir (SEA)
For action
19/3

Admn. Coord.

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M

AST

De. G

1r (Cons) Admn

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P. circulate to all S.H. Units. 19/3

US (H)

En. Sheikhan
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5. It is also requested that the following documents/information may be furnished to this Secretariat with the proposal:

- i. A copy of the latest Civil List/Seniority List;
- ii. Updated Executive Record Sheets along with latest photograph of the officer;
- iii. Complete and updated ACR/APAR dossiers;
- iv. Latest vigilance status along with clearance from the Central Vigilance Commission; and
- v. Contact details of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers nominated have worked during last 15 years.

6. Soft copies of nomination with aforesaid information may also be furnished in editable format at e-mail id manishsinha08@nic.in

Yours sincerely,



(Kavita Singh)

Encls.: as above

To,

Secretaries of various Cadre Controlling Authorities as per list attached.

NOMINATIONS FOR SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITY)

Name of the Service: _____

Name of the Cadre Controlling Authority _____

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ Gen	Date from which drawing pay in a post in Level 15 of the Pay Matrix (copy of order to be attached)	Present post held with date of appointment	Posts held under Staffing Scheme of D the level of Deputy S and above (Copy of E Record Sheets to be atta	
									Post	Durat From

* Experience of working in the posts in cadre need not be indicated

NOMINATIONS FOR ADDITIONAL SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CO

Name of the Service: _____

Name of the Cadre Controlling Authority _____

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ Gen	Date from which drawing pay in a post in Level 14 of the Pay Matrix in the parent cadre/service on regular basis* (copy of order to be attached)	Present post held with date of appointment	Posts held und Staffing Scheme of level of Deputy Se above (Copy of Exec Sheets to be attache	
									Post	Durati From

***Date of NFU need not be indicated**

**** Experience of working in the posts in the cadre need not be indicated**

