



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

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The Central Secretariat Service Rules, 1962

In exercise of the powers conferred by the proviso to article 309 of the Constitution and all other powers enabling him in this behalf the President hereby makes the following rules, namely:-

1. Short title and commencement.-(1) These rules may be called the Central Secretariat Service Rules, 1962.

(2) They shall come into force on the 1st October, 1962.

2. Definitions._ In these rules, unless the context otherwise requires,-

(a) "appointing authority" in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, to make appointments to that Grade;

(b) "appointed day" means the date on which these rules come into force;

(c) "approved service" in relation to any Grade means

(i) in respect of an officer recruited directly to that grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for his being on leave or otherwise not being available to hold such post, from the first day of July of the year, following the year in which the examination for direct recruitment was held;

(ii) in respect of an officer recruited to that grade through departmental examination, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for **his** being on leave or otherwise not being available to hold such post, from the first day of July of the year for vacancies of which such examination was held;

(iii) in respect of an officer recruited to that grade on the basis of length of service in the lower grade, period or periods of regular service rendered in that grade, including period or periods of absence during which he would have held a post on regular basis in that grade but for **his** being on leave or otherwise not being available to hold such post, from the first day of July of the year for which the recruitment was made:

Provided that where there is delay of more than 90 days in joining on appointment, in any of the cases mentioned in the sub clauses (i), (ii) and (iii) above, such delay should not be due to any fault on the part of the officer:

@(d) "authorised cadre strength" in relation to a cadre, means the strength of duty posts in that cadre against which regular appointments may be made;

(e) "cadre" means the group of posts in the Grades of Section Officer and Assistant in any of the Ministries or Offices specified in column (2) of the First Schedule and in all the Offices specified against such Ministry or Office in column (3) of that Schedule;

(f) "cadre authority" in relation to any cadre means the Ministry or Office specified in respect of that cadre in column (2) of the First Schedule;

Note:- For the purposes of disciplinary matter, "cadre authority" in relation to any cadre, however, means the Ministry or Office, specified in respect of that cadre in column (2) or the Office in column (3) of the First Schedule.

(g) "cadre officer" in relation to the Section Officers' Grade or the Assistants' Grade means a member of the Service of the Section Officers' Grade or Assistants' Grade, as the case may be, and includes a temporary officer approved for long term appointment to that Grade;

(h) "Commission" means the Union Public Service Commission;

(hh) "Common seniority list" in relation to any Grade means the seniority list of officers of that Grade serving in all the cadres specified in the First Schedule as on the appointed day and revised from time to time in accordance with the regulations to be framed in this behalf by the Central

Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions;

(i) "direct recruit" means a person recruited on the basis of a competitive examination, other than a departmental competitive examination, held by the Commission;

(j) "duty post" in relation to any Grade means a permanent or temporary post of that Grade and shall, in relation to Grade I and the Section Officers' Grade, include the posts specified in column (2) and (3) respectively of the Second Schedule in respect of the offices specified in column (1) of that Schedule;

(k) "Grade" means any of the Grades specified in rule 3;

(l) "long-term appointment" means appointment for an indefinite period as distinguished from a purely temporary or ad-hoc appointment, like appointment against a leave or other local vacancy of a specified duration;

(m) "Ministry" means a Ministry in the Government of India and includes a Department of a Ministry or other Office specified in column (2) of the First Schedule;

±(n) "permanent officer" means a person who has been confirmed in the entry grade;

±(o) "probationer" means a direct recruit appointed to a Grade on probation against a regular vacancy;

(oo) "range of seniority" in relation to any grade means the range specified by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions in the common seniority list for that grade for additions to Select List or for temporary promotions, as the case may be;

±(ooo) "regular officer", in relation to any grade, means a person who has been appointed against a regular vacancy either through direct recruitment or through promotion from Select List and who has completed the period of probation or trial, as the case may be, under Rule 15 to the satisfaction of the appointing authority;

±(oooo) "regular vacancies", in relation to a grade, includes vacancies -

(i) available for an indefinite period;

(ii) arising out of deputation/transfer or leave of incumbents.

Provided that such vacancies are available for one year or more.

(p) "Schedule" means a Schedule to these Rules;

(q) "Select List" in relation to the Selection Grade and Grade I or the Section Officers' Grade and the Assistants' Grade means the Select List prepared in accordance with the regulations made under sub-rule (4) of the rule 12 or under the regulations contained in the Fourth Schedule, as the case may be;

(r) "Service" means the Central Secretariat Service;

(s) "temporary officer" in relation to any Grade means a person holding temporary or officiating appointment in that Grade on the basis of **his** being regularly approved for such appointment.

3. Composition of the Service.- (1) There shall be four grades in the Service classified as follows, namely:-

Grade	Classifications
(i) Selection Grade (Deputy Secretary to the Govt. of India or equivalent) (ii) Grade I (Under Secretary to the Govt. of India or equivalent)	Central Civil Service Group A Ministerial
(iii) Section Officers' Grade (iv) Assistant's Grade	Central Civil Service Group B Ministerial

(2) Notwithstanding anything contained in sub-rule (1), Section Officers who were members of Grade II of the Service known immediately before the appointed day as the "Central Secretariat Service", and who have elected Class I status in the merged Section Officers' Grade of that Service, constituted with effect from the 1st July, 1959 shall continue to retain their existing Class I status.

(3) The posts in the Selection Grade, Grade I and the Section Officers' Grade shall be gazetted posts and those in the Assistants' Grade shall be non-gazetted posts.

4. Combined Gradation List of Officers of the Selection Grade and Grade I.- There shall be a single combined gradation list in respect of the officers of the Selection Grade and Grade I for all the

Ministries or Offices specified in column (2) of the First Schedule and for the Offices specified against such Ministries or Offices in column (3) of that Schedule.

5. Constitution of separate cadres for the Section Officers' and Assistants' Grade.- A separate cadre in respect of the Section Officers' Grade and the Assistants' Grade shall be constituted for each Ministry or Office specified in column (2) of the First Schedule and all the Offices specified against such Ministry or Office in column (3) of that Schedule and officers of these Grades in each cadre shall be borne on a separate gradation list drawn up for that cadre.

***6. The authorised cadre strength of the Service.**- (1) The authorised cadre strength of various Grades shall be such as may be determined, from time to time, by the Central Government.

(2) The cadre authority may make temporary additions to a cadre as it may deem necessary from time to time:

Provided that such temporary additions shall not be extended in any case beyond a period of one year.

7. Exclusion of duty posts from the cadre.- Except in the case of the Selection Grade or Grade I of the Service, any duty post in a Grade may be declared by the cadre authority, with the concurrence of the Central Government in the §Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions to be excluded from the Cadre -

(i) if such post is required, for the time being, to be filled by the appointment of persons possessing special or technical qualifications or experience; or

(ii) if it is necessary, for the time being, to fill such post by a person other than a cadre officer of the appropriate Grade.

and the post shall remain excluded from the cadre so long as such declaration remains in force.

8. Initial Constitution of each Cadre.- The permanent and temporary officers of the Section Officers' Grade and the Assistants' Grade in each cadre on the appointed day shall be determined by the Central Government in the §Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

9. Posting of cadre officers.- Every cadre officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

10. Duty posts to be held by cadre officers.- Every duty post in a cadre shall, unless declared to be excluded from the cadre under rule 7, or held in abeyance for any reasons, be held by a cadre officer of the appropriate Grade.

#Provided that, subject to such instructions as the \$Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may, from time to time issue, officers of Grade A of the corresponding Cadre of the Central Secretariat Stenographers' Service, who have rendered not less than two years' service in that Grade may be posted to duty posts in the Section Officers' grade and officers of grade C Stenographers' of the corresponding Cadre of the Central Secretariat Stenographers' Service who have rendered not less than five years service in that grade may be posted to duty posts in the Assistant's Grade, the period of such appointment in either case being limited to two years. Officers of the corresponding cadre of the Central Secretariat Stenographers' Service so appointed to duty posts in the Section Officers' and Assistants' Grade shall continue to draw the grade pay admissible to them in that service from time to time.

*11. Confirmation. - All confirmations of direct recruits and other regular officers shall be made to the appropriate grade of the Service and not against any specified duty post of the Service.

*12. Recruitment to Selection Grade and Grade I.- (1) Vacancies in the Selection Grade shall be filled by promotion of regular officers of Grade I who have rendered not less than five years' approved service in that Grade and are included in the Select List for the Selection Grade prepared under sub-rule (4).

\$(2) Vacancies in Grade I shall be filled by promotion of regular officers of the Section Officers' Grade who have rendered not less than eight years' approved service in that Grade and are included in the Select List for Grade I of the Service, prepared under sub-rule (3).

(3) For the purpose of sub-rules (1) and (2) a Select List for the Selection Grade and Grade I shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select Lists shall be such as may be prescribed by regulations made by the Central Government in the \$Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

Provided that the regulations relating to the procedure for preparing and revising the Select List for Grade 1 shall be framed in consultation with the Commission and such Select List shall also be prepared in consultation with them.

(4) Notwithstanding anything contained in sub-rules (1) and (2), D, any person eligible to be considered for promotion to the Selection Grade under sub-rule (1) or to Grade-I under sub-rule (2) may be appointed to officiate in a temporary vacancy for a period not exceeding three months, in

the Selection Grade or Grade I, as the case may be, if an officer included in the Select List for the relevant Grade is not available or cannot for any reason be appointed to such vacancy:

Provided that the aforesaid period of three months mentioned above, may in exceptional cases and with the approval of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions be extended to six months in public interest.

Note 1.- For the purpose of this rule, in the case of Section Officers appointed to that grade under sub-rule (3) of rule 13 and in the case of Officers of Grade A of the Central Secretariat Stenographers' Service, "approved service" shall include the entire period of approved service in Grade I of the Central Secretariat Stenographers' Service rendered prior to the 1st August, 1969 and half of the approved service rendered in Grade B after the 1st August, 1969, as the case may be.

Note 2.- Omitted.

13. Recruitment to the Section Officers' and the Assistants' Grade. - y(1) Section Officers Grade

Twenty per cent. of the regular vacancies in the Section Officers' Grade in any cadre shall be filled by direct recruitment on the basis of the result of a competitive examination held by the Commission for this purpose, from time to time. The remaining vacancies shall be filled by appointment of persons included in the Select List for the Section Officers' Grade. Such appointments shall be made in the order of seniority in the Select List except when for reasons to be recorded in writing, a person is not considered fit for such appointment on his turn:

Provided that if sufficient number of candidates are not available for filling up the vacancies in a cadre in any recruitment year, either by direct recruitment or by appointment of persons included in the Select List for Section Officers' Grade, the unfilled vacancies shall be carried forward and added to the number of vacancies of the same mode of recruitment to be filled in the next recruitment year:

Provided further that no such unfilled vacancies shall be carried forward for more than two recruitment years, beyond the year to which the recruitment relates, where after the vacancies if any, still remaining unfilled belonging to one mode of recruitment shall be transferred as additional vacancies for the other mode of recruitment.

y(2) Temporary Vacancies in the Section Officers' Grade in any cadre shall be filled by the appointment of persons, included or approved for inclusion in the Select List for the Section Officers' Grade in that cadre and any vacancies remaining unfilled thereafter shall be filled from among the officers of the Assistant Grade who have rendered not less than 8 years approved service in the

grade and are within the range of seniority, on the basis of seniority subject to the rejection of the unfit:

Provided that where an officer of the grade of Assistant is rejected as unfit, the reasons for such rejection shall be recorded in writing and communicated to the officer concerned.

