

**DEPARTMENT OF PERSONNEL AND TRAINING
(CS-I Division)**

**Proforma for seeking cadre clearance
for deputation in respect of CSS officers**

1	Name of the Officer	
2	Common Seniority List (CSL) No.	
3	Date of birth	
4	(a) Present post held	
	(b) Whether Regular/Ad-hoc	
5	Pay scale	
6	Basic Pay	
7	Whether completed probation, if applicable (indicate Yes/No)	
8	The post applied for	
9	Pay scale of the post applied for	
10	Whether the application is against open advertisement or departmental circular (copy of the advertisement/ circular to be attached)	
11	Whether the proposed deputation is for a post in a Central Govt. PSU / Autonomous body/Authority or a Govt. department (details to be given)	
12	If the Organization is a Central Public Sector Undertaking or an Autonomous Body, whether the post applied for has been exempted from the rule of 'immediate absorption' by Department of Public Enterprises or Department of Pension & Pensioners' Welfare (D/o. P&PW's O.M. No.4/78/2006-P&PS(D) dated 31.10.2007 refers)	
13	Whether the officer satisfies the eligibility conditions for the post applied for.	
14	Whether the officer is presently holding an ex-cadre post (indicate Yes/No)	
15	(a) Whether the officer has completed three years in a cadre post after repatriation from an ex-cadre post on deputation/ foreign service (indicate Yes/No).	
	(b) If the officer has not completed three years in a cadre post after repatriation from deputation/ foreign service, the recommendations/views of the Ministry/ Department (briefly) for waiving off the above condition at 15 (a).	

16	Whether any disciplinary case is pending or contemplated against the officer (indicate Yes/No). If yes, the stage and reasons for recommendations by the cadre.										
17	If the officer has been on deputation earlier details of training attended and period thereof	<table border="0"> <tr> <td></td> <td style="text-align: center;">Post</td> <td style="text-align: center;">Period</td> </tr> <tr> <td>1.</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td></td> <td></td> </tr> </table>		Post	Period	1.			2.		
	Post	Period									
1.											
2.											
18	Information regarding officers in position against the sanctioned strength in the Grade in which the officer is working (a) Total number of posts in the Grade (b) No. of officers in position in the Grade										

It is certified that relieving of the officer recommended for Cadre Clearance will not cause any administrative inconvenience as far as the management of the Cadre is concerned.

Copy of the advertisement is enclosed.

It has been verified that the post applied for has been exempted from the rule of immediate absorption by Department of Public Enterprises (in case of PSUs)/ Department of Pension & Pensioners' Welfare (in case of Autonomous Bodies)

(Signature)

Name :
Designation & Seal :
Date :

* (This should be signed by officer in-charge of Administration in Ministry / Department/ Organization where the officer is working)