



D.O. LETTER No: 272/Spl.A/A3/2017, dated 28.12.2017



Dear *Madam/Sir,*

Sub:- IAS - Preparation of Select List of 2016 for appointment of Non-SCS Officers to the I.A.S of Telangana Cadre during the year 2016- Regarding.

Ref:- G.O. Ms.No. 524, G.A. (Spl.A) Department, dated 27.8.2011.

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Rule 8(2) of the IAS (Recruitment) Rules, 1954 provides that the Central Government may, in special circumstances and on the recommendations of the State Government concerned, and in consultation with the Union Public Service Commission and in accordance with the Regulations made by the Government of India, in this regard, recruit to the IAS any person of outstanding merit and ability and serving in connection with the affairs of the State and who is not a member of the State Civil Service (Deputy Collector) but who holds a Gazetted post comparable in importance and responsibility to that of the Deputy Collector in the SCS in a substantive capacity. Regulation 4 of the IAS (Appointment by Selection) Regulations, 1997, lays down that the State Government shall consider the case of a person not belonging to the State Civil Service (Deputy Collector) but serving in connection with the affairs of the State who:

- (i) is of outstanding merit and ability; and
- (ii) holds a Gazetted post in a substantive capacity; and
- (iii) has completed not less than 8 years of continuous service under the State Government on the first day of January of the year in which his case is being considered in any post which has been declared equivalent to the post of Deputy Collector in the State Civil Service and propose the person for consideration of the Committee. The number of persons proposed for consideration of the Committee shall not exceed five times the number of vacancies proposed to be filled during the year.

Provided that the State Government shall not consider the case of a person who has attained the age of **56 years** on the first day of January of the year in which the decision is taken to propose the names for the consideration of the Committee. (Amended vide Notification dated 17.3.2017)

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Provided also that the State Government shall not consider the case of a person, who, having been included in an earlier select list, has not been appointed by the Central Government in accordance with the provisions of the regulation 9 of these regulations.

2. It has been decided to send necessary proposal to the U.P.S.C. for preparation of the Select List of Non-SCS Officers during the year 2016 for appointment to the IAS under the provisions of the IAS (Appointment by Selection) Regulations, 1997, as per the orders issued in G.O.Ms.No.524,G.A. (Spl.A) Dept., Dt. 27/08/2011 (Copies enclosed).

3. I, therefore, request you to send full particulars of eligible Non-SCS Officers as per the orders issued in G.O.Ms.No. 524, Dated: 27/08/2011 and as per the conditions mentioned in para 1 above, in the prescribed proformae enclosed. It may kindly be ensured that all the particulars are verified before finalizing the proposals at your end. I am also to request for your specific recommendations in respect of Officers eligible and whom you consider as most suitable for appointment to IAS by Selection may also be recorded. The Personal Files of all eligible/recommended officers along with certificate of availability and non-availability of A.C.Rs in the proformae (Annexure-VII) together with declaration of unconditional willingness for appointment to IAS in case of Selection; Declaration of the Non-SCS Officer of having only one spouse; consent of the individual for termination of the lien on eventual substantive appointment to the IAS, has to take reversion, if necessary [Annexure - VII(A)(B)(C)(D)] should be enclosed. It was observed during the earlier years that the P.Fs were not sent in good condition. Therefore, it may be ensured that the P.Fs are sent in good condition duly arranging them in good folders and properly indexed and pages properly numbered. The proposals shall be furnished along with the check list duly signed by not below the rank of Secretary to Government.

4. The proposal should contain full particulars of the Officers as required in the Annexures and the complete Annual Confidential Report dossier. The dossier shall contain last ten preceding years of Annual Confidential Report dossiers. The incomplete proposals shall be summarily rejected.

5. The Regulations stipulate that the Non-SCS Officers to be considered for selection should be of outstanding merit and ability. This aspect should be thoroughly ensured before sending the proposals. An Officer who is facing Disciplinary enquiries and against whom adverse remarks are recorded in the A.C.R., or whose integrity is not certified cannot unequivocally be said to be of outstanding merit and ability. While sending proposals, the Department should keep in view the following aspects:-

- i) The officers whose names are forwarded should be of Outstanding merit and ability.

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- ii) Officers with adverse remarks in the ACRs can not be recommended.
- iii) No disciplinary cases are pending against the eligible officers.
- iv) While sending the proposals, gradings for the last ten years should be sent alongwith entire dossier.