Provided further that if officers within the range of seniority are not available in a cadre for promotion, the appointment shall be made from a panel, furnished by the Central Government in the Department of Personnel & Training in the Ministry of Personnel, Public Grievances and Pensions of such officers serving in the other cadres.

Note:- (i) While considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes, reservation shall be made in accordance with such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions from time to time.

(ii) The promotions from among non-Select List officers shall be terminated when persons, included or approved for inclusion, in the Select List for the Section Officers' Grade in that cadre become available to fill the vacancies.

(3) Omitted.

(4) Deleted

(5) For the purpose of sub-rules (1) and (2) a Select List for the Section Officers' Grade shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Fourth Schedule.

a(6) ASSISTANTS' GRADE

Fifty per cent of the regular vacancies in the Assistants' Grade in any cadre shall be filled by direct recruitment on the basis of results of a competitive examination held by the Staff Selection Commission for this purpose, from time to time and the remaining vacancies shall be filled by regular appointment of persons included in the Select List for the Assistants' Grade in that cadre.

(6A) The appointments under sub-rule (6) of the persons whose names have been included in the Select List shall be made in the order of seniority in that Select List:

Provided that where a person is not considered fit for such appointment in his turn, the reasons therefore shall be recorded in writing:

Provided further that if sufficient number of candidates are not available for filling up the vacancies in a cadre in any recruitment year by direct recruitment, the unfilled vacancies in that cadre shall be filled by appointment of persons included in the Select List of Assistants' Grade in that cadre..

f(7) Temporary vacancies in the Assistants' Grade in any cadre shall be filled by the temporary promotion on the basis of seniority, subject to the rejection of unfit, of officers of the Upper Division Grade of the corresponding cadre of the Central Secretariat Clerical Service who have rendered not less than five years approved service in that Grade and are within the range of Seniority:

#Provided that where an officer of the Upper Division Clerks Grade is rejected as unfit for the promotion to the Assistants' Grade in any cadre, the reasons for such rejection shall be recorded in writing and communicated to the officer concerned:

Provided further that, if any person appointed to the Upper Division Clerks' Grade is considered for promotion to the Assistants' Grade in any cadre under this sub-rule, all persons senior to him in the Upper Division Grade in that cadre shall also be so considered notwithstanding that they may not have rendered five years' approved service in that Grade:

Provided further that if officers within the range of seniority are not available in a cadre for promotion, the appointments shall be made from a panel, furnished by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, of officers serving in the other cadres:

Provided further that while considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes, reservations shall be made in accordance with such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions from time to time.

(8) For the purpose of sub-rule (6) a Select List for the Assistants' Grade shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Fourth Schedule.

(9) The Rules for the competitive examinations referred to in sub-rules (1) and (6) shall be determined by regulations made by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions and the allotment of candidates from the results of such examinations shall be made by that department to the Section Officers' Grade and to the Assistants' Grade, in each cadre.

(10) The length of approved service for Promotion to the Section Officers' Grade prescribed in sub-rule (2) and to the Assistants' Grade prescribed in sub-rule (7) may be reviewed by the Central

Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions every three years and revised, if found necessary.

13-A. Recruitment to the Section Officers' Grade and Assistants' Grade on ad-hoc basis in certain cases.- (1) Where, as a result of re-organisation of the Ministries or Departments or for any other reasons, there is no separate cadre as such for any Ministry or Department, then, notwithstanding anything contained in rule 13,-

(a) any officer of the Assistants' Grade who is serving that Ministry or Department and who has rendered not less than eight years' approved service in that Grade may be appointed to the Section Officers' Grade in that Ministry or Department on the basis of seniority therein and subject to the rejection of the unfit,-

(i) for a period not exceeding two months; or

(ii) for the period for which a separate cadre in respect of that Ministry or Department is not constituted, whichever is less:

(b) Deleted.

(c) any officer of the Upper Division Grade of the Central Secretariat Clerical Service serving in that Ministry or Department and who has rendered not less than five years' approved service in that Grade may be appointed to the Assistants' Grade in that Ministry or Department on the basis of seniority therein and subject to the rejection of the unfit,-

(i) for a period not exceeding two months; or

(ii) for the period for which separate cadre in respect of that Ministry or Department is not constituted, whichever is less:

Provided that an officer included in the Select List for the Assistants' Grade of any cadre and serving in that Ministry or Department shall be given preference to such appointment over an officer not so included.

(2) Every appointment under sub-rule (1) shall be made only against a leave or other local vacancy of a specified duration and no such appointment shall, notwithstanding anything contained in rule 18,

be deemed to confer on the person so appointed any right or claim to the Grade in which he is appointed or to seniority in that Grade.

14. Power to make temporary appointments against regular vacancies.- A regular vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade until it is filled in accordance with the provisions governing regular appointments.

15. Probation.- (1) Every direct recruit to the Section Officers' Grade or the Assistants' Grade shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person other than a direct recruit shall, when first appointed to a Grade, be on 'trial' for a period of two years from the date of such appointment.

(3) The period of probation or trial specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation or trial shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(4) During probation or trial, a member of the Service may be required to undergo such training and to pass such tests as the Central Government in the &Department of Personnel and Training in the Ministry of Personnel, Public Grievances & Pensions may, from time to time, prescribe.

16. Confirmation of probationers.- When a probationer appointed to any Grade has passed the prescribed tests and has completed his probation to the satisfaction of the appointing authority, he shall be eligible for confirmation in that Grade. Until a probationer is confirmed under this rule or is discharged or reverted under rule 17, he shall continue to have the status of a probationer.

17. Discharge or reversion of probationers.- (1) A probationer who has no lien on any post under the Central Government or any State Government shall be liable to be discharged from the Service at any time without notice if,-

(i) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service: or

(ii) if on the receipt of any information relating to his nationality, age, health, or of antecedents the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) A probationer who holds a lien on a post under the Central Government or any State Government may be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) A probationer who is not considered suitable for confirmation at the end of the period of probation prescribed in sub-rule (1) of rule 15 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

§(4) A member of the Service on "trial" in any Grade who is not considered suitable for continuance in that Grade during or at the end of the period of trial prescribed in sub-rule (2) of rule 15 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to the next lower grade of the Service or, as the case may be, to the concerned grade of the Central Secretariat Stenographers' Service or the Central Secretariat Clerical Service from which he was appointed on "trial" to the grade of the Service.

18. **Seniority.**- (1) The relative seniority of members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day:

Provided that, if the seniority of any such officer had not been specifically determined before that day, it shall be as determined by the *Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(2) All permanent officers included in the initial constitution of a Grade under rule 8 shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade with effect from any date after the appointed day.

§(3) Except as provided in sub-rules (4) and (6), the seniority of persons appointed to any Grade after the appointed day shall be determined in the following manner, namely: -

I. Selection Grade and Grade 1.

The seniority inter se of officers appointed to the Grade after the appointed day shall be regulated by the order in which their names are included in the Select List for the Grade:

Provided that an officer included in the Select List who refuses at any time to be appointed to the Grade for reasons acceptable to the appointing authority shall, on his appointment to the Grade at

any time thereafter, be placed immediately after the officer who was last appointed to that grade from the Select List.

[Note:- Omitted]

II. Section Officers' and Assistants' Grade.

(i) Regular Officers:-

(a) Direct recruits shall be ranked inter se in the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination:

Provided that the seniority of persons recruited through the competitive examination held by the Commission or the Staff Selection Commission, as the case may be, -

(i) in whose case offer of appointment are revived after being cancelled, or

(ii) who are not initially appointed for valid reasons but are appointed after the appointment of candidates recruited on the basis of results of the subsequent examination or examinations,

shall be such as may be determined by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions in consultation with the Commission;

(b) Persons appointed regularly to a Grade from the Select List for the Grade shall be ranked inter se according to the order in which they are so appointed;

(c) The relative seniority of direct recruits to a Grade and persons regularly appointed to the Grade from the Select List for the Grade shall be regulated in accordance with the provisions made in this behalf in the Fourth Schedule:

(ii) Temporary or officiating Officers.-

Persons included in the Select List for the Grade shall rank inter se in the order in which they are included in the Select List and shall rank senior to all other temporary officers in the Grade who shall rank inter se in the order in which they are approved for long-term appointment to the Grade:

Provided that an officer included in the Select List who refuses at any time to be appointed to the Grade for reasons acceptable to the appointing authority shall, on **his** appointment to the Grade at any time thereafter, be placed immediately after the officer who was last appointed to that Grade from the Select List:

[Note:- Omitted.

(4) All officers regularly appointed to any Grade shall rank senior to those holding temporary or officiating appointment in that Grade.

(5) Deleted.

(6) The seniority of a member of the Service transferred from one cadre to another under the second proviso to sub-rule (2) or the second proviso to sub-rule (7) of rule 13 or under rule 21, shall be determined in accordance with regulations made by the *Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

19. Pay.- The scales of pay attached to the various Grades of the Service shall be as follows, namely: -

(i) Selection Grade: Rs. 12,000-16,500.

Note.- The pay of an officer of Grade I of the Service promoted to the Selection Grade shall be fixed at such stage in this scale as shall give **him** an increase of not less than Rs 650 over **his** pay in Grade I.

(ii) Grade I: Rs 10,000-15,200.

(iii) Section Officers' Grade: Rs 6,500-10,500.

Note.- An officer promoted to the Section Officers' Grade shall be allowed a minimum initial pay of Rs.6,900 in this scale.

(iv) Assistants' Grade: Rs 5,500-9,000.

Provided that officers appointed to any Grade before the first day of January, 1973 shall be entitled to draw pay in the scale of pay admissible to them in accordance with the provisions of the Central Civil Services (Revised Pay) Rules, 1973.

20. Regulation of Pay.- (1) The pay and increments of officers of the various Grades shall be regulated in accordance with the Fundamental Rules or other similar Rules relating to pay, for the

time being in force:

Provided that an officer of the Assistants' Grade who does not, within a period of two years from the date of **his** appointment to that Grade, passes a typewriting test held by the Staff Selection Commission at the minimum speed prescribed for this purpose shall not, unless exempted by a special or general order, be entitled to draw any further increment in the Grade until he passes such test, and on **his** passing, or being exempted from the test, **his** pay shall be re-fixed as if **his** increments had not been withheld under this proviso, but no arrears of pay shall be allowed for the period the increments had been withheld.

(2) The pay of a probationer in a Grade may, on **his** completing each year of probation to the satisfaction of the appointing authority and passing the prescribed periodic tests, be raised, by one stage in the time scale.

21. **Inter-cadre transfers.**- The †Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may transfer a cadre officer of any Grade from one cadre to another.

22. **Constitution of new cadres.**— †(1) The Central Government in The Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may after the appointed day, constitute new Cadres of the Service, by-

- (i) splitting up an existing cadre into two or more cadres;
- (ii) combining two or more existing cadres into one; or
- (iii) combining staff drawn partly from two or more cadres.

(2) #The authorised cadre strength and the regular officers in each Grade in any new cadre constituted under sub-rule (1), as well as the relative seniority of these officers on such constitution, shall be as determined by the Central Government in The ‡Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(3) After a new cadre has been constituted under sub-rule (1) and its initial constitution determined under sub-rule (2), all the other provisions of these rules shall apply to such cadre.

‡22-A. **Omitted.**

23. **Regulations.**- The ‡Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may make regulations, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.

