No.1/135/2014-1SII GOVERNMENT OF HARYANA CHIEF SECRETARY'S OFFICE PERSONNEL DEPARTMENT

Chandigarh: Dated 12th January, 2016

To

All concerned IAS officers.

Subject:-

Central Deputation of IAS officers for the year 2016 for appointment to the post of Joint Secretary/Director/Deputy Secretary or equivalent posts.

Sir/Madam,

I am directed to write to you on the subject mentioned above and to say that the recommendations for appointment on Central Deputation at the level of Joint Secretary/ Director/Deputy Secretary or equivalent posts for the year 2016 are to be sent to Government of India, Ministry of Personnel, PGs and Pensions, Department of Personnel and Training. A copy of D.O. letter No.32/2016-EO(MM-II), dated 17th December alongwith its Appendix is also enclosed.

2. If you are willing to be considered for appointment on Central Deputation, please send your willingness along with information in the prescribed format, as per details given in the letter referred above, in duplicate to Personnel Department (in Services-II Branch) within 15 days.

Yours faithfully,

Superintendent Services-II

राजीव कुमार RAJIV KUMAR

रथापना अधिकारी आर अतिरिक्त सचिव ESTABLISHMENT OFFICER & ADDITIONAL SECRETARY

Tel.: 23092370

1255

Fax: 23093142

भारत सरकार कार्मिक और प्रशिक्षण विभाग

कार्मिक, लोक शिकायत तथा पंशन मंत्रालय नोर्थ प्लाक, नई दिल्ली - 110001

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES

AND PENSIONS

NORTH BLOCK, NEW DELHI - 110001

Dated 17 December, 2015

D.O. No. 32/2016-EO(MM.II)

Dear Sir/Madam,

1255

I am writing to invite nominations of officers for appointment on deputation to posts under the Central Staffing Scheme (CSS) for the year 2016. The detailed guidelines for nominating suitable officers are given in Appendix-L. I would request that the guidelines are strictly adhered to, while forwarding the applications of officers.

At the outset, I would like to draw your attention to the Central Deputation Reserve (CDR) statement as on 1st November, 2015 enclosed with this letter (Appendix II). The Central Deputation Reserve (CDR) of each State Cadre determines the extent to which officers could be sent on deputation to the Government of India. Not only that the CDR is low, most of the states fail to achieve the proportionate CDR by a wide margin. Column 8 of the CDR statement shows the utilization of the proportionate CDR of each State. Meeting the shortfall in utilization of the proportionate CDR may kindly be considered while forwarding the names of the officers for CSS, especially at Deputy Secretary /Director level.

Thereis a general shortage of IAS Officers at Deputy Secretary/Director level and therefore, ுற்ற may like to recommend a sufficiently large number of officers for appointment to nosts at Deputy Secretary/Director under the Government of India so as to share the shortage proportionately between the Centre & the States. You would agree that the movement of the officers from the States to the Centre and back is also crucial for building up the capabilities at the State level and contributing towards developing national perspectives at the decision-making levels in the Government of India. It would, therefore, be appropriate if a conscious attempt is made to forward the names of officers for deputation under Government of India in such a manner that every eligible officer has an opportunity to serve at the Centre at least once at the middle management level. It has been turther decided that preference for appointment at the level of Joint Secretary will be given to those officers who have already done a Central Deputation at the level of Deputy Secretary/Director.

Considerable processes are gone through before an officer is appointed under the CSS. However, very often, the Cadre Controlling Authorities (CCAs) withdraw the names of officers from offer at a later stage. This results in undue delay in the placement of officers under the CSS, which is not in public interest. Therefore, you are earnestly requested to ensure that an officer, once placed on the offer list, continues to be available for consideration throughout the year.

The Government of India has been following a policy of debarring an officer for five years, it, he/she fails to join the post under the CSS either on personal grounds or the refusal or the Cadre to relieve him. It may be noted that withdrawal of the name of an officer after a paner has been recommended by the Civil Services Board results in debarment for five years. As per insurucuous contained in letter No. 14/1/98-FA(UN) Gated 26.2.1998 and No.1/1/2003-FAS, dated 8.5-2003 of DoP&T an officer who is debarred from being taken on deputation to a post under the CSS is also to be debarred from being given Cadre Clearance for foreign assignments/consultancies abroad during the period of debarment. Therefore the nomination of officers debarred from central deputation may not be forwarded for appointment to posts under the CSS till the period of debarment is over.