6. The information furnished and the certificates enclosed as per the proformae are required to be sent duly authenticated by the Special Chief Secretary/Principal Secretary /Secretary concerned and not directly from the sections with the authentication at section level. The proposal in full shape be sent to this Department **on or before 31/12/2017**. The applications received after the above due date will not be considered under any circumstances.

7. Kindly acknowledge the receipt of this D.O. letter together with its enclosures.

*Regards.*

Yours sincerely,

*Adhar Sinha*  
(ADHAR SINHA) 28/12.

All Special Chief Secretaries./Pri. Secretaries./  
Secretaries of Departments of Secretariat.

**Check-list for sending proposals for convening the Selection Committee Meeting for appointment to IAS(Non-SCS)**

Name of the Department :

Year of Select List to be prepared: 2016

The proposal shall be treated as complete if the information furnished in the Annexures/documents, as per check-list, is complete in all respects with all columns duly filled with requisite documents/ACRs sent alongwith the proposals. The page number of the documents attached with the proposal may also be indicated.

Sl. No.	PARTICULARS	Whether Yes/No. Please indicate page no. at which document is attached.
a.	Whether a consolidated statement of Non-SCS officers proposed for consideration of the Selection Committee furnished in Annexure 3.4-A?	
b.	Whether bio-data of all eligible Non-SCS officers furnished in the format in Annexure 3.4?	
c.	Whether name and date of birth of Non-SCS officers included in the eligibility list has been tallied with the respective seniority list of the officer and in case of any variations, the reasons therefor have been indicated?	
3.	<b>Certificate of eligibility of Non-SCS officers in terms of Reg. 4 of IAS (Appointment by Selection) Regulations 1997</b>	
4.	<b>Status of disciplinary/criminal proceedings/ penalties imposed, integrity certificate, adverse remarks in ACRs</b>	
a.	Whether the statement of disciplinary proceedings & criminal proceedings in Annexure 4.1 furnished?	
b.	Whether details of penalties imposed in respect of eligible officers during the last 10 years furnished in Annexure 4.2?	
c.	Whether the integrity certificate withholding the integrity certificate of eligible officers with reasons duly signed by Chief Secretary furnished in Annexure 5?	
d.	Whether a statement of communication of adverse remarks in the ACRs of eligible officers and consideration of representations against such remarks furnished in Annexure 6?	
5.	<b>ACR dossiers</b>	
a.	Whether a statement of availability of ACRs of eligible officers is furnished in revised Annexure-7?	
b.	Whether complete ACR dossiers of eligible officers have been furnished?	
c.	Whether No Report Certificate indicating valid reasons added in the ACR dossiers?	
d.	Whether English Translation of ACRs written in regional languages duly authenticated by an officer of the rank of Secretary/Principal Secretary to the State Government added in the ACR dossiers?	
e.	Whether the ACR dossiers are neatly arranged in the chronological order?	
f.	Whether the ACRs of the preceding 5 years of the year of Select List have been duly flagged?	
g.	Whether a certificate furnished to the effect that the ACRs forwarded to the Commission are valid as per State Government ACR Rules?	

(to be signed by officer not below the rank of Secretary to the State Government)

**ANNEXURE-3.4**

**Bio-Data of Non SCS Officers**

1. Name of the officer :
2. Date of Birth :
3. Educational Qualifications :
4. Whether belongs to SC/ST/OBC :
5. Whether Officer belongs to Group.I Service :  
If so, indicate the name of post & initial  
Scale of Pay & Basic Pay
6. Date of Confirmation :  
in Gazetted posts
7. Present Post held :
8. (i) Date of appointment to the post which  
has been declared equivalent to the  
post of Dy Collector in the State Civil Service :  
  
(ii) Name of the Post :  
  
(iii) Whether holding that post substantively  
And the date since when :
9. Details of Gazetted posts held :

S.No	Name of the posts held	Category of posts	Period	Scale of Pay	Duties(In Brief)

10. Achievements in Brief(including publications if any) :
11. Trainings undergone :

**SECRETARY TO GOVERNMENT  
DEPARTMENT**



ANNEXURE-4.1

(A) Details of disciplinary proceedings pending against eligible officers.

S.No	Name of the Officers (S/Shri)	Date of issue of charge sheet to the officers	Brief facts and Nature of Charges	Present Status

(B) Details of Criminal proceedings pending against eligible officers.