24. **Residuary matters.**- In regard to matters not specifically covered by these rules or by regulations or orders made or issued there under, or by special orders the members of the Service shall be governed by the rules, regulations and orders applicable to the Central Civil Services in general.

25. Power of Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions to act in special contingencies.- In the event of large number of officers of any Grade being rendered surplus on account of reduction of establishment in, or the abolition of a cadre, or on account of any schemes of administrative Reforms or recognition, the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions may issue special directives to the cadre authorities regarding the absorption of such surplus officers and the cadre authorities shall comply with such special directives.

25(a) Power to relax.- Where the Central Government in the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

25(b). Saving.- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes and the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

26. Interpretation.- Where any doubt arises as to the interpretation of any of the provisions of these rules, or the regulations made there under, the matter shall be referred to the Central Government whose decision thereon shall be final.

FIRST SCHEDULE

[See Rules 2(e) and 2(f) and (5)]

Names of Ministries/Offices to whom the Central Secretariat Service Rules, 1962, Central Secretariat Stenographers' Service Rules, 1969 Central Secretariat Clerical ' Service Rules, 1962 apply

S.No	Name of Cadre controlling Auth	Name of participating Office u nder the Cadre Controlling Aut	Remarks if any Name of office with address locate
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	ority of CSS/CSSS/CSCS	hority mentioned in Column 2	d outside Delhi
1.	2.	3.	4
1.	Ministry of Agriculture (Department of Agriculture and Cooperation).	<p>(i)Department of Animal Husbandry and Dairying.</p> <p>(ii) Department of Agriculture Research and Education</p> <p>(ii) Directorate of Plant Protection Quarantine and Storage, NH IV Faridabad.</p> <p>(iv)Dte. Of Marketing and Inspection NH IV Fardibad</p> <p>(v) Directorate of Economics and Statistics</p>	<p>Directorate of Plant Protection Quarantine and Storage, NH IV Faridabad.</p> <p>Dte of Marketing and Inspection</p> <p>(Branch head Office)</p> <p>New Sectt. Building Nagpur.</p>
2.	Ministry of Chemicals and Fertilizers (Department of Fertilizers)	<p>(i) Office of the FICC 8th Floor, Sewa Bhavan, New Delhi</p> <p>(ii)Department of Chemicals and Petro-Chemicals.</p> <p>(iii)National Pharmaceutical Pricing Authority (NPPA), 2E/21, Jhandewalan Exten., New Delhi</p>	
3.	Ministry of Civil Aviation.	<p>(i) Directorate General of Civil Aviation.</p> <p>(ii) Bureau of Civil Aviation Security</p> <p>(iii) Commissioner of Railway Security.</p>	Railway Safety Section 10 Ashoka Road Lucknow

		(iv) Fin.II Section of M/o Tourism (v) CSSS posts of M/o Tourism	
4.	Ministry of Coal and Mines (Department of Coal).	(i)	
5	Ministry of Coal and Mines (Department of Mines)		
6	Ministry of Commerce and Industry (Department of Commerce)	i)DGFT(HQs) ii)M/o Textiles iii) Office of NHHM iv)Office of DC(H)	
7	Ministry of Commerce and Industry (Department of Industrial Policy and Promotion).	(i) Department of Heavy Industries. (ii) Department of Public Enterprises. (iii) Office of Development Commissioner, Small Scale Industries. (iv) Tariff Commission. (v) Ministry of Agro and Rural Industries. (vi) Office of Economic Adviser (vii) Ministry of Food Processing (viii)Ministry of Small Scale Industries	

8	Ministry of Commerce and Industry Department of Commerce (Supply Division)	(i) Directorate General of Supply and Disposal.	1.Integrated Finance Wing, Kolkata. 2.Intergrated Finance Wing, Mumbai
9	Ministry of Communications (Department of Telecommunication)		
10	Ministry of Communication (Department of Posts)	i) Department of Posts(Secretariat) ii) Postal Life Insurance Directorate iii) Business Development Directorate	
11	Ministry of Consumer Affairs, Food and Public Distribution (Department of Consumer Affairs).		
12	Ministry of Consumer Affairs, Food and Public Distribution (Department of Food and Public Distribution).	i) Directorate of Sugar ii) Dte. of Vanaspati Veg. Oils & Fats	
13	Ministry of Defence (Main Sectt)		
14	Ministry of Environment and Forests.	i) National Afforestation and Eco Development Board ii) National 'river Conservation Directorate	
15	Ministry of Finance (Department of Expenditure).	(i) Department of Expenditure (ii)Department of Economic Affairs. (iii. Department of Revenue	

		(iv). Banking Division (v)Ministry of Disinvestment.	
16.	Ministry of Health and Family Welfare (Department of Health) .	(i) Directorate General of Health Services (ii) Department of Family Welfare. (iii) Department of Indian systems of Medicine and Homeopathy.	
17	Ministry of Home Affairs (Department of Home).	(i) Ministry of Home Affairs (proper). (ii) Cabinet Secretariat (Department of Cabinet Affairs and Secretariat Cell). (iii)Department of Personnel and Training, (iv)Department of Administrative Reforms and Public Grievances (v)Ministry of Planning. (vi)Ministry of Statistics and Programme Implementation. (vii) Prime Minister's Office. (viii)Department of Justice, (ix) Directorate of Coordination Police Wireless & (x) Computers Centre. (xi)Office of the Registrar General of India.	Regional Offices at Calcutta, Mumbai, Chennai, Chandigarh, Bangalore, Raipur, Shillong

		<p>(xii) Institute of Secretariat Training & Management.</p> <p>(xiii) Staff Selection Commission.</p> <p>(xv) Department of Ocean Development.</p> <p>(xvi) Cabinet Secretariate (NSSS)</p> <p>(xvii) Inter State Council</p> <p>(xvii) Department of Development of North Eastern region</p>	
18	Ministry of Human Resources Development (Department of Secondary and Higher Education)	<p>(i) Ministry of Culture</p> <p>(ii) Department of Women and Child Development</p> <p>(iii) Ministry of Youth Affairs and Sports.</p> <p>(ii) Archaeology Survey of India</p>	
19.	Ministry of Information and Broadcasting	<p>(i) Directorate and Advertising and</p> <p>(ii) Visual Publicity.</p> <p>(iii) Directorate General, All India</p> <p>(iv) Radio.</p> <p>(v) Press Information Bureau.</p> <p>(vi) Office of the Registrar of Newspaper of India.</p> <p>(vii) Directorate General, Doordarshan.</p> <p>(viii) Publication Division.</p>	

20.	Ministry of Labour	<p>(i) Office of the Chief Labour Commissioner (Central), New Delhi.</p> <p>(ii) Directorate General of Factory Advice Service and Labour Institute, Mumbai.</p> <p>(iii) Directorate General of Labour Bureau, Chandigarh/Shimla.</p> <p>(iv) Directorate General of Employment and Training.</p> <p>(v) Protector of Immigrants.</p>	<p>Central Labour Institute Building, off Eastern Express Highways, Sion, Mumbai</p> <p>i)SCO 28-31, Sector,17A, J &K Bhawan, Chandigarh-160017</p> <p>ii)Cleremont,shimla</p> <p>Mumbai, Chennai, Kolkata,</p> <p>Thrianthanpuram</p>
21	Ministry of Law, Justice and Company Affairs (Department of Legal Affairs).	<p>(i) Department of Legal Affairs</p> <p>(ii) Legislative Department.</p>	Branch Sectt., Mumbai, Kolkata, Bangalore, Chennai
22	Ministry of Law, Justice and Company Affairs (Department of Company Affairs).		
23.	Ministry of Petroleum and Natural Gas		
24.	Planning Commission		
25	Ministry of Power.	<p>(i) Ministry of Power</p> <p>(ii)Central Electricity Authority</p> <p>(iii) Ministry of Non-Conventional Energy Sources</p>	
26.	Ministry of Road Transport and	(i) Ministry of Road Transport & Highways	

	Highways	(ii) Ministry of Shipping.	
27	Ministry of Rural Development (Department of Rural Development)	(i) Department of Land Resources. (ii) Department of Drinking Water Supply. (iii) Central project Management Cell for UNICEF Stores(CPMC)	Office at Mumbai
28.	Ministry of Science and Technology (Department of Science and Technology).	(i) Department of Science and Technology (ii) Department of Scientific and Industrial Research. (iii) Department of Bio-technology.	
29.	Ministry of Social Justice and Empowerment.	(i) Ministry of Tribal Affairs. (ii) National Commission for Scheduled Castes and Scheduled Tribes. (iii) National Commission for backward Classes	
30.	Ministry of Steel		
31	Union Public Service Commission		
32	Ministry of Urban Development and Poverty Alleviation (Department of Urban Development).	(i) Directorate General, Central Public Works Department. (ii) Directorate of Estates. (iii) Directorate of Printing.	Chief Engineer offices at Mumbai, Chennai, Jaipur, Guhwathi,Kolkatta

		(iv) National Building Organisation. (v) Land & Development office	
33.	Ministry of Water Resources.	(i) Central Water Commission. (ii) Central Soil and Research Institute.	Central Water Commission has regional offices in various parts of the country

SECOND SCHEDULE

[See rule 2(i)]

Designation of posts other than those of Under Secretary to the Government of India and of Section Officer, included as "Duty Posts " in Grade I and the Section Officers' Grade respectively of the Central Secretariat Service.

Name of Office	Designation of posts included in Grade I	Designation of posts included in the Section Officers' Grade
1	2	3
Ministry of Commerce (i) All India Handicrafts Board (ii) Chief Controller of Imports and Exports	Chief Controller of Imports and Exports	Section Officer Controller
Ministry of Industry (Department of Industrial Development)	Deputy Director (Administration) Deputy Director	

<p>(i) Development Commissioner, Small Scale Industries.</p> <p>(ii) D.G.T. D.</p>		
<p>Ministry of Agriculture</p> <p>(Department of Agriculture & Cooperation)</p> <p>(i) Directorate of Plant Protection, Quarantine and Storage</p> <p>(ii) Directorate of Economics & Statistics.</p>	<p>Chief Administrative Officer</p> <p>Chief Administrative Officer</p>	<p>Administrative Officer</p>
<p>Ministry of Agriculture (Department of Food)</p> <p>(i) Main Department of Purchase</p> <p>(ii) Directorate of Sugar</p>	<p>Assistant Chief Director of Purchase</p>	<p>Administrative Officer, Army Purchase Organisation</p> <p>Administrative Officer</p>
<p>Ministry of Health and Family Welfare</p> <p>Directorate General of Health Services.</p>	<p>Deputy Director (Administration)</p>	
<p>Ministry of Home Affairs</p> <p>(i) Cabinet Sectt. (Deptt. of Cabinet Affairs).</p> <p>(ii) Department of Statistics</p> <p>(iii) Directorate of Coordination (Police Wireless & Police Computers)</p> <p>(vi) Institute of Sectt. Training & Management</p>	<p>Asstt. Director</p> <p>Administrative Officer Administrative Officer</p> <p>Deputy Director</p> <p>Administration Officer</p> <p>Assistant Commissioner</p> <p>Chief Administration Officer</p>	<p>Asstt. Director</p>

gement	Administrative Officer	
(v) Central Bureau of Investigation	Administration Officer	
(vi) Office of the Commissioner for Scheduled Castes and Scheduled Tribes	Deputy Director	
(vii) Directorate General of Border Security Force		
(viii) Bureau of Police Research and Development		
(ix) Office of the Registrar General of India		
(x) Commissioner for Scheduled Castes and Scheduled Tribes		
Ministry of information and Broadcasting	Deputy Director (Administration)	
(i) Directorate General, All India Radio	Deputy Director (Administration)	
(ii) Directorate General, Doordarshan	Asstt. Principal Information Officer	
(iii) Press Information Bureau		
(iv) Publications Division	Deputy Director (Administration)	
(v) Directorate of Advertising & Visual Publicity	Deputy Director (Administration)	
Ministry of Energy (Department of Power)	Under Secretary	