:7-01-16

- 6. I would request you to pay particular attention to the following points, while forwarding the names of officers for appointment, under the CSS:
- (i) Sufficient names of women and SC/ST/OBC Officers may be sponsored so that adequate representation can be provided to them on posts under the CSS.
- (ii) Officers whose names are offered should have completed the necessary 'cooling off'.

- (iii) The APARs completed up to 31.3.2015 are sent simultaneously as it will be difficult to retain the names of officers with incomplete APARs.
- 7. An officer being nominated should be willing to serve anywhere in India; preference of an officer for a particular station(s) on account of personal reasons, if any, may be explicitly indicated. The Officers should also indicate three preferences for Departments/Ministries where they would like to work under the CSS. However, actual appointments will be subject to availability of posts and the suitability of officers for the posts.
- 8. The online application form for applying for the CSS for the year 2016 is available on the Ministry's website, http://www.persmin.gov.in. The format of the application form is enclosed, and the following may be noted:

Annexure-I	Personal details of the officer & photograph (to be uploaded online)	To be filled by the Officer applying for the CSS
Annexure-II	Vigilance clearance Debarment, Deputation & Cooling-off details	To be filled online by the Nodal Officers designated for
Annexure-III Annexure-IV	APAR grading	the purpose by the CCA & forwarded to DoPT.

- 9. Only those applications that have been validated electronically by the Nodal Officers will be accepted for retention. 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.
- 10. It is observed that the applications of officers who have applied for the CSS, are often forwarded for some other posts without consulting 0/o the Establishment Officer. It is, therefore, requested that the names of officers forwarded for retention under the CSS may not be recommended for some other posts without consulting this Division.
- 11. The extant Rules relating to the CSS permit officers in the higher pay scale in their parent cadres to come on deputation under the CSS in lower pay scale. Department of Expenditure has issued clarification in this regard vide their O.M. No. 1/1/2008-IC, dated 13.09.2008 to regulate fixation of pay. The clarification provides that in case a Government servant goes on deputation to lower grade pay, his pay in pay band would continue unchanged, but he will be granted the grade pay of lower post for the entire deputation period. Further, the officers posted under the CSS will be granted one increment on account of NFU, but their grade pay will remain unchanged as they are holding a tenure post. Officers retained at Deputy Secretary level may get the benefit of pay fixation at higher Grade Pay on grant of NFSG & may be re-designated as Director on completing 14 years of service as on 1st July of that year.

12. The names of officers nominated for John Secretary level for CSS may kindly be sent to Deputy Secretary (SM) and those for Deputy Secretary/Director level 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, 2016. Given the procedural delays in receiving offers from the CCAs and consequential delays in finalizing the 'Offer List' for the year 2016, we presume your concurrence in operating the 'Offer List' of 2015 till 31.3.2016.

With regards.

Yours sincerely,

(Rajiv Kumar)

- Chief Secretaries of All State Governments (By Name) (As per list enclosed).
- 2. Sh. Rajiv Mehrishi
 The Union Home Secretary (In r/o IAS officers of AGMUT Cadre)
 Ministry of Home Affairs
 North Block, New Delhi.

Copy to:- NIC, DoP&T, with the request to upload this circular on the Department's website under: "Online Services- Central Staffing Scheme- Circular for other Services".

Guidelines for the preparation of offer list for consideration for appointment to the posts of Joint Secretary/Director/Deputy Secretary in the Government of India during the year 2016.

ELIGIBILITY

JOINT SECRETARY (A)

- Officers adjudged suitable/empanelled for Joint Secretary equivalent level posts at the Centre, intimated to the Cadre Controlling Authorities. (i)
- Preference will be given to the officers who have already done a Central Deputation (ii)at the level of Deputy Secretary/Director.
- The officers of 1986 Batch may not be sponsored for deputation to Joint Secretary level posts as their empanelment at Additional Secretary level has become due. (iii)

DIRECTOR (B)

- Officers who have completed 14 years of service and have been granted Non Functional Selection Grade in the Cadre in IAS. (i)
- Officers of 2002 Batch will be eligible for appointment at the level of Director only (ii) w.e.f. 1st July, 2016.
- The officers of 1998 batch may not be offered for Central Deputation during the year 2016 as the empanelment at Joint Secretary level of officers of 1998 batch is likely to (iii) be taken up during the course of the year and hence they cannot be considered for placement at Director level any longer.

