

राजीव कुमार  
RAJIV KUMAR

स्थापना अधिकारी  
और अतिरिक्त सचिव

ESTABLISHMENT OFFICER  
& ADDITIONAL SECRETARY

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भारत सरकार  
कार्मिक और प्रशिक्षण विभाग  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
नोर्थ ब्लॉक, नई दिल्ली - 110001

GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES  
AND PENSIONS

NORTH BLOCK, NEW DELHI - 110001

Dated: 24/7/16

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59634

D.O. No. 31/14/2016-EO(MM-I)

Dear Sir / Madam -

This is regarding filling up posts of Director of Census Operations (DCO)/Director of Citizen Registration (DCR). The Registrar General & Census Commissioner, India, Ministry of Home Affairs has requested this Office for appointments of DCOs/DCRs to head the Directorate of Census Operations and Citizen Registrations in the States/UTs. The Registrar General and Census Commissioner has requested that a panel of names of suitable officers (three to four) of the IAS from the cadre, of the requisite seniority may be recommended by the State for being considered for appointment to 24 posts at Director level and 6 posts at Deputy Secretary level (Annexure I). While suggesting a panel of names, you are requested to furnish the following particulars:-

- Experience of the officers concerned;
- Post(s) held by them;
- Their present emoluments;
- Any facts or qualification which would make the officer particularly suitable for the post and;
- Up-to-date CR dossiers of the officers (last 5 years).

2. The DCOs/DCRs are required to be filled by Selection Grade/Junior Administrative Grade officers of the IAS eligible for appointment in the rank of Director/Deputy Secretary to the Govt. of India. The officers belonging to the Selection Grade/Junior Administrative Grade appointed to the post shall be entitled to draw Central (deputation on tenure) allowance as provided in Schedule (iii)(c) to the IAS (Pay) Rules, 1954 as amended from time to time.

3. The duties assigned to the post of DCOs/DCRs include effective supervision, coordination and maintaining good liaison with District Collectors, Head of Departments and Senior Officers of the State Government/Union Territories wherever appointed. The officers must be of proven ability with adequate district and administrative experience and also be of sound health and physically fit as their work involves extensive touring and an active regimen.

4. Further, some special dispensations are available to the officers appointed on these posts, which are as below:

- The post is to be filled under the Central Staffing Scheme.
- Only half the period spent on the post would be counted as Central deputation under the CSS as long as the officer is holding the post on full time basis and not on additional charge basis
- Officers working on the post may apply for Central deputation before their term as DCO is over subject to the RGI's NOC being available, without the requirement of any further cadre clearance, subject to the ceiling of total stay away from the cadre of 7 years as in done in the case of officers in LBSNAA.
- Where an officer working as DCO is repatriated on the request of the State Govt. before the completion of his tenure, no extended cooling off will be imposed on the officer.
- After three years as DCO an officer may revert to his cadre with the NOC of the RGI and the approval of the ACC. In such case extended cooling off will not be imposed.

5. You are requested to send the panel of names of the IAS officers of requisite seniority, for appointment as DCOs/DCRs in your State, to this office, at the earliest, for taking further necessary action in the matter.

6. A copy of letter dated 4<sup>th</sup> April, 2016 from the Registrar General and Census Commissioner, India is enclosed for reference.

with regards

Yours faithfully,

(Rajeev Kumar)

To  
Chief Secretaries (As per list)

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03/06/16



Annexure - I  
Posts at Director level

1. Andhra Pradesh
2. Assam
3. Bihar
4. Chhattisgarh
5. Delhi
6. Gujarat, Daman & Diu and Dadra & Nagar Haveli
7. Goa
8. Haryana
9. Himachal Pradesh
10. Jammu & Kashmir
11. Jharkhand
12. Karnataka
13. Kerala & Lakshadweep
14. Madhya Pradesh
15. Maharashtra
16. Odisha
17. Punjab and Chandigarh
18. Rajasthan
19. Tamil Nadu and Puducherry
20. Telangana
21. Tripura
22. Uttar Pradesh
23. Uttarakhand
24. West Bengal

Annexure –I  
Posts at Deputy Secretary level

1. Andaman & Nicobar Islands
2. Arunachal Pradesh and Meghalaya
3. Mizoram
4. Manipur
5. Nagaland
6. Sikkim



शैलेश  
SAILESH



अपर सचिव  
एवं  
भारत के महारजिस्ट्रार एवं जनगणना आयुक्त  
गृह मंत्रालय  
भारत सरकार

Additional Secretary  
and  
Registrar General & Census Commissioner, India  
Ministry of Home Affairs  
Government of India

4<sup>th</sup> April, 2016

Dear Shri Rajiv Kumar,

I am seeking your kind intervention for initiating the process for filling 30 posts of Director of Census Operations created by the Government of India for a period of 3 years from the date of filling up of each post. (A copy of the order File No.1/13/2007-Ad-III dated 31.03.2016 is enclosed). The Director of Census Operations is also the Director of Citizen Registration in the States and Union Territories in accordance with the Citizenship Act, 1955 and the Citizenship (Registration of Citizenship an issue of National Identity Card) Rules, 2003.