(i) Central Electricity Authority		
Ministry of Irrigation Central Water Commission	Under Secretary	
Ministry of Labour	Under Secretary	
(i) Directorate General of Employment & Training	Administrative Officer	
(ii) Office of the Chief Labour Commissioner (Central)	Deputy Director (Administration)	
(iii) Directorate General, Factory Advice Service and Labour Institute, Bombay.		
Ministry of Law, Justice and Company Affairs	Administrative Officer	
(i) Monopolies & Restrictive trade Practices Commission		
Ministry of Education and Culture (Department of Education) Office of the Director General of Archaeology		Superintendent
Ministry of Communications	Assistant Director (Administration)	
(i) Main Ministry		
(ii) Directorate General of Post & Telegraphs		

Ministry of Tourism & Civil Aviation Directorate General of Civil Aviation	Assistant Director (Administration)	
Ministry of works and Housing (i) Main Ministry (ii) Central Public Works Department (iii) Directorate of Printing (iv) Directorate of Estate	Deputy Director (Administration) Deputy Director (Administration) Deputy Director of Estates, Bombay, Calcutta, Estate Manager, Bombay	Assistant Vigilance Officer Assistant Director
Ministry of Supply and Rehabilitation (Department of Rehabilitation) (Department of Supply) Directorate General, Supplies and Disposals	Deputy director	Asstt. Public Relations Officer Vigilance Officer
Union Public Service Commission	Under Secretary	Desk Officer

THIRD SCHEDULE

#Omitted

FOURTH SCHEDULE

[See Rules 13(5) and 13(8)]

Regulations for the constitution and maintenance of the Select Lists for the Section Officers' and Assistants'

1. **Constitution.**— Officers borne on the Regular Temporary Establishment of the respective Grades immediately before the appointed day and allotted to a cadre under rule 8 shall form the Select List for the concerned Grade for that cadre, on such date.

A. SECTION OFFICERS' GRADE

2. **Maintenance.**— (1) Additions to the Select List for the Section Officers' Grade in any cadre shall be made in such numbers as the cadre authority may determine from time to time keeping in view the existing and anticipated ®ular vacancies so as to ensure that one person each by rotation is included from out of the categories of persons specified below, namely:-

(a) Officers of the Assistants' Grade in that Grade who have rendered not less than eight years' approved service in that Grade and are within the range of seniority, in the order of their seniority, subject to the rejection of the unfit:

Provided that where an officer of the Assistants' Grade is rejected as unfit, the reasons for such rejection shall be recorded in writing and communicated to the officer concerned.

Second Proviso omitted vide Notification No. 21/14/97-CS.I dated 8th March, 1999.

(b) Persons selected on the results of the limited departmental competitive examinations, held by the Commission, from time to time, in the order of their merit.

(2) The rules for the limited departmental competitive examinations referred to in clause (1) above shall be determined by regulations made by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions and the allotment of candidates from the results of these examinations to the various cadres shall also be made by that Department.

B. ASSISTANTS' GRADE

*2A. **Maintenance.**— (1) Additions to the Select List for the Assistants' Grade in any cadre shall be made in such number as the cadre authority may determine, from time to time, keeping in view the existing and anticipated ®ular vacancies, from officers of the Upper Division Grade in that cadre who have rendered not less than five years' approved service in the grade and are within the range of seniority, in the order of their seniority in that grade subject to the rejection of the unfit.

yProvided that where an officer of the Upper Division Grade is rejected as unfit, the reason for such

rejection shall be recorded in writing and communicated to the officer concerned.

Note 1.- While considering cases of officers belonging to the Scheduled Castes and Scheduled Tribes, reservations shall be made in accordance with such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions from time to time.

Note 2.- If officers within the range of seniority are not available in a cadre for making additions to the Select List, such additions shall be made from a panel, furnished by the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, of officers serving in other cadres.

(2) The rules for the limited departmental competitive examination referred to in category (b) shall be as determined by regulations made by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions and the allotment of candidates from the results of this examination to the various cadres shall be made by the said Department.

3. **Seniority.**— (1) Officers included in the Select List for a Grade constituted under regulation (1) shall be senior to those included therein after such constitution.

(2) Officers included in the Select List under '®ulation 2 or regulation 2A' shall rank inter se in the order in which they are included in the Select List:

*Provided that an officer included in the Select List who refuses at any time to be appointed to the Grade for reasons acceptable to the appointing authority, shall, on **his** appointment to the Grade at any time thereafter, be placed immediately after the officer who was last appointed to that Grade from the Select List.

@Note:-Omitted.

(3) Direct recruits to a Grade and persons #regularly appointed to the Grade from the Select List for the Grade shall be assigned seniority inter se according to the quotas of #regular vacancies in the Grade reserved for direct recruitment and the appointment of persons included in the Select List, respectively:

\$Provided that persons appointed regularly in the Section Officers Grade in a particular year against the unfilled vacancies brought forward from previous years shall all be placed below the last slot, be it for a direct recruit or for a person included in the Select List, determined on the basis of the rotation of vacancies between direct recruits and persons included in the Select List, in that year, as illustrated in Illustration-II.

% Provided that persons appointed regularly in accordance with the provisions of sub-rule (2) of rule 13 to the Grade from the Select List in any cadre in any year, against direct recruitment vacancies for which direct recruits are not available, shall be placed en bloc below the last direct recruit appointed in that year irrespective of the quotas reserved for direct recruits and persons included in the Select List.

(4) Persons appointed #regularly in accordance with the first proviso to sub-rule (2) of 13 shall be assigned seniority inter se in the order in which they are included in the Select List for the Assistants' Grade in the cadre and such persons shall be placed en bloc below all the Assistants already appointed #regularly in the same cadre.

(5) Persons appointed regularly in accordance with the provisions of sub-rule (6-a) of rule 13 shall be assigned seniority inter se in the order in which they are included in the Select List for the Assistants' Grade in the cadre and such persons shall, be placed en bloc above the direct recruits of the Assistants' Grade Examination, 1978 appointed in the same cadre.

ILLUSTRATION - I

Where 75 percent of the regular vacancies in a Grade are reserved for the appointment of persons included in the Select List for the Grade and 25 percent for direct recruitment, each direct recruit shall be ranked in seniority below three persons regularly appointed from the Select List. Where the quotas are 50 percent each, every direct recruit shall be alternatively ranked below one person appointed from the Select List. If, however, for any reasons, a direct recruit or a person regularly appointed to the Grade from the Select List ceases to hold the appointment in the Grade or quits the Service etc., the seniority list shall not be rearranged merely for the purpose of ensuring the proportions referred to.

fILLUSTRATION - II

A. Let it be assumed that there are 10 regular vacancies to be filled in the Section Officers Grade in the year 1989. In terms of the laid down proportion of four promotees to one direct recruit, there would be two slots for direct recruits at position numbers 5 and 10 of the roster. Assuming that neither of those direct recruits slots is filled, the vacancies for the year 1990 would be calculated as follows:-

(i) Number of regular vacancies arising as a result of retirement, etc. - assumed -	10
(ii) Number of unfilled vacancies - both direct recruits.	2

Total regular vacancy for 1990	12

B. The roster for the year 1990 would than be prepared in the following two stages:-

- (i) in respect of the ten vacancies arising in the year 1990, the roster shall be based on the normal rotation of vacancies in the proportion of four promotees to one direct recruit:
- (ii) the two direct recruit vacancies carried forward from the year 1989 would be added as direct recruits slots below the last slot determined vide (i) above.

C. Further assuming that the number of vacancies arising in 1991 and 1992 not taking into account the unfilled vacancies of the previous year is also ten, the roster for the years 1989, 1990, 1991 and 1992 would be as follows:-

1989	1990	1991	1992
1. P1	1. P1	1. P1	1. P1
2. P2	2. P2	2. P2	2. P2
3. P3	3. P3	3. P3	3. P3
4. P4	4. P4	4. P4	4. P4
5. D1	5. D1	5. D1	5. D1
6. P5	6. P5	6. P5	6. P5
7. P6	7. P6	7. P6	7. P6
8. P7	8. P7	8. P7	8. P7
9. P8	9. P8	9. P8	9. P8
10. D2	10. D2	10. D2	10. D2
Both D1 & D2 remain unfilled	11. D1	11. D1	11. P9@
	12. D2	12. D2	12. P10@
	Again Both	13. D1	13. D1
	D1 & D2	14. D2	14. D2
	(1990) as also	Again all direct	15. D1
	D1 & D2 (1989) remained unfilled	recruit vacancies remained unfilled (1989)released after two years of carry forward.	16. D2

4. Removal of names from the Select List.- (1) Subject to the exceptions made under clause (3), an officer included in the Select List for a Grade shall continue to be included in the Select List till he is ®ularly appointed to that Grade.

(2) Officers included in the Select List for a Grade who cannot be appointed to that Grade or who are reverted therefrom for want of vacancies will continue to be included in the Select List and retain the seniority assigned to them in the List.

(3) The names of persons of the following categories shall be removed from the Select List:-

(a) Persons ®ularly appointed to the concerned Grade;

(b) Persons transferred to another service or post;

(c) Persons who die or retire from service or whose services are otherwise terminated; and

(d) (i) persons officiating in the respective Grade beyond the period of trial specified in rule 15, who are reverted therefrom as a result of a departmental enquiry or proceedings under the Central Civil Services (Classification, Control and Appeal) Rules 1965; or

(ii) persons who, either during or at the end of the period of trial in the respective Grade prescribed in rule 15, are reverted therefrom under sub-rule (4) of rule 17, on the ground of unfitness to continue in that Grade; or

(iii) persons not yet promoted on trial to the respective Grade, who on an annual review of the Select List are found, because of deterioration in their record and/or conduct since inclusion in the List to have fallen below the required standard:

Provided that the removal of the name of a person in category (iii) who has been included in the Select List on the results of the Limited Departmental Competitive Examination for the Section Officers' Grade or for the Assistants' Grade, as the case may be, shall be made in consultation with the Commission in the case of Section Officers, and in consultation with the Department of Personnel and Training in the case of Assistants.

SECTION 2

THE CENTRAL SECRETARIAT SERVICE (SENIORITY OF TRANSFERRED OFFICERS) REGULATIONS, 1963*

In pursuance of sub-rule (6) of Rule 18 of the Central Secretariat Service Rules, 1962, the Ministry of

Home Affairs hereby makes the following regulations, namely:-

1. **Short title.**- These regulations may be called the Central Secretariat Service (Seniority of Transferred Officers) Regulations, 1963.