DEPUTY SECRETARY (C)

- Officers who have completed 9 years of service in the IAS. (i)
- Officers should have at least 3 years' cumulative field experience. (ii)
- Officers of 2007 Batch would be considered for appointment as Deputy Secretary (iii) only after 1st July, 2016.

COOLING OFF

It may kindly be ensured that the names of only those officers are sponsored who have finished their prescribed 'cooling off. An officer, who has previously been on deputation, will be considered for deputation under the Central Staffing Scheme only if he has completed mandatory 'cooling off' period of three years prior to the proposed date of his appointment at the Centre. In the case of a woman officer whose husband is posted under the Government of India, 'cooling-off' period can be waived up to six months so that she may get posting at the station where her husband is posted.

The cooling off period would commence on the date on which the officer reports to his cadre on reversion from deputation including extended deputation arising out of proceeding on study leave, EOL, etc. while being on deputation without reverting to the cadre. The details of the 'cooling off' are to be given electronically in Annexure-III of the Application Form.

"In the case of All India Service cadres pertaining exclusively to States in the North-East, namely Assam-Meghalaya, Manipur-Tripura, Sikkim, Nagaland and Jammu & Kashmir, the prescribed "Cooling-Off" is of two years whereas in respect of all other cadres, it is of three years. Officers belonging to other cadres who have served in the North-East or Jammu & Kashmir for two years also would be deemed to have completed their 'cooling-off period'."

VIGILANCE CLEARANCE

Only the officers clear from the vigilance angle should be placed on offer; in case anything adverse comes to the notice of the Cadre Controlling Authorities against the officer, the same should be conveyed to this Department immediately. A certificate of vigilance clearance (Annexure-II of the Application Form) needs to be electronically validated by the Nodal Officer.

DEBARMENT

The name of officers who are under the period of debarment, may not be sponsored. The details of debarment are to be given electronically in Annexure-III of the Application Form.

CONFIDENTIAL ROLL

The Confidential Rolls of the officers placed on offer must be made available complete up to 31.3.2015. The details of missing ACR(s), if any, may be clearly mentioned with reasons. Alternately, NRC be specifically attached. Only those officers whose records are graded as 'Very Good' and above in the last five years of service would be considered for retention on offer and hence only such officers may be sponsored. The gist of the ACRs is to be given electronically in Annexure-IV of the Application Form.

CDR UTILIZATION

In formulating the Offer List for 2016, care may be taken to offer officers at different levels in sufficient numbers so as to meet the gap in the utilization of Central Deputation Reserves in the Cadres.

PAY FIXATION

Further, as far as pay fixation is concerned for the officers who come on central deputation under the Central Staffing Scheme, following clarifications are issued vide Department of Expenditure's O.M. No. 1/1/2008-IC, dated 13.09.2008:

(i) In case a Government servant goes on deputation to a post of lower grade pay, his pay in pay band would continue unchanged, but he will be granted the grade pay of lower post for the entire deputation period.

- (ii) In case a Government servant in HAG+ scale goes on deputation to a post in PB-4, his basic pay will be fixed at a stage equal to his basic pay in the cadre of his service, but the total pay in pay band and grade pay of deputation post will not exceed Rs.79000.
- (iii) In case a Government servant in the apex scale goes on deputation to a post in PB-4, his pay in pay band will be fixed at the maximum of PB-4 and he will be granted grade pay of the deputation post but the total will not exceed Rs.79000. In case deputation is from apex scale to a post in HAG+, the basic pay will be protected in HAG+.

