

**File No. 13019/2/2019-IES  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(IES Cadre Division)**

**Room No. 59, North Block,  
New Delhi, Dated: 09.09.2020**

**OFFICE MEMORANDUM**

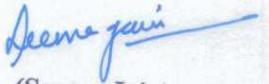
**Subject: Guidelines for Applications submitted to the IES Cadre for Deputation/ Central Staffing Scheme (CSS) reg.**

This Department, being the Cadre Controlling Authority for the Officers of the Indian Economic Service (IES), processes applications from IES officers for Cadre clearance for deputation/CSS/Ex-India leave etc. The responsibility of the Cadre in such matters includes verification of the details filled by the officer in his/her application with the records available with the Cadre, examination of suitability of the officer with respect to the eligibility criteria for the post applied for and finally, the onward submission of the Application to the concerned authority along with attested copy of APARs, Integrity certificate and vigilance clearance, or as the case may be.

2. It has been the endeavor of the IES Cadre unit to process all such applications timely and with due diligence to the relevant Rules and Guidelines applicable. To further facilitate this, it is desired that following guidelines may be followed by IES officers while submitting the request for Cadre clearance:
  - i. The fulfillment of Rules applicable must be checked before submitting the request for Cadre clearance for deputation/ CSS/ ex-India leave to the IES Cadre. In case of any exemption/relaxation of Rules, it should be clearly indicated with a valid justification.
  - ii. All the columns of the application must be duly filled by the officer before finalizing the application for CSS.
  - iii. Any request from the Cadre Unit for submission of any supplementary information and requisite documents needs to be attended promptly.
  - iv. The Application for Cadre clearance for deputation/ CSS/ ex-India leave should be submitted to the IES cadre at least, 15 working days prior to the closing date for the application/departure of the officer.
  - v. Applications for extension of deputation should be submitted to the Cadre at least 2 months prior to the date of completion of the approved tenure.
  - vi. The officer applying for deputation should ensure that his/her IPR for the current year has been submitted to the Cadre or uploaded in the SPARROW system, before due date.
  - vii. The application for deputation must be forwarded by the Administrative Department/Ministry along with the vigilance clearance and vacancy circular of the post applied for.
  - viii. A copy of joining and relieving on account of posting/transfer/promotion of the IES officers must be marked to IES Cadre for record and future reference.



- ix. In case of any deputation beyond five years at any level or relaxation of cooling-off, a clear justification along with the related documents must be provided.
3. It may be noted that cadre clearances are processed keeping in view the overall availability of officers for cadre posts, suitability of officers to the posts applied for and consideration of personal reasons and is subject to approval of the competent authority.
4. The above guidelines need to be noted by all IES officers to facilitate the timely processing of all requested for cadre clearances.

  
(Seema Jain)  
Deputy Director,  
IES Cadre

To,

1. All IES Officers via email

Copy to:

2. PS (Adviser)/Director (IES)/DD(GKJ)/US(IES)/AD(DSB)- with a request to upload the OM on IES website