2. **Definitions.**- (1) In these regulations, unless the context otherwise requires,-

(a) "approved and continuous service" in relation to any Grade means the period of continuous service in the Grade rendered after regular selection for long term appointment to the Grade, and includes any period or periods during which a member of the Service would (after such selection) have held a duty post in the Grade but for **his** being on leave or otherwise not available to hold such duty posts;

(b) "competitive examination" in relation to a Grade of the Service means the competitive examination held by the Commission for direct recruitment to that Grade;

(c) "limited competitive examination" means the limited departmental competitive examination referred to in the Fourth Schedule to the Central Secretariat Service Rules, 1962;

(d) "new cadre" means the cadre to which a member of the Service is transferred from another cadre;

(e) "old cadre" means the cadre from which a member of the Service is transferred to another cadre;

(f) "promoted officer" in relation to any Grade of the Service means a person other than a direct recruit to the Grade;

(g) "rules" means the Central Secretariat Service Rules, 1962;

(h) "transferred officer" means a member of the Service vice transferred from one cadre to another.

(2) All other words and expressions used in these regulations and not defined herein shall have the meaning respectively assigned to them in the Rules.

3. **Seniority of transferred officers.**- (1) A member of the Service appointed to a Grade before the appointed day and included in the initial constitution of any cadre under rule 8 of the Rules shall, on **his** transfer to another cadre, be assigned seniority vis-a-vis officers of that Grade included in the initial constitution of the new cadre, with reference to **his** relative seniority vis-a-vis such officers as determined before the appointed day:

Provided that if the relative seniority of a transferred officer vis-a-vis the other officers had not been specifically determined before the appointed day, it shall be as determined by the Department of

(2) A member of the Service appointed to the Section Officer Grade of any cadre after the appointed day shall, on his transfer to another cadre, be assigned seniority vis-a-vis officers to that Grade after the appointed day in the new cadre as follows, namely:-

(i) A direct recruit shall be assigned seniority vis-a-vis other regularly appointed officers of the Grade in the new cadre as if he were a direct recruit allotted to that cadre on the results of the same competitive examination from which he has been recruited.

(ii) A promoted officer who had been or is included in the Select List for the Grade in the old cadre on the results of the limited competitive examination shall be assigned seniority vis-a-vis other regularly appointed officers of the Grade, as the case may be, in the new cadre, as if he had been included in the Select List for the Grade in that cadre on the results of the same limited competitive examination.

(iii) A promoted officer who had been or is included in the Select List for the Grade in the old cadre on the basis of seniority in the Assistant's Grade shall on his transfer to another cadre be assigned seniority vis-a-vis officers appointed to that Grade in the new cadre just above the senior most promoted officers included on the basis of seniority in the Assistants' Grade in the Select List of the same year in the new cadre whose date of regular appointment is later than that of the transferred officer.

(iv) A promoted officer not included in the Select List for the Grade in the old cadre, shall be assigned seniority below all such regularly appointed officers of the Grade in the new cadre who have rendered longer or the same length of approved continuous service in the Grade.

Note.- Omitted.

(3) A member of the Service appointed to the Section Officers' Grade of any cadre on transfer from another cadre under the second proviso to rule 13(2) of the Rules shall be assigned seniority in the Section Officer's Grade of the new cadre below all existing temporary officers of the Grade in that cadre. If two or more such officers are appointed on the same date, under the second proviso to rule 13(2) aforesaid, to the Section Officer's Grade of the new cadre by transfer from the same cadre, their *inter-se* seniority shall be as in the Assistant's Grade of the old cadre, and if they are so appointed by transfer from two or more different cadre, their *inter-se* seniority shall be determined in accordance with the seniority admissible to them in the Assistant's Grade of the new cadre under clause (1) or clause (4) of this regulation as the case may be.

(4) A member of the Service appointed to the Assistant's Grade of any cadre after the appointed day shall, on his transfer to another cadre, be assigned seniority vis-a-vis officers appointed to that

Grade after the appointed day in the new cadre as follows, namely:-

(i) A direct recruit shall be assigned seniority vis-a-vis regular officers of the Grade in the new cadre as if he were a direct recruit allotted to that cadre on the results of the same competitive examination from which he has been recruited.

(ii) A promoted officer who had been or is included in the Select List for the Grade in the old cadre shall on **his** transfer to another cadre be assigned seniority vis-a-vis officers appointed to that Grade in the new cadre after the appointed day just above the senior most regular promoted officer included in the Select List of the new cadre, whose date of regular appointment is later than that of the transferred officer.

(5) A member of the Service appointed to the Assistants' Grade of any cadre on transfer from another cadre under the second proviso to rule 13(7) of the Rules shall be assigned seniority in the Assistants' Grade of the new cadre below all existing temporary officers of the Grade in that cadre. If two or more such officers are appointed on the same date, under the second proviso to rule 13(7) aforesaid to the Assistants' Grade of the new cadre by transfer from the same cadre, their *inter-se* seniority shall be as in the Upper Division Grade of the Central Secretariat Clerical Service in the old cadre, and if they are so appointed by transfer from two or more different cadres, their *inter-se* seniority shall be determined in accordance with the seniority admissible to them in the Upper Division Grade of the Central secretariat Clerical Service in the new cadre, under regulation 3 of the Central Secretariat Clerical Service (Seniority of Transferred Officers) Regulations, 1963.

Explanation- "Existing temporary Officers of the Grade" in this regulations included all temporary officers who would, after regular selection for long-term appointment to the Grade, have held duty posts of the Grade in the new cadre but for their being on leave or otherwise not available for holding such duty posts, on the date on which the transferred officer is appointed in the new cadre.

SECTION 3

THE CENTRAL SECRETARIAT SERVICE SECTION OFFICERS' GRADE (COMPETITIVE EXAMINATION) REGULATIONS, 1966*

In pursuance of sub-rule (9) of Rule 13 of the Central Secretariat Service Rules, 1962 and in supersession of the notification of the Government of India in the Ministry of Home Affairs No. 25/4/63-(i)-CS(A), dated the 9th March, 1964, the Government of India in the Ministry of Home Affairs, hereby makes the following regulations, namely:-

1. **Short title and commencement.**- (1) These regulations may be called the Central Secretariat Service Section Officers' Grade (Competitive Examination) Regulations, 1966.

(2) They shall come into force on the date of their publication in the official Gazette.

2. **Definitions.**- (1) In these regulations, unless the context otherwise requires-

(a) "available vacancies" means the vacancies in the Section Officers' Grade of the Service which are decided to be filled on the results of an examination;

(b) "examination" means a combined competitive examination consisting of a preliminary examination and a main examination for recruitment to the Service held under sub-rule (9) of rule 13 of the rules and includes a combined competitive examinations for recruitment to the service and such other Service or Services as may be specified by the Central Government from time to time;

[Vide Notification No. 5/93/78-CS(I) dated 9.7.1979]

(c) "schedule" means the schedule appended to these regulations;

(d) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution of India.

(2) All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Central Secretariat Service Rules, 1962.

3. **Holding of the examination.**- (1) The examination shall be conducted by the Commission in the manner notified by the Central Government in the Department of Personnel & Training from time to time.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Commission.

4. **Conditions of eligibility.**- In order to be eligible to compete at the examination, a candidate must satisfy the following conditions, namely:-

(i) *Nationality.*- (a) He must be a citizen of India or

(b) He must belong to such categories of persons as may from time to time be notified in this behalf by the Department of Personnel & Training in the Ministry of Personnel, Public Grievances and Pensions.

(ii) *Age.*- He must have attained the age of 21 years and must not have attained the age of 28 years on the 1st day of August of the year in which the examination is held:

Provided that the upper age limit may be relaxed in respect of such categories of persons as may, from time to time, be notified in this behalf by the Department of Personnel & Training in the Ministry of Personnel, Public Grievances and Pensions, to the extent and subject to the conditions notified in respect to each category.

(iii) *Educational qualification.*- He must hold a degree of any University incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be Universities as under Section 3 of the University Grants Commission Act, 1956 or a Foreign University approved by the Central Government from time to time, or possess a qualification which has been recognised by the Central Government for the purpose of admission to the examinations.

Provided that:

(a) In exceptional cases the Commission may treat as qualified a candidate who though not possessing the qualification prescribed in this clause, has passed examinations conducted by other institutions of a standard which, in the opinion of the Commission, justifies the admission of the candidate to the examination; and

(b) candidate who are otherwise qualified but have taken degrees from Foreign Universities which are not approved by the Central Government may also be admitted to the examination at the discretion of the Commission.

Provided further that a candidate who has appeared at an examination the passing of which would render him educationally qualified for the Commission's examination but has not been informed of the result as also the candidates who intend to appear at such a qualifying examination will be eligible for admission to the preliminary examination so long as, by a date to be notified by the Commission, the candidate produces proof of pass in the degree course for being eligible to take the main examination during that year.

(iv) *Attempts at the examination.*- No candidate who does not belong to a Scheduled Caste or Scheduled Tribes or who is not covered by any of the specified exceptions notified by the Government from time to time, shall be permitted to compete more than three times at the examinations.

Provided that there will be no restriction on the number of attempts for candidates belonging to the Scheduled Castes or the Scheduled Tribes, who are otherwise eligible.

Note- (i) An attempt at the Preliminary examination shall be deemed to be an attempt at the examination.

(ii) If a candidate actually appears in any one paper in the Preliminary examinations, he shall be deemed to have made an attempt at the examination.

(v) *Fees.*- Subject to such exemptions or concessions or both, as may be notified in this behalf by the Department of Personnel & Training in the Ministry of Personnel, Public Grievances and Pensions from time to time, he shall pay the fees specifies by the Commission.

5. Deleted.

6. **Decision as to eligibility.**- The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

7. **Results.**- (1) The names of the candidates who are considered by the Commission to be suitable for appointment on the results of the examination shall be arranged in the order of merit and subject to the provisions of sub-regulation (5) of Regulation 8, they shall be recommended for appointment in that order upto the number of appointments required to be made.

(2) The form and manner of communication of the results of the examination to individual candidates shall be decided by the Commission in their discretion.

8. **Appointments.**- (1) Success at the examination shall confer no right to appointment to the Section Officers' Grade of the Service unless the Central Government is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to **his** character and antecedents is suitable in all respects for appointment to the Service.

(2) No candidate shall be appointed to the Section Officers' Grade of the Service unless he is, after such Medical examination as the Central Government may prescribe found to be free from any mental or physical defect which is likely to interfere with the discharge of the duties of the Service.

(3) No person who has more than one wife living or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, and no **women** marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for any appointment on the results of the examination:

Provided that Central Government may, if satisfied that there are special grounds for so doing, exempt any person from the operation of this sub-regulation.

(4) Save as provided in sub-regulation (5) of this regulation, appointments to the Section Officers' Grade of the Service on the results of any examination shall be made to the extent to the available vacancies, in the order of the merit of the candidates recommended by the Commission for appointment, subject to reservations for members of the Scheduled Caste and Scheduled Tribes in accordance with the orders issued by the Department of Personnel and Training in this behalf from time to time.

(5) Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Caste and the Scheduled Tribes cannot be filled on the basis of the general standard be recommended by the Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the service, irrespective of their ranks in the order of merit at the examination.

9. Penalty for misconduct.- A candidate who is or has been declared by the Commission to be guilty of :-

(a) obtaining support for his candidature by any means, or

(b) impersonating, or

(c) procuring impersonation by any person, or

(d) submitting fabricated documents or documents which have been tempered with, or

(e) making statements which are incorrect or false, or suppressing material information, or

(f) resorting to any other irregular or improper means in connection with his candidature for the examination, or

(g) using unfair means in the examination halls, or

(h) misbehaving in the examination hall, or

(i) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses,

may in addition to rendering himself liable to criminal prosecution, be liable -

(A) to be disqualified by the Commission from that examination for which he is a candidate, or

(B) to be debarred either permanently or for a specified period -

(i) by the Commission from any examination or selection held by them;

(ii) by the Central Government from any employment under them; and

(C) if he is already in service under Central Government to disciplinary action under the appropriate rules.