NOTE:

It may be noted that for the officers whose applications have been forwarded to DoP&T for the Central Staffing Scheme, NOC of EO's Division of DoP&T should be taken before such officers are allowed to apply for any other deputation.

zation of the Central Deputation Reserve in respect of IAS Officers

As on 1st November, 2015

Table - C

	<u> </u>		As on	1st Novem	Der. 4012					0.00
	Cadre	Total Authorized Strength	Central Deputation Reserve	* Actual Strength	Proportio- nate CDR (4)x(5)/(3)	No. of Officers at Centr		7 as Intage 1	Col. 7 as Percentage of Col. 4	# Col. 7 X 100
		Strengen						8.	9.	10.
	2.	3.	4.	5.	6.	36	<u> </u>	62	49	58
		337	73	269	58	16		44	34	36
-	1 U T	211	46	169	36	36		81	63	44
_	ra Pradesh	263	57	207	44	43		97	58	44
-	m Meghalaya	342	74	205	44			17	13	29
lina		178	38	133	28	1		36	25	44
	atisgarh	297	64	206	44		<u> </u>	60	45	33
27	arat	205	44	155	33		4	109	75	22
	yana	147	32	103	22	10 Jan 10		52	36	21
	nachal Pradesh	137	30	99	21		11	29	20	31
	nmu & Kashmir	208	45	144	31		9	39	26	46
de la composição de la	arkhand	314	68	213			18	121	78	32
	arnataka	231	50	152			39	38	28	68
	erala	417	90	313			26	36	28	61
- 55	ladhya Pradesh	361		27			22	82	31	17
	Maharashtra	206		8	11	<u> </u>	14	61	40	13
-	Manipur	9:) 6	50 1	3	8	71	52	
	Nagaland	23		1 1	78 3	8	27	40	31	
_	Orissa	22		8 1	74	37 	15		3	
_	Punjab	29		54 2	09	1 5	21	46 85		
-	Rajasthan		,	10	34	7	6	 56		0 58
	Sikkim	10 - Artistan			272	58	33	46		34 26
	Tamil Nadu			**************************************	125	26	12			26 15
	Telangana		206	45	69	15	12	81	<u> </u>	50 100
3	Tripura			134	462	99	68	6		42 19
4	Uttar Pradesh		120	26	88	19	11	100 NACO 100	,	23 51
5	Uttaranchal		359	78	237	51	18		35	
,Ġ	West Bengal						566		54	43 41
	TOTAL		5592	1426	4636	991				

[#] Adjusted Percentage of Utilization in relation to the ratio of CDR with the number of officers in position. Figures in Column 3 & 4 as per AIS Division

	PERSONAL DATA	ļ	Photograph
plying	g for Level: Deputy Secretary / Director /	Joint Secretary	
	Service		
	Cadre (only for AIS)		
3	Identity Number (for IAS Officers only)		
4	Applying for Level	a) Joint Secr b) Director c) Deputy S	
5	First Name		
6	Middle Name		
7	Sur Name		
8	Contact Details a) E-mail Id b) Office Telephone c) Residential Telephone d) Mobile Number	e-mail: Office: Residence: Mobile:	
9	Exam Year		
10	Allotment Year		
11	Date of Joining		
12	Gender		
13	Date of Birth		
14	Category		
15	Pay Band + Grade Pay		

•	Basic Pay as on 01.07.2015	
, -	Date of NFSG Grant	
8	Whether Spouse is working in a service participating under Central Staffing Scheme. a) Service of Spouse (if reply to 18 is Yes) b) Cadre of Spouse (if AIS)	YES/NO
9	Whether Spouse currently working under Central Deputation	YES/NO
20	Whether willing to be considered for a non-CSS post in a PSU/Autonomous Body/Registered Society/Statutory Body etc.	YES/NO
21	Whether slotted for Foreign Training / Assignments	YES/NO
22	Whether Debarred from Central Staffing Scheme Previously If Yes, Date from (of debarment) Date to (of debarment)	YES / NO
23	Whether worked on central deputation before:	YES/NO
(i)	If Yes, Date of Reporting to Cadre	
24	Whether Cooling-Off Period Completed	YES / NO
(a	Cooling-Off Period Completion Date	
2	Whether retained in the Offer List during previous Years	Year 2013: YES / NO Year 2014: YES / NO Year 2015: YES / NO
2	6 Choice of Stations (upto a maximum of five stations can be selected)	
2	Choice of Ministries/Departments (Any three)	