S.No	Name of the Officers (S/Shri)	Date of filing of charge sheet before the Court	Brief facts and Nature of Charges	Present Status

SECRETARY TO GOVERNMENT  
DEPARTMENT

ANNEXURE-4.2

DETAILS OF PENALTIES IMPOSED ON ELIGIBLE OFFICERS  
DURING THE LAST 10 YEARS

S.No	Name of the Officers (S/Shri)	Year in which offence is committed	Date of issue of Charge Sheet	Date on which penalty imposed	Nature of penalty	Period of Currency of the penalty and the date when currency of penalty will be over.	Whether any appeal has been filed and if so whether there is any interim stay/ stay.	Remarks

SECRETARY TO GOVERNMENT  
DEPARTMENT



**ANNEXURE-5**

**Format for Integrity Certificate**

**A. Format for certifying the Integrity Certificate**

Dated:

**INTEGRITY CERTIFICATE**

The State Government certifies the integrity of following officers with reference to the entries in his/their Annual Confidential Reports:-

S.No.                      Names(S/Shri)

SECRETARY TO GOVERNMENT  
DEPARTMENT

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**B. Format for withholding the Integrity Certificate.**

Dated:

**INTEGRITY CERTIFICATE**

The State Government withholds the integrity of following officer(s) for the reasons indicated against each:-

S.No	Names(S/Shri)	Reasons (in brief) for with holding the integrity certificate

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DEPARTMENT

**ANNEXURE-6**

**Certificates regarding communication of Adverse remarks in respect of eligible officers**

- (i) Adverse remarks in the character rolls of the following eligible officers have not been communicated by the state Govt to the officers concerned.

S.No	Name(S/Shri)	Period

- (ii) Adverse entries in respect of the following eligible officers have been communicated but no representations have been so far received from the officers concerned but the time limit to represent is not yet over.

S.No	Name(S/Shri)	Period

- (iii) Representations against adverse entries in respect of the following officers have been received within the stipulated time but the decision of the State Government is yet to be taken.

S.No	Name(S/Shri)	Period

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DEPARTMENT



## **6. THE INDIAN ADMINISTRATIVE SERVICE (APPOINTMENT BY SELECTION) REGULATIONS, 1997**

In exercise of the powers conferred by section 3 of the All India Services Act, 1951 (61 of 1951) and in pursuance of sub-rule (2) of rule 8 of the Indian Administrative Service (Recruitment) Rules, 1954 and in supersession of the Indian Administrative Service (Appointment by Selection) Regulations, 1956, except as respects things done or omitted to be done before such supersession the Central Government in consultation with State Governments and the Union Public Service Commission, hereby makes the following regulations, namely:-

### **1. Short title and commencement-**

- (1) These regulations may be called the Indian Administrative Service (Appointment by Selection) Regulations, 1997.
- (2) They shall come into force on the first day of January, 1998.

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

- (a) "Committee" means the Committee as constituted under regulation 3 of the Indian Administrative Service (Appointment by Promotion) Regulations, 1955;
- (b) "Promotion Regulations" mean the Indian Administrative Service (Appointment by Promotion) Regulations, 1955;
- (c) "Recruitment Rules" means the Indian Administrative service (Recruitment) Rules, 1954; and
- (d) Words and expressions used herein and not defined but defined in the Indian Administrative Service (Recruitment) Rules, 1954 and Indian Administrative Service (Appointment by Promotion) Regulations, 1955, shall have the meanings respectively assigned to them in those Rules and Regulations.

**3. Determination of vacancies to be filled:** - The Central Government shall, in consultation with the State Government concerned, determine the number of vacancies for which recruitment may be made under these regulations each year. The number of vacancies shall not exceed the number of substantive vacancies, as on the first day of January of the year, in which the meeting of the Committee to make the selection is held.

**4. State Government to send proposals for consideration of the Committee.**- (1) The State Government shall consider the case of a person not belonging to the State Civil Service but serving in connection with the affairs of the State who,

- (i) is of outstanding merit and ability; and
- (ii) holds a Gazetted post in a substantive capacity; and
- (iii) has completed not less than 8 years of continuous service under the State Government on the first day of January of the year in which his case is being considered in any

post which has been declared equivalent to the post of Deputy Collector in the State Civil Service and propose the person for consideration of the Committee. The number of person proposed for consideration of the Committee shall not exceed five times the number of vacancies proposed to be filled during the year.

Provided that the State Government shall not consider the case of a person who has attained the age of 54 years on the first day of January of the year in which the decision is taken to propose the names for the consideration of the Committee:

Provided also that the State Government shall not consider the case of person who, having been included in an earlier select list, has not been appointed by the Central Government in accordance with the provisions of regulation 9 of these regulations.