SECTION 4

THE CENTRAL SECRETARIAT SERVICE SECTION OFFICERS' GRADE/ STENOGRAPHERS' GRADE 'B' (LIMITED DEPARTMENTAL COMPETITIVE EXAMINATIONS) REGULATIONS, 1964.

In pursuance of the provisions of sub-paragraph (2) of paragraph 2 of the Fourth Schedule to the Central Secretariat Service Rules, 1962, the Ministry of Home Affairs, in consultation with the Union Public Service Commission, hereby makes the following regulations, namely:-

1. **Short title.**- (1) These regulations may be called the Central Secretariat Service Section Officers' Grade (Limited Departmental Competitive Examination) Regulations, 1964.

2. **Definitions.**- (1) In these regulations, unless the context otherwise requires,-

(a) "crucial date" means the 1st day of July of the year in which the examination is held;

(b) "examination" means a limited departmental competitive examination held by the Commission for making additions to the Select List for the Section Officers' Grade;

(bb)"Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution;

(c) "Selection" means inclusion in the Select List for the Section Officers' Grade.

(2) All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Central Secretariat Service Rules, 1962.

3. **Holding of the examination.**- (1) The examination shall be conducted by the Commission in the manner notified by the Department of Personnel & Training in the Ministry of Personnel, Public Grievances and Pensions from time to time.

(2) The dates on which the places at which the examination shall be held shall be fixed by the Commission.

4. **Conditions of Eligibility.**- Any permanent or temporary officer of the Assistants' Grade of the Central Secretariat Service or of Grade C of the Central Secretariat Stenographers' Service who, on the crucial date, satisfies the following conditions, shall be eligible to appear at the examination:-

(1) *Length of service:* He should have rendered not less than 5 years approved and continuous service in the Assistants' Grade of the Central Secretariat Service or in Grade C of the Central Secretariat Stenographers' Service or in both, as the case may be:

Provided that if he had been appointed to the Assistants' Grade of the Central Secretariat Service or Grade 'C' of the Central Secretariat Stenographers' Service on the results of a competitive examination including a Limited Departmental Competitive Examination, such an examination should have been held not less than 5 years before the crucial date and he should have rendered not less than 4 years approved and continuous service in that Grade:

Provided further that any period of his absence on Military duties may be allowed to be counted towards the prescribed length of service in any of the above posts.

*(2) Omitted.

(3) Omitted.

(4) *Fees:* He shall pay such fees as may be specified from time to time, by the Commission:

Provided that candidates belonging to the categories indicated in column (1) of the Table below shall pay such fees as are indicated in the corresponding entry in column (2) of the said Table:

Table

	(1)	(2)
(a)	Candidates belonging to the Schedule Castes and Scheduled Tribes.	One-fourth of the fees specified by the Commission from time to time.
(b)	Candidates belonging to the various classes or categories of persons notified from time to time	Such proportion of the fees subject to such conditions as may be specified in the order

ime by Government for exemptions or concessions or both in fees.	s issued by the Central Government from time to time.
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Note:- (1) Assistants or Stenographers Grade C who are on deputation to ex-cadre posts with the approval of the competent authority will be eligible to be admitted to the examination, if otherwise eligible.

Provided that it shall not apply to an Assistant or Stenographers Grade C who has been appointed to an ex-cadre post or to another service on transfer and does not have a lien in the Assistants' Grade or the Stenographers' Grade C, as the case may be.

(2) Assistants of the Central secretariat Service and Stenographers Grade C of the Central Secretariat Stenographers' Service who have opted for appointment to the Indian Foreign Service (B) and have been appointed to any Grade of that service in pursuance of such option shall not be eligible for admission to the examination.

(3) In the case of a Scheduled Caste Assistant given *ad hoc* promotion with the benefit of "deemed" date of promotion during the period 14th April 1952 to 30th April, 1954 his actual date of promotion as Assistant will be taken into consideration for computing the length of service in the Assistants' Grade for the purpose of this regulation.

5. Omitted.

6. **Decision as to eligibility.**- The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

7. **Results.**- (1) The names of the candidates who are considered by the Commission to be suitable for selection on the results of any examination held after the commencement of the Central Secretariat Service Section Officers' Grade Limited Departmental Competitive Examination (Amendment) Regulation, 1972 shall be arranged in the order of merit and, subject to the provisions of sub-regulation (3) of regulation 8, they shall be recommended for selection in that order upto the required number.

(2) Save as provided in sub-regulation (3) of this regulation, selection on the results of any examination held after the commencement of the Central Secretariat Service Section Officers' Grade Limited Departmental Competitive Examination (Amendment) Regulations, 1972, shall be made to the extent required, in the order of merit of the candidates recommended by the Commission for selection, subject to reservations for the candidates belonging to the Scheduled Castes and the Scheduled Tribes in accordance with the orders issued by the Government of India in the

Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions in this behalf from time to time.

^{aa}(3) Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Commission by a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the service, irrespective of their ranks in the order of merit at the examination.

(4) The form and manner of communication of the results of the examination to individual candidates shall be decided by the Commission in its discretion.

8. **Selection.**- (1) Success in the examination confers no right to selection unless the Central Government is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to his conduct in service, is suitable in all respects for selection:

Provided that the decision as to whether a particular candidate recommended for selection by the Commission is not suitable shall be taken into consultation with the Department of Personnel and Training.

9. **Penalty for Misconduct.**- A candidate who is or has been declared by the Commission to be guilty of :-

- (a) obtaining support for his candidature by any means, or
- (b) impersonating, or
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or documents which have been tempered with, or
- (e) making statements which are incorrect or false, or suppressing material information, or
- (f) resorting to any other irregular or improper means in connection with his candidature for the examination, or
- (g) using unfair means in the examination hall, or
- (h) misbehaving in the examination hall, or
- (i) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts

specified in the foregoing clauses,

may in addition to rendering himself liable to criminal prosecution, be liable -

(A) to be disqualified by the Commission from the examination for which he is a candidate, or

(B) to be debarred either permanently or for a specified period -

(i) by the Commission, from any examination or selection held by them;

(ii) by the Central Government from any employment under them; and

(C) to disciplinary action under the appropriate rules.

"Provided that no penalty under this rule shall be imposed except after -

(i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and

(ii) taking the representation, if any, submitted by the candidate, within the period allowed to him, into consideration."

SECTION 5

THE CENTRAL SECRETARIAT SERVICE (PROMOTION TO GRADE I

AND SELECTION GRADE) REGULATIONS, 1964*

In pursuance of sub-rule (4) of rule 12 of the Central Secretariat Service Rules, 1962, the Ministry of Home Affairs hereby makes the following regulations, namely:-

1. **Short title.**- These regulations may be called the Central Secretariat Service (Promotion to Grade I and Selection Grade) Regulations, 1964.

2. **Definitions.**- In these regulations, unless the context otherwise requires,-

(a) "eligible officer" means any officer eligible to be considered for appointment to Grade I or the Selection Grade of the Service, as the case may be, under rule 12 of the Central Secretariat Service Rules, 1962, as on the 1st July of the calendar year in which the Select List is prepared;

(b) "field of selection" means the list of eligible officers from which a selection will be made for

inclusion in the Select List;

(c) "Government" means the Government of India in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions;

(d) "rules" means the Central Secretariat Service Rules, 1962;

(e) "Selection Committee" means the Committee constituted in accordance with regulation 4;

(f) "Select List" means the list of eligible officers considered fit for appointment to Grade I or the Selection Grade, as the case may be, and prepared in accordance with regulation 5.

(2) All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Central Secretariat Service Rules, 1962.

3. Strength of Select List and field of selection.- (1) The strength of officers to be included in the Select List for Grade I or the Selection Grade shall be as determined from time to time by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(2) The field of selection shall ordinarily extend to three times the number of officers to be included in the Select List, provided that if the required number of officers of the requisite standard are not available in the field so determined, the field may be enlarged to the extent considered necessary by the Selection Committee.

4. Constitution of the Selection Committee.- (1) The Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions shall, from time to time, constitute a Selection Committee consisting of -

(a) the Chairman or a member of the Union Public Service Commission, the Joint Secretary in charge of Central Secretariat Service, Department of Personnel and Training in the Ministry of Personnel Public Grievances and Pensions and two other Joint Secretaries to the Government of India, for the preparation of the Select List for Grade I; and

(b) the Secretary, Department of Personnel and Training, three other Secretaries to the Government of India and the Establishment Officer, for the preparation of the Select List for the Selection Grade.

(2) The Chairman or the member of the Commission shall preside at all meetings of the Selection Committee for Grade I and the Secretary, the Department of Personnel and Training shall preside at all meetings of the Selection Committee for the selection Grade

5. Preparation of the Select List

A. Grade I

(1) A fresh Select List for Grade I shall be prepared at least once every year if on the 1st July of the year the number of officers already included in the Select List for that Grade is below the strength fixed under regulation 3(1). For the purpose of preparing the Select List, the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions shall obtain from the cadre authorities the names of all eligible officers of the Section Officers Grade and of Grade 'A' of the Central Secretariat Stenographers Service included in their respective cadres.

\$\$\$ (2) The names of all such officers shall be arranged in accordance with their seniority by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions. The seniority of the Section Officers shall be arranged in the following order:

(i) the names of officers appointed to the Section Officers Grade before the appointed day and included in the Select List of Section Officers at the initial constitution under paragraph 1 of the Fourth Schedule to the rules shall be arranged in the order of their seniority as determined before that day. Addition to this lists shall be made by including officers appointed to the Section Officers Grade after the appointed day through the Select List for the Grade, officers appointed on the basis on an earlier Select List being placed above those appointed on the basis of later Select List. The order of names shall be in the same order as in all the Secretariat Select Lists issued by the Department of Personnel and Training.

Note. For the purpose of this sub-clause, the Secretariat List shall mean the consolidated version of the cadre-wise addition made to each Select List following the same principles as laid down in paragraph 2 of the Fourth Schedule to the rules.

(ii) In the list of Section Officers prepared under sub-clause (i), the names of those appointed to the Section Officers Grade as Direct Recruits on the basis of the Combined Competitive Examination, arranged in the order of merit in the Combined Competitive Examinations, persons appointed on the results of an earlier examination being placed above those appointed on the results of a later examination, shall be interpolated according to the quota of vacancies reserved for direct recruitment at the time of their recruitment.

(3) The field of selection shall be determined by the Selection Committee by taking the required number of persons from the single list drawn up under clause (2), in the order of their inclusion in that list.

(4) The Selection Committee shall classify such of the officer included in the field of selection as are considered fit for appointment to Grade I as 'outstanding', 'very good' and 'good', on the basis of merit.

Note:- While considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes, the Selection Committee shall be guided by such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions shall, from time to time.

(5) The recommendations of the Selection Committee, together with the upto date confidential records of the concerned officers and such other information as may be relevant, shall be forwarded to the Commission for their advice.

(6) Subject to the orders of Government, the recommendations of the Commission as regards suitability and classification of the concerned officer shall be accepted.