2. The posting of Director of Census Operations (Director, Citizen Registration) is critical in view of the major role required to be performed by these officers in the Social Security Platform proposed by the DBT Mission for disbursement of Government services, subsidies etc. based on Aadhaar, NPR and Mobile platform. The critical task that will be performed by these officers relate to finalizing and updating the data base of NPR seeding with Aadhaar and linking it with birth and death registration to create one of its kind dynamic data base of households for the functional use of the DBT Mission in the schemes of the various Ministries/ Departments and the State Governments.

3. The post of Director of Census Operations was last created for conducting the Census 2011 for a period of 5 years and these posts have ceased thereafter. The post of Director of Census Operations is conventionally filled from the officers of Indian Administrative Service drawn from the States and Union Territories. There is no mandatory requirement that a particular post of Director of Census Operations be manned from the officers of the same cadre and therefore, the willingness of the officers has to be sought from all State Governments for each distinct post of Director of Census Operations for a period of 3 years from the date of filling up of the post.

4. Out of 30 posts of Director of Census Operations/Director of Citizen Registration, 24 posts in the following states are required to be filled by Selection Grade of IAS in the rank of Director (Pay Scale of PB 4 + 8700/- GP) to the Government of India:

1. Andhra Pradesh
2. Assam
3. Bihar
4. Chhattisgarh
5. Delhi

P...2/-

6. Gujarat, Daman & Diu and Dadra & Nagar Haveli
7. Goa
8. Haryana
9. Himachal Pradesh
10. Jammu & Kashmir
11. Jharkhand,
12. Karnataka
13. Kerala & Lakshadweep
14. Madhya Pradesh
15. Maharashtra
16. Odisha
17. Punjab and Chandigarh
18. Rajasthan
19. Tamil Nadu and Puducherry
20. Telangana
21. Tripura
22. Uttar Pradesh
23. Uttarakhand
24. West Bengal.

The remaining 6 (Six) posts in the following States/ Union territories are to be filled by Junior Administrative Grade of the IAS equal to the rank of Deputy Secretary ((Pay Scale of PB 3 + 7600/- GP) to the Government of India:

1. Andaman & Nicobar Islands
2. Arunachal Pradesh and Meghalaya
3. Mizoram
4. Manipur
5. Nagaland
6. Sikkim

The officers belonging to the Selection Grade/Junior Administrative Grade appointed to the aforesaid posts shall be entitled to draw Central (Deputation on Tenure) Allowance as provided in Schedule-III-C to the IAS (Pay) Rules, 1954 as amended from time to time.

5. The duties assigned to the post of Director of Census Operations/Director of Citizen Registration include effective supervision, coordination and maintaining good liaison with District Collectors, Head of departments and Senior Officers of the State Governments/Union Territories wherever appointed. The officers must be of proven ability with adequate district and administrative experience and also be of sound health and physically fit as their work involves extensive touring and an active regimen.

6. I shall be grateful if you could then kindly write to the Chief Secretaries of State Governments for suggesting a panel of names of suitable officers (3 to 4) of the Indian Administrative Service from their cadres of the requisite seniority for being considered for appointment as Director of Census Operations/Director of Citizen Registration in the states concerned. The Chief Secretaries may kindly be requested to furnish the following particulars of the Officers whose names are recommended:



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1. experience of the officers concern;
2. post(s) held by them;
3. their present emoluments;
4. any facts or qualification which would make the officer particularly suitable for the post and;
5. Up-to-date CR dossiers of the officers (last 5 years)

Similarly the vacancies should also be circulated to Secretaries to Government of India of various Ministries/Departments for sponsoring any willing officer for the above posts.

With regards,

Yours sincerely,

  
(Sailesh)

Shri Rajiv Kumar  
Establishment Officer,  
Department of Personnel & Training  
North Block  
New Delhi.

### List of Chief Secretaries

1.	Andhra Pradesh
2.	Assam
3.	Bihar
4.	Chhattisgarh
5.	Delhi
6.	Gujarat, Daman & Diu and Dadra & Nagar Haveli
7.	Goa
8.	Haryana
9.	Himachal Pradesh
10.	Jammu & Kashmir
11.	Jharkhand
12.	Karnataka
13.	Kerala & Lakshadweep
14.	Madhya Pradesh
15.	Maharashtra
16.	Odisha
17.	Punjab and Chandigarh
18.	Rajasthan
19.	Tamil Nadu and Puducherry
20.	Telangana
21.	Tripura
22.	Uttar Pradesh
23.	Uttarakhand
24.	West Bengal
25.	Andaman & Nicobar Islands
26.	Arunachal Pradesh and Meghalaya
27.	Mizoram
28.	Manipur
29.	Nagaland
30.	Sikkim