

NO. A-35017/2/2019-IIS  
GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION & BROADCASTING  
'A' WING, SHASTRI BHAWAN, NEW DELHI-110001

Dated : 30<sup>th</sup> August, 2019.

OFFICE MEMORANDUM

Subject:- Empanelment of IIS officers for holding Joint Secretary or equivalent level posts under Central Staffing Scheme.

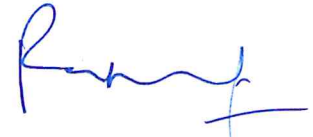
The undersigned is directed to inform that the following Indian Information Service Group 'A' officers are being considered for empanelment to hold Joint Secretary or equivalent level posts under Central Staffing Scheme :-

1994 Batch

1. Ms. Deepika Kachhal, ADG, DPD, New Delhi.
2. Shri L Madhu Nag, ADG, BOC, New Delhi
3. Ms. Mamta Verma, ADG, PIB, New Delhi (working at IIMC, New Delhi on loan basis)
4. Ms. Rina Sonowal, ADG, NSD:AIR, New Delhi
5. Shri Nungsanglemba Ao, ADG, DDN, New Delhi
6. Shri Engam Pamie, Director, ROB, Shillong {JAG(NFSG) officer}

2. In this context, a copy of the instruction issued by DOP&T vide their Office Memorandum No. 12/3/2008-EO(SM-III) dated 20.01.2014 is enclosed herewith. As contained in para 2 of these instructions of DOP&T, all the above IIS officers, who are being considered for empanelment, are advised to send their representations, if any, regarding specific concern about their Performance Appraisals over the years, to the Ministry at the earliest and in any case **on or before 6<sup>th</sup> September, 2019**. The representations received after the due date will not be accepted and considered. In case the representation of any officer is not received by the due date, it will be presumed that he/she has no representation to make in the said matter.

Encls: As above.



{ Pankaj Kumar Salodia }  
Director (IIS)  
Tel # 2338 4786

To,

**All the above officers (By name)**

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No. 12/3/2008-EO(SM.III)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated the 17 Jan., 2014

OFFICE MEMORANDUM

20 JAN 2014

Subject:- Guidelines for evaluation of officers of Organized Group  
'A' services for empanelment for holding the post of JS/  
equivalent at the Centre –reg.

The undersigned is directed to say that the new guidelines for evaluation of IAS and other All India Services and Group 'A' Central Services officers for empanelment for holding the post of Joint Secretary/equivalent at the Centre came into force from 01.01.2010. Till now there was no provision in the guidelines for consideration of representations prior to initial assessment of the officers. Representations against non-empanelment of officers were examined and then placed before the Experts Panel at the time of consideration of such officers during First Review/ Second Review/Special Review.

2. With a view to ensuring greater uniformity, consistency and transparency in the empanelment process, the competent authority has decided that officers who wish to represent specific concern regarding their performance appraisal over the years which would be relevant for assessing their suitability for empanelment may be permitted to do so at the initial stage itself. This would include issues such as arbitrary downgradation of the overall grade, mismatch between grading and pen-picture, missing ACRs, assessments recorded for periods less than three months, assessments recorded long after due date etc.

3. In the light of the above, whenever any batch of officers is to be taken up for empanelment as Joint Secretary, the Cadre Controlling Authorities (CCAs) are expected to inform the officers about the ensuing empanelment process and representations received, if any, are to be sent to the Office of the Establishment Officer for placing them before the Experts Panel.

4. Accordingly, all the Cadre Controlling Authorities (CCAs) are requested to do the following:-

- (i) Inform the officers concerned about the above mentioned provision regarding filing of representation;
- (ii) Examine and take a view on the representations on merit where necessary; and
- (iii) Send such representations alongwith comments/decision of the CCA while submitting empanelment proposals to DOPT.

(M. Devaraj)  
Director (SM)

All Cadre Controlling Authorities (CCAs),