(7) The Select List shall be prepared by including the required number of names first from amongst the officers finally classified as 'outstanding' then from amongst those similarly classified as 'very good' and thereafter from amongst those similarly classified as 'good'. The order of names inter se within each category shall be the order in which the names are arranged in the single list prepared under clause (2). The Select List so prepared shall be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

B - Selection Grade

(8) A fresh Select List for the Selection Grade shall be prepared at least once every year if on the 1st July of the year the number of officers already included in the Select List for that Grade is below the strength fixed under regulation 3(1).

(9) The field of selection shall be determined by the Selection Committee by taking the required number of seniormost eligible Grade I Officers in the order of their seniority.

(10) The Selection Committee shall classify such of the officers included in the field of selection as are considered fit for appointment to the Selection Grade as 'outstanding', 'very good' and 'good', on the basis of merit.

Note:- While considering the cases of officers belonging to the Scheduled Castes and Scheduled Tribes, the Selection Committee shall be guided by such instructions as may be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions shall, from time to time.

(11) Subject to the orders of Government, the recommendations of the Selection Committee as regards classification shall be accepted.

(12) The Select List shall be prepared by including the required number of names first from amongst the officers finally classified as 'outstanding', then from amongst those similarly classified as 'very good' and thereafter from amongst those similarly classified as 'good'. The order of names inter se within each category shall be according to seniority in Grade I. The Select List so prepared shall be issued by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

6. Removal of names from the Select List.- (1) Subject to the exceptions made under clause (3), of this regulation, an officer included in the Select List shall continued to be included therein till he is :regularly appointed to Grade I or the Selection Grade, as the case may be.

(2) Officers included in the Select List who cannot be appointed to Grade I or the Selection Grade, as the case may be, or who are reverted therefrom, for want of vacancies will continue to be included in the Select List and retain the seniority assigned to them in the List.

(3) The names of persons of the following categories shall be removed from the Select List-

(a) Persons :regularly appointed to Grade I or the Selection Grade as the case may be;

(b) Persons transferred to another service or post;

(c) Persons who die or retire from service or whose services are otherwise terminated; and

(d) (i) persons officiating in Grade I or the Selection Grade, as the case may be, beyond the period of trial specified in rule 15, who are reverted therefrom as a result of a departmental enquiry or proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1965; or

(ii) persons who, either during or at the end of the period of trial in the respective Grade, prescribed in rule 15, are reverted therefrom under sub-rule (4) of rule 17, on the ground of unfitness to continue in the Grade; or

(iii) persons not yet promoted on trial to the Grade I or the Selection Grade, as the case may be, who on an annual review of the Select List are found, because of deterioration in their record or conduct or both since inclusion in the List, to have fallen below the required standard:

7. Saving:- Notwithstanding anything contained in regulation 5, but subject to regulation 6, officers already approved for but not appointed to Grade I or the Selection Grade, as the case may be, before

the coming into force of these regulations, shall continued to be eligible for appointment to that grade.

SECTION 6

THE CENTRAL SECRETARIAT SERVICE ASSISTANTS' GRADE (COMPETITIVE EXAMINATION) REGULATIONS, 1965*

In pursuance of sub-rule (9) of Rule 13 of the Central Secretariat Service Rules, 1962 and in supersession of the notification of the Government of India in the Ministry of Home Affairs No. 25/4/63-(ii)-CS(A), dated the 9th March, 1964, the Government of India in the Ministry of Home Affairs, hereby makes the following regulations, namely:-

1. **Short title** :- (1) These regulations may be called the Central Secretariat Service Assistants' Grade (Competitive Examination) Regulations, 1965.

(2) They shall come into force on the date of their publication in the official Gazette.

2. **Definitions**:- (1) In these regulations, unless the context otherwise requires-

(a) "available vacancies" means such vacancies in the Assistants' Grade of the Service as are required to be filled on the results of an examination;

(b) "examination" means a competitive examination held by the Commission for direct recruitment to the Assistants' Grade of the Service and to posts of Assistants in such services, departments or offices, as may be notified from time to time by the Government of India in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions; and

(c) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution of India.

(2) All other words and expressions used in these regulations and not defined herein shall have the meanings respectively assigned to them in the Central Secretariat Service Rules, 1962.

3. **Holding of the examination**.- (1) The examination shall be conducted by the Commission in the manner notified from time to time by the Government of India in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions.

(2) The dates on which and the places at which the examination shall be held shall be fixed by the Commission.

4. **Conditions of eligibility.**- In order to be eligible to compete at the examination, a candidate must satisfy the following conditions, namely-

(i) *Nationality* -

(a) He must be a citizen of India,

OR

(b) He must belong to such categories of persons as may from time to time be notified in this behalf by the Government of India in the Department of Personnel and Administrative reforms, Ministry of Home Affairs.

(ii) *Age* -

He must have attained the age of 20 years, and must not have attained the age of 25 years on the 1st day of August of the year in which the examination is held:

Provided that the upper age limit may be relaxed in respect of such categories of persons as may, from time to time, be notified in this behalf by the Government of India in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, to the extent notified in respect of each category.

(ii) *Educational qualifications* -

He must hold a degree of a University established or incorporated by or under a Central Act, a Provincial Act or a State Act, or otherwise possess any qualification recognised by the Central Government as equivalent thereto:

Provided that-

(a) in exceptional cases, a candidate who, though not possessing any of the qualification specified in this clause, may be treated by the Commission as qualified if he has passed such examinations conducted by any institution as are, in the opinion of the Commission, of a standard sufficient to justify his admission to the examination; and

(b) candidates who are otherwise qualified but have taken degrees from Foreign Universities may also be admitted to the examination at the discretion of the Commission.

(iv) *Attempts at the examination* -

Unless covered by any of the exceptions notified by the Government of India in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions, from time to time, he

should not already have competed more than ~~#~~Twice at the examination held after the 1st January, 1962.

(v) *Fees-*

Subject to such exemptions or concessions or both, as may be notified in this behalf by the Government of India in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions from time to time, he shall pay the fees specified by the Commission.

5. Deleted.

6. Decision as to eligibility.- The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

7. Results.- (1) The names of the candidates who are considered by the Commission to be suitable for appointment on the results of the examination shall be arranged in the order of merit and subject to the provisions of sub-regulation (5) of Regulation 8, they shall be recommended for appointment in that order upto the number of appointments required to be made.

(2) The form and manner of communication of the results of the examination to individual candidates shall be decided by the Commission in their discretion, and the Commission shall not enter into any correspondence with the individual candidates regarding the results.

8. Appointments.- (1) Success at the examination shall confer no right to appointment to the Assistants' Grade of the Service unless the Central Government are satisfied, after such enquiry as may be considered necessary, that the candidate having regard to **his** character and antecedents is suitable in all respects for appointment to public service.

(2) No candidate shall be appointed to the Assistants' Grade of the Service unless he is, after such Medical examination as the Central Government may prescribed, found to be free from any mental or physical defect which is likely to interfere with the discharge of the duties of the Service.

(3) No person who has more than one wife living or who, having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, and no **women** whose marriage is void by reason of **her** husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for any appointment on the results of the examination:

Provided that Central Government may, if satisfied that there are special grounds for so doing, exempt any person from the operation of this sub-regulations.

(4) Save as provided in sub-regulation (5) of this regulation, appointments to the Assistants' Grade of the Service on the results of any examination shall be made to the extent of the available vacancies, in the order of the merit of the candidates recommended by the Commission for appointment, subject to reservations for members of the Scheduled Castes or Scheduled Tribes in accordance with the orders issued by the Government of India in the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions in in this behalf from time to time.

(5) Candidates belonging to any of the Scheduled Castes or the Scheduled Tribes may, to the extent the number of vacancies reserved for the Scheduled Castes and the Scheduled Tribes cannot be filled on the basis of the general standard, be recommended by the Commission at a relaxed standard to make up the deficiency in the reserved quota, subject to the fitness of these candidates for selection to the service, irrespective of their ranks in the order of merit at the examination.

9. Penalty for misconduct.- A candidate who is or has been declared by the Commission to be guilty of :-

(a) obtaining support for his candidature by any means, or

(b) impersonating, or

(c) procuring impersonation by any person, or

(d) submitting fabricated documents or documents which have been tempered with, or

(e) making statements which are incorrect or false, or suppressing material information, or

(f) resorting to any other irregular or improper means in connection with his candidature for the examination, or

(g) using unfair means in the examination hall, or

(h) misbehaving in the examination hall, or

(i) attempting to commit, or as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses,

may in addition to rendering himself liable to criminal prosecution, be liable -

(A) to be disqualified by the Commission from the examination for which he is a candidate, or

(B) to be debarred either permanently or for a specified period -

(i) by the Commission from any examination or selection held by them;

(ii) by the Central Government from any employment under them; and

(C) if he is already in service under Central Government to disciplinary action under the appropriate rules.

"Provided that No penalty under this regulation shall be imposed except after -

(i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and

(ii) taking the representation, if any submitted by the candidate, within a period allowed to him, into consideration".

SECTION 7

THE CENTRAL SECRETARIAT SERVICE (PREPARATION OF COMMON SENIORITY LIST) REGULATIONS, 1970*

In pursuance of rule 23 read with clause (hh) of rule 2 of the Central Secretariat Service Rules, 1962, the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions hereby makes the following regulations, namely:

1. Short title and Commencement.- (1) These regulations may be called the Central Secretariat Service (Preparation of Common Seniority List) Regulations, 1970.

(2) They shall come into force on the date of their publication in the official Gazette.

2. Definitions.- In these regulations, unless the context otherwise requires,-

(a) "competitive examination" means the competitive examination held by the Commission for direct recruitment to the Assistants' Grade.

(b) "Government" means the Central Government in the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

(c) "rules" means the Central Secretariat Service Rules, 1962.

(d) words and expressions used in these regulations and not defined in the rules, shall have the meanings respectively assigned to them in the rules.

3. Preparation of the common seniority lists.-(1) A common seniority list of officers of the Assistants' Grade of all Cadres, who have rendered not less than eight years' approved service in the Grade shall be prepared as on the 1st January of every year.

For this purpose the government shall obtain from the cadre authorities the names of all such officers of the Assistants' Grade included in their respective cadres.

(2) The names of the officers referred to in sub-regulation (1) shall be arranged in a single list in the following order, namely:-

(a) Officers appointed #regularly to the Assistants' Grade with effect from any date before the appointed day or on the appointed day shall be arranged in the order of seniority in that grade as on the appointed day; and

(b) Other officers appointed #regularly to the Assistants' grade shall be arranged in the following manner, namely:-

Subject to their inter se seniority in their respective cadre being maintained, the names of those officers appointed to the grade as direct recruits on the basis of competitive examination shall be arranged according to their order of merit in the competitive examination, persons appointed from an earlier examination being placed above those appointed from a later examination. In this combined list of direct recruits, the names of persons #regularly appointed to the grade from the select lists for that grade shall be arranged by placing each such officers immediately above the senior most direct recruit who is junior to him in his cadre.

fProvided that all such promotee Assistants, who do not find a place in the Common Seniority List because of the absence of the direct recruits belonging to a particular year shall be placed en-bloc at the bottom of the Common Seniority List pertaining to that year, below the last direct recruit, on the basis of their date of confirmation without disturbing their inter-se position.

(c) Select List officers not yet confirmed in the Assistants' Grade shall be arranged according to the length of their approved service in that grade.