28. EDUCATIONAL QUALIFICATIONS (Please only mention Graduation and above).

Sl. No.	Qualification	Subject (1) Subject (2)	Year / Division	Institution University Place Country	
1					
2					
3					

29. TRAINING DETAILS (Please mention trainings of duration of only more than 1 month)

Sì. No	(i) Training Name (ii) Institute (iii) Country	Training related to Specialization in Subjects	From Date To Date
1			
2			
3			

30. <u>EXPERIENCE DETAILS</u> (Please provide up to date experience details)

SI. No.	Type of Posting (Cadre/Centre)	(i) Level/Pay Scale (ii) Designation	Ministry Department Office Place	Field of experience acquired during the posting (Major & Minor)	Tenure From & Tenure To
1					
2					
3					
4			,		
5					

The information furnished above by me is correct.

(Signature)

To be filled by the Cadre Controlling Authority.

(This should be filled by the competent authority of State Govt. / Cadre Controlling Authority as prescribed in the letter)

It is certified that the above information given is correct as per record.

Signature:

Name:

Designation:

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

NAME OF THE OFFICER:

SERVICE:

CADRE:

BATCH:

Date of Birth:

- Whether any disciplinary proceedings
 have been initiated against the officer during
 his career, so far. If yes, details thereof
- 2. Whether any complaint including that of corruption, against the officer, which in the view of the State Government/
 Cadre Controlling Authority may have a direct bearing/relevance on the vigilance status/
 Integrity of the officer as on date, is pending against the officer. If so, details thereof.
 - 3. Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.
 - Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and the final out come thereof.`
 - Whether the name of the officer appears in the Agreed List.

Signature of the officer certifying the proforma

Name

Designation

Stamp

ANNEXURE - III

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

N	A	M	E	0	F	TH	E O	FFI	CER:
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SERVICE:

CADRE:

BATCH:

Date of Birth:

- 1. a) Whether the Officer has ever been debarred : from Central Deputation
 - b) If Yes, period of debarment
- 2. Has the Officer been on any deputation before:
- 3. If yes
 - a) Date of commencement of deputation
 - b) Date of completion of deputation
 - c) Date of completion of Cooling-off

Signature of the officer certifying the proforma

Name

Designation

Stamp

TO BE FILLED BY THE CADRE CONTROLLING AUTHORITY

NAME OF T	HE	OF	FI	CER
-----------	----	----	----	-----

SERVICE:

CADRE:

Batch:

Date of Birth:

		YES / NO
1	Whether APAR Dossier is Complete upto 31/3/2015	1
2	APAR for any year (in the last 5 years) not available in the Dossier (Reason for non-availability or NRC be given)	X200 (NO
3.	Adverse entries if any (expunged or unexpunged) in Any APAR(s) If Yes, Year-wise details Thereof.	YES / NO
4.	APAR grading of the last 05 years	

		Grading	
Year/Period	Reporting Authority	Reviewing Authority	Accepting Authority

Signature of the officer certifying the proforma

Name

Designation

Stamp

Chief Secretaries of States & UTs As on 05/10/2015

			N	
S.No.	STATE (HEADQUARTER)	NAME	SERVICE/ CADRE	F-MAIL
1.	Andhra Pradesh (Hyderabad)	Shri I.Y.R.Krishna Rao	(AP:79)	cs@ap.gov.in
2.	Arunachal Pradesh (Itanagar)	Shri Ramesh Negi	(UP:84)	Rameshnegi56@gmail.com
3.	Assam (Dispur)	Shri Vinod Kumar Pipersenia	(08:MA)	cs-assam@nic.in
4.	Chattisgarh (Raipur)	Shri Vivek Kumar Dhand	(CG:81)	vivekdhand@nic.in
 5.	Bihar (Patna)	Shri Anjani Kumar Singh	(BH:81)	<u>cs-bihar@nic.in</u>
6.	Gujarat (Gandhinagar)	Shri Ganga Ram Aloria	(GJ:81)	<u>csguj@gujarat.gov.in</u>
7.	Goa (Panaji)	Shri R.K. Srivastava	(UT:84)	cs-goa@nic.in
8.	Haryana (Chandigarh)	Shri Depinder Singh Dhesi	(HY:82)	<u>cs-haryana@nic.in</u>
		1.0		