**5. Preparation of a list of suitable Officers by the Committee-** The committee shall meet every year to consider the proposal of the State Government made under regulation 4 and recommend the names of the persons, not exceeding the number of vacancies to be filled under regulation 3, for appointment to the Service. The suitability of a person for appointment to the service shall be determined by scrutiny of service records and personal interview:

Provided that no meeting of the Committee shall be held and no list for the year in question shall be prepared, when

- (a) there are no substantive vacancies as on the first day of January of the year in the posts available for recruitment of persons under sub-rule (2) to rule 8 read with proviso to sub-rule (1) to rule 9 of the recruitment rules; or
- (b) the Central Government in consultation with the State Government decides that no recruitment shall be made during the year to the substantive vacancies as on the first day of January of the year in the posts available for recruitment under sub-rule (2) of rule 8 read with provision to sub-rule (1) to rule 9 of the recruitment rules; or
- (c) the Commission, either on its own or on a proposal made by the Central Government or the State Government, considers that it is not practicable to hold a meeting of the Committee during the year, in the facts and circumstances of each case.

Explanation- In case of Joint Cadres, a separate select list shall be prepared in respect of each constituent having a State Civil Service.

**6. Consultation with the Commission:-**(1) The recommendations of the Committee made under regulation 5 shall be placed before the State Government concerned which shall forward the same to the Commission for approval along with

- (i) the confidential records of the officer concerned; and
  - (ii) the observations, if any, of the State Government and the recommendations of the Committee.
- (2) The State Government shall also forward the recommendations of the Committee and its observations, if any, to the Central Government. The Central Government shall forward their observations, if any, on the recommendations of the Committee, to the Commission.

**7. Preparation of select list by the Commission.-** (1) The Commission shall consider the list prepared by the Committee, the observations, if any, of the Central Government and the State Government concerned on the recommendations of the Committee and approve the list subject to the provisions of sub-regulation (2) which shall be termed as a select list.

(2) If the Commission considers it necessary to make any amendment in the list, it shall consult the Central Government and the State Government concerned and after taking into account the comments, if any, of the Central Government and the State Government concerned, may approve the list with such amendments, if any, as are in its opinion, just and proper.

**8. Appointment to the Service from the select list.-**

(1) Appointment of persons who are included in the select list, and are willing to be appointed to the Service, shall be made by the Central Government, within a period of sixty days, in the order in which the names of such persons appear in the select list:

Provided that the appointment of persons who are included in the select list shall be made in accordance with the agreement arrived at under clause (b) of sub-rule (3) of rule 8 of the recruitment rules in the order in which the names of such persons appear in the relevant parts of the select list:

Provided also that in case a select list officer has expressed his unwillingness for appointment to the Service, he shall have no claim for appointment to the Service from that select list unless he informs the Central Government through the State Government before the end of the year in which the meeting of the Committee is held to prepare the select list or within sixty days of the date of the letter conveying his expression of unwillingness to be appointed to the Service whichever is later, revoking his earlier expression of unwillingness for appointment to the Service.

**9. Power of the Central Government not to appoint in certain cases:-** Notwithstanding anything contained in these regulations, the Central Government may not appoint any person whose name appears in the select list, if it is of the opinion that it is necessary or expedient so to do in the public interest.

Provided that no such decision shall be taken by the Central Government without consulting the Union Public Service Commission and without recording the reasons therefor.

ANNEXURE – 7 (A)

DECLARATION

I do hereby declare that I am unconditionally willing for my appointment to the Indian Administrative Service in case of my selection.

SIGNATURE:

DESIGNATION:

ANNEXURE – 7 (B)

DECLARATION

I do hereby declare that I do not have more than one wife living and I do not come within the purview of Rule 5 (2) of the Indian Administrative Service (Recruitment) Rules, 1954.

SIGNATURE:

DESIGNATION:

ANNEXURE-7 (C)

WRITTEN CONSENT OF SHRI.....

I hereby give my written consent to the termination of my lien in the permanent post held by me in the Telangana Civil Service in the event of my appointment to the Indian Administrative Service.

SIGNATURE:

DESIGNATION:

ANNEXURE-7 (D)

WRITTEN UNDERTAKING OF SHRI.....

In connection with my appointment to the Indian Administrative Service, I hereby give an undertaking that if the select list, on the basis of which I am being appointed to the Indian Administrative Service, is subsequently held to be improperly prepared. I shall stand reverted to my substantive grade in the Telangana State Civil Service and that such a reversion shall not be deemed to be a panaly.

Witness:

1.

SIGNATURE

2.

DESIGNATION