4. Power to relax.- Where the Central Government is of opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

SECTION 8

THE CENTRAL SECRETARIAT SERVICE GRADE I (LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR FILLING VACANCIES RESERVED FOR SCHEDULED CASTES AND SCHEDULED TRIBES) REGULATIONS, 1979.

In pursuance of sub-rule (2a) of rule 12 and rule 23 of the Central Secretariat Service Rules, 1962, the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions, hereby makes the following regulations, namely:-

1. **Short title.**- (1) These regulations may be called the Central Secretariat Service Grade I (Limited Departmental Competitive Examination for filling vacancies reserved for Scheduled Castes and Scheduled Tribes) Regulations, 1979.

(2) They shall come into force on the date of their publication in the official Gazette.

2. **Definitions.**-(1) In these regulations, unless the context otherwise requires,-

(a) "crucial date" means the thirty-first day of December, of the year preceding the year in which the examination is held;

(b) "examination" means the limited departmental competitive examination held by the Commission and confined to the candidates belonging to the Scheduled Castes and Scheduled Tribes for making additions to the Select List for Grade I against reserved vacancies;

(c) "selection" means inclusion in the Select List for promotion to Grade I of the Central Secretariat Service;

(d) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution of India;

(2) All other words and expressions used in these regulations and not defined in the Central Secretariat Service Rules, 1962, shall have the meanings respectively assigned to them in those Rules.

3. **Holding of the examination.**- (1) The examination shall be conducted by the Commission in the manner notified by the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions from time to time.

(2) The date on which and the places at which the examination shall be held shall be fixed by the Commission.

4. **Conditions of Eligibility.**- Any permanent officer of the Section Officers' Grade of the Central Secretariat Service or Grade 'A' of the Central Secretariat Stenographers' Service or any Officer whose

name has been included in the Select List for the Section Officers' Grade or the Select List for Grade A of the Central Secretariat Stenographers Service and who belongs to any Scheduled Caste or Scheduled Tribe and who, on the crucial date, satisfies the following conditions, shall be eligible to appear at the examination, namely:-

(1) **Length of service.**- He should have rendered not less than 4 years approved and continuous service in the Section Officers' Grade of the Central Secretariat Service or in Grade 'A' of the Central Secretariat Stenographers' Service or in both, as the case may be.

Note.- (i) In the case of Grade A officers of the Central Secretariat Stenographers' Service, the approved service, shall include half of the approved service rendered in Grade B of that service.

(ii) Any period of absence on Military duties may be allowed to be counted towards the prescribed length of service in any of the above posts.

(2) Section Officers of the Central Secretariat Service and officers of Grade 'A' of the Central Secretariat Stenographers' Service who are on deputation to ex-cadre post shall be eligible to appear at the examination if otherwise eligible.

(3) A Section Officer of the Central Secretariat Service and Officers of Grade 'A' of the Central Secretariat Stenographers' Service who are on deputation to ex-cadre post shall be eligible to appear at the examination if otherwise eligible.

(4) A Section Officer of the Central Secretariat Service or an officer of Grade 'A' of the Central Secretariat Stenographers' Service who are on deputation to ex-cadre post shall be eligible to appear at the examination if otherwise eligible.

(5) A Section Officer of the Central Secretariat Service or an officer of Grade 'A' of the Central Secretariat Stenographers' Service who has been appointed to an ex-cadre post or to another service on transfer and does not have a lien in the Section Officers' Grade or Grade 'A' of the Central Secretariat Stenographers' Service, as the case may be, shall not be eligible to appear at the examination.

5. **Decision as to eligibility.**- The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

6. **Results.**- (1) The names of the candidates who are considered by the Commission to be suitable for selection on the results of the examination shall be arranged in the order of merit in a single list for candidates belonging to both the Scheduled Castes and the Scheduled Tribes, and in that order

as many candidates as are found by the Commission to be qualified, shall be recommended for inclusion in the Select List, upto the required number.

(2) The form and manner of communicating the result of the examination to individual candidates shall be decided by the Commission in its discretion and the Commission may not enter into correspondence with them regarding the result.

7. **Selection.**- (1) Success in the examination confers no right to be included in the Select List for Grade I unless the Central Government is satisfied, after such enquiry as may be considered necessary, that the candidate, having regard to **his** conduct in service, is suitable in all respects for selection:

Provided that the decision as to whether a particular candidate recommended for selection by the Commission is not suitable shall be taken in consultation with the Commission.

8. **Penalty for Misconduct.**- A candidate who is or has been declared by the Commission to be guilty of -

(i) obtaining support for **his** candidature by any means; or

(ii) impersonating; or

(iii) procuring impersonation by any person; or

(iv) submitting fabricated documents or documents which have been tempered with; or

(v) making statements which are incorrect or false, or suppressing material information; or

(vi) resorting to any other irregular or improper means in connection with **his** candidature for the examination; or

(vii) using unfair means during the examination; or

(viii) writing irrelevant matter including obscene language or pornographic matter in the script(s); or

(ix) misbehaving in any other manner in the examination hall; or

(x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examinations; or

(xi) Obtaining any of the instructions issued to the candidate alongwith their Admission

Certificate pertains to them to take the examination; or

(xii) attempting to commit, or, as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses;

may in addition to rendering himself liable to criminal prosecution, be liable: -

(a) to be disqualified by the Commission from the examination for which he is a candidate, or

(b) to be debarred either permanently or for specified period –

(i) by the Commission, from any examination or, selection held by it;

(ii) by the Central Government from any employment under them; and

(c) to disciplinary action under the appropriate rules.

Amended vide Department of Personnel, Public Grievances & Pension Notification No. G.S.R. 13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

@ Amended vide Ministry of Personnel, Public Grievances and Pension Notification No.G.S.R. 153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

§ Amended vide Department of Personnel, Public Grievances & Pension Notification No. G.S.R. 13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

± Amended vide Ministry of Personnel, Public Grievances and Pension Notification No.G.S.R. 153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

§ Amended vide Department of Personnel, Public Grievances & Pension Notification No. G.S.R. 13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

* Amended vide Ministry of Personnel, Public Grievances and Pension Notification No.G.S.R. 153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

§ Amended vide Department of Personnel, Public Grievances & Pension Notification No. G.S.R. 13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

Vide G.S.R.No.409 dated 26th March, 1977 (F.No.1/5/76-CS.I).

* Amended vide Ministry of Personnel, Public Grievances and Pension G.S.R. 153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

Ä Vide G.S.R. No .258 (E) dated 23rd March, 1979 (F.No.4/73/78-CS.I), further amended vide G.S.R. No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

§ Vide G.S.R.No.13 (E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

¥ Vide G.S.R.No.986 dated 30th July, 1977 (F.No.8/20/75-CS.I).

Omitted vide G.S.R. No. 13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

y Vide G.S.R.No.153 (E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

% Vide G.S.R. No. 175 dated 20th February, 1982 (F.No.5/71/81-CS.I) and vide Notification No.21/14/97-CS.I dated 8th March, 1999.

& Omitted vide G.S.R.No.153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

a Vide G.S.R.No.153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

f Vide G.S.R.No.1512 dated 22nd December, 1979 (F.No.5/26/77-CS.I).

Inserted vide G.S.R. No.81 dated 26th January, 1985 (F.No.1/1/84-CS.I).

c Vide G.S.R.No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

c Vide G.S.R.No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

f Vide G.S.R.No.153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

& Vide G.S.R.No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

Vide G.S.R.No.825 dated 2nd July, 1977 (F.No.5/52/75-CS.I).

* Vide G.S.R.No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

\$ Vide G.S.R.No.153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

E Vide G.S.R.No. (E) dated 27th January, 2003 (F.No.21/7/97-CS.I).

E Vide G.S.R.No. (E) dated 27th January, 2003 (F.No.21/7/97-CS.I).

\$ Vide G.S.R.No.153(E) dated 24th February, 1999 (F.No.16/4/88-CS.I).

* Vide G.S.R.No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

* Vide G.S.R.No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I).

Vide G.S.R.No.153(E) dated 26th February, 1999 (F.No.16/4/88-CS.I).

\$ Vide G.S.R.No.13(E) dated 21st June, 1995 (F.No.5/23/94-CS.I)

À Omitted vide G.S.R.No.153(E) dated 26th February, 1999 (F.No.16/4/88-CS.I)

Ĭ Vide G.S.R.No.897 dated 25th August, 1984 (F.No.1/8/83-CS.I).

b Vide G.S.R.No.538 dated 17th April, 1976 (F.No.8/11/75-CS.I).

Omitted vide notification G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)]

& Vide notification G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)]

& Vide notification G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)]

* Vide DP&AR's Notification No. 1/7/75-CS(1) dated 1.3.1977.

@ Vide G.S.R. No. (E) dated 27th January, 2003 (F.No.21/7/97-CS.I).

Vide G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)].

\$ DP&AR Notification No. 5/8/80-CS.I dated 29th December, 1984.

% Vide DP&AR's Notification No. 5/26/77-CS(1) dated 15th December,1979.

Vide G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)].

f Vide notification G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)]

& Vide notification G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)]

& Vide notification G.S.R.No.153(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(i)]

* Published with the G.O.I. M.H.A. Notification No.28/62-I/CS(A) dated the 26th March, 1963.

y Vide notification G.S.R.No.154(E) dated 24th February, 1999 [F.No.16/4/88-CS.I(ii)]

* Published with G.O.I. M.H.A. Notification No.25/4/63-CS(A) dated 18th March, 1966 as amended from time to time.

¶ Vide G.O.I DP&AR Notification No.5/5/84-CS.I dated 13th June, 1984

* Omitted vide G.O.I. DP&AR Notification No.8/4/82-CS.I(i) dated 14th June, 1982.

^ Omitted vide SO No.1047(E) dated 30.11.1998 and reinserted vide SO No.222(E) dated 21.02.2002

* Published with the G.O.I. M.H.A. Notification No. 25/5/63-CS(A) dated 23rd March, 1964 as amended from time to time.

À Amended vide File No.4/5/82-CS.I dated 26th July, 1983

* Vide G.S.R.No.155(E) dated 24th February, 1999 [F.No.16/4/88-CS.I (ii)].

* Vide G.S.R.No.155(E) dated 24th February, 1999 [F.No.16/4/88-CS.I (ii)].

ˆ Vide G.S.R.No.155(E) dated 24th February, 1999 [F.No.16/4/88-CS.I (ii)].

* Published with the G.O.I. M.H.A. Notification No. 25/4/63-CS(A) dated 5th August, 1965.

Vide DP&AR Notification No.6/48/68-CS.I dated 1st February, 1979.

* Published with G.O.I. Department of Personnel Notification No.25/1/3/69-CS (I) dated the 14th April, 1971 as amended from time to time.

Vide G.S.R.No.155 (E) dated 24th February, 1999 [F.No.16/4/88-CS.I (ii)].

Vide G.S.R.No.155(E) dated 24th February, 1999 [F.No.16/4/88-CS.I (ii)].

ƒ Vide G.S.R.No.903 dated 20th November, 1989 (F.No.6/21/86-CS.I).

À Amended vide DP&AR Notification No.4/55/80-CS.I date3d 30th November, 1981.

Amended vide DP&AR Notification No.4/28/82-CS.I dated 23rd November, 1982.

\$ Vide G.S.R.No.64(E) dated 1st February, 2008 [F.No.5/1/2007-CS.I(Desk)].

\$\$\$ Vide G.S.R.No.64(E) dated 1st February, 2008 [F.No.5/1/2007-CS.I(Desk)].



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