

AJIT SETHI



सत्यमेव जयते

मंत्रिमंडल सचिव  
CABINET SECRETARY  
NEW DELHI

No. 1/16/2014-CS(A)  
8<sup>th</sup> August, 2014

Chairman, Railway Board  
File No. 75535  
14/8

Dear Secretary,

It is proposed to draw up panels of Group 'A' officers belonging to various Central/ All India Services, other than IAS, for appointment to the posts of Secretary /equivalent and Additional Secretary/ equivalent 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.

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 1979 (i.e. 1980 batch) for Secretary level and 1982 (i.e. 1983 batch) for Additional Secretary level;
- (ii) At least 1 year's residual service as on 1.1.2015;
- (iii) Experience of at least 3 years in Secretariat posts under the Central Staffing Scheme at the level of Deputy Secretary and above;

The reference date for determining eligibility shall be 1<sup>st</sup> January, 2015.

3. 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, by 31<sup>st</sup> October, 2014. It will not be possible to consider nominations received after the stipulated last date. A copy of the latest Civil List/ Seniority List for the respective Service along with the CR dossiers of the officer recommended is required to be sent. The vigilance status of the officers along with clearance from the Central Vigilance Commission may also be sent.

4. I would request you to ensure timely response so that eligible officers are not denied the opportunity.

With regards,

Yours Sincerely,

(Ajit Sethi)

Shri Arunendra Kumar  
Chairman,  
Railway Board  
Ministry of Railways  
New Delhi

Shri Arunendra Kumar, Copy to me & ...  
19/8

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