



सत्यमेव जयते

**GOVERNMENT OF INDIA, MINISTRY OF FINANCE
CENTRAL BOARD OF DIRECT TAXES
DIRECTORATE OF INCOME TAX
HUMAN RESOURCE DEVELOPMENT**

2nd Floor, Jawaharlal Nehru Stadium, New Delhi-110003

F. No. HRD/CM/151/33/2018-19/1817

Dated 22.06.2018

To,

All the officers of
1983 & 1984 Batch,
1987 & 1988 Batch

Sub: Empanelment of Non-IAS Officers for appointment to the post of Secretary and Additional Secretary to the Government of India – regarding -

Madam / Sir,

With reference to the above cited subject, I am directed to say that officers of 1983 and 1984 are likely to be considered for appointment to the post of Secretary to the Government of India and 1987 and 1988 batches are likely to be considered for appointment to the post of Additional Secretary to the Government of India. The eligibility conditions for empanelment to the post of Secretary and Additional Secretary are:

(A) For Secretary level empanelment

- (i) Minimum 30 years of Service in Group 'A' and
- (ii) Minimum of 2 years service in a post in HAG Scale or more.

(B) For Additional Secretary level empanelment

- (i) Minimum of 25 years Service in Group 'A'; and
- (ii) Minimum of 7 years Service in a post in SAG scale or more in the parent cadre or service.

In addition, the officers fulfilling the following criteria would only be considered for empanelment

- (i) Year of examination is not later than 1983 (i.e. 1984 batch) for Secretary level and 1987 (i.e. 1988 Batch) for Additional Secretary Level;
- (ii) Officer should have been empaneled as Addl. Secretary (for empanelment at Secretary Level) and Joint Secretary (for empanelment at Additional Secretary Level);
- (iii) Officers should have at least 3 years' experience under Central Staffing Scheme at the level of Deputy Secretary and above; and
- (iv) Officers should have at least one year residual service as on 01.01.2018.

The eligible officers may submit their nomination along with documents in support of satisfying above eligibility conditions, scanned copy of IPR, 2017 (as on 01.01.2018) and details of supervising officers, peers & subordinates during last 15 years in Word Document (format enclosed) latest by 27.06.2018 (6:00 PM) through e-mail pdgithrd.apar@incometax.gov.in.

This issues with the approval of the Pr. DGIT, HRD, New Delhi.


Yours faithfully,

Encl. – a.a.


(SUNIL KUMAR)

Assistant Director of Income Tax (APAR)
Directorate of Income tax (HRD), New Delhi

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Assistant Director of Income Tax (APAR)
Directorate of Income tax (HRD), New Delhi

Details of Superiors/Peers/Subordinate officers (with their contact numbers) with whom the officer nominated have worked during last 15 years.

NAME: _____, **POST:** _____ (**CIVIL CODE:** _____), **CATEGORY:** _____,

DATE OF IPR, 2017: _____ (**AS ON 01.01.2018**), **FATHER'S NAME:** _____

Sl. No.	F.Y.	Immediate Superiors	Peers	Immediate subordinates
1.		1. 2. . .		
2.		1. 2. . .		
3.		1. 2. . .		
4.		1. 2. . .		
5.		1. 2. . .		
6.		1. 2. . .		
7.		1. 2. . .		
8.		1. 2. . .		
9.		1. 2. .		