9.	Himachal Pradesh (Shimla)	Shri P.Mitra	(HP:78)	cs-hp@nic.in
10.	Jammu & Kashmir (Srinagar)	Shri Mohammad Iqbal Khandey	(JK:78)	cs-jandk@nic.in
11.	Jharkhand (Ranchi)	Shri Rajiv Gauba	(JH:82)	cs@jharkhand.gov.in
12.	Karnataka (Bangalore)	Shri Kaushik Mukherjee	(KN:78)	cs@karnataka.gov.in
13.	Kerala	Shri Jiji Thomson	(KL:80)	chiefsecy@kerala.gov.in

14.	Madhya Pradesh (Bhopal)	Shri Anthony J C Desa	(MP:80)	cs@mp.nic.in
15.	Maharashtra (Mumbai)	Shri Swadheen S Kshatriya	IAS(MH:80)	chiefsecy@maharashtra.gov.in
16.	Manipur (Imphal)	Shri P.C.Lawmkunga	(MT:79)	pclawmkunga@gmail.com
17.	Meghalaya (Shillong)	Shri P B O Warjri	(AM:78)	cso-meg@nic.in
18.	Mizoram (Aizawl)	Shri Lalmalsawma	(AGMU:83)	cs-mizoram@nic.in
S.No.	STATE (HEADQUARTER)	NAME	SERVICE/ CADRE	E-MAIL
19.	Nagaland (Kohima)	Shri Pankaj Kumar	(NL:87)	<u>csngl@nic.in</u>
20.	Orissa (Bhubaneswar)	Shri Gokul Chandra Pati	(OR:78)	csori@nic.in
21.	Punjab (Chandigarh)	Shri Sarvesh Kaushal	(PB:82)	cs@punjabmail.gov.in
22.	Rajasthan . (Jaipur)	Shri C.S.Rajan	(RJ:78)	csraj@rajasthan.gov.in
23.	Sikkim (Gangtok)	Dr. A.K.Srivastava	(SK:84)	cs-skm@hub.nic.in
24.	Tamil Nadu (Chennai)	Shri K.Gnanadesikan	(TN:82)	cs@tn.gov.in
25.	Tripura (Agartala)	Shri Yashpal Singh	(MT:84)	cstripura@gmail.com
26.	Telangana	Dr.Rajiv Sharma	(TG: 82)	
27.	Uttrakhand (Dehradun)	Shri N.Ravi Shanker	(UL:80)	cs-uttaranchal@nic.in
28.	Uttar Pradesh (Lucknow)	Shri Alok Ranjan	(UP:78)	csup@nic.in
29.	West Bengal (Kolkota)	Shri Sanjay Mitra	(WB:82)	chiefsec@wb.gov.in
UNIO	N TERRITORIES/ADI	MINISTRATION		
1.	Andaman & Nicobar Islands	Shri Anand Prakash (Chief Secretary)	(AGMUT:79)	cs-andaman@nic.in

2.	Chandigarh	Shri Vijay Kumar Dev (Adviser to the Admnstr.)	(AGMUT:83)	admr-chandigarh@nic.in
3.	Daman & Diu Daman	Shri Ashish Kundra (Administrator)	(AGMUT:96)	administrator-dd-dhg@inic.in
4.	Delhi Delhi	Shri K.K.Sharma	(AGMUT:83)	csdelhi@nic.in
5.	Lakshadweep Kavaratti	Shri H.Rajesh Prasad (Administrator)	(AGMUT:95)	Lk-admin@nic.in
6.	Pondicherry	Shri Manoj Kumar Parida)	(AGMU:86)	<u>cs-pondicherry@nic.in</u>
7.	Dadra & Nagar Haveli Silvasa	Shri Ashish Kundra(Administrator	(AGMU:96))	admr.adranagar@nic.in

Note: This List is maintained by Section Officer, EO(CM), DOP&T, North Block, New Delhi, (Tel.: 23092584 and e-mail: socm-dopt@nic.in)