

CONFIDENTIAL/TIME BOUND

No.27014/02/2011-AIS-III
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 26th September, 2011.

To

State Governments of all States / UTs
(As per list attached)

Sub- Publication of the Civil List of the IAS officers for the year 2012 - On line updation - Compilation of data reflecting position as on 01.01.2012- regarding.

Sir,
I am directed to say that the process of the compilation and publication of the 57th edition of the Civil List of the IAS officers for the year 2012 has started. The intention is to submit the Civil List on the basis of information fed through computer network by the State Governments, and so the 2012 Civil List should reflect the position as on 01.01.2012 very accurately.

2. The relevant points on which information is required to be provided are reiterated below :

- A maximum of three qualifications, starting from BA/BSc. etc. should be given in the Civil List. The option of having three qualifications of his/her choice should be left to the concerned officer, which the State Government may incorporate after consulting him. Instead of using the term 'Graduate'/'Postgraduate' etc., the terms B.A./B.Sc./B. Com. etc. should be used. Instead of using the term 'Doctorate', Ph.D., D. Litt, D.Phil., etc. may be mentioned.
- Existing posting of the member of the Service as well his postings in various Departments during the year 2011/different posts held at one time to be given.
- E-mail I.D of the officers should also be given below their names.

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DDG (Adm)
for
S/O

DDG (VUSR)

Dr. No. C-206
07/10/2011

- Scale of Pay drawn by the member of the Service in the State Government should be given.
- Domicile of the officers who have been promoted to the IAS should be given
- Copies of **orders/supporting documents relating to officers who have resigned/voluntarily retired/expired** etc. during the current year should be provided.
- In case of officers allowed deputation under 6(2)(ii) of the IAS (Cadre) Rules, the date of joining the post by the officers should also be provided.
- For the officers who are on leave/study leave/training etc., the date of commencement of such leave/study leave/training should also be provided.
- All transfers/promotions/upgradation of pay made up to 1st January should definitely be reflected in the information for the Civil List.
- Telephone Numbers of the Coordinating Officer/Important posts should be given in a separate Annexure.

3. Efforts have been made to compile full names of the officers from the records available in this Department. However, State Governments and the Ministry of Home Affairs, as the Cadre Controlling Authority of the IAS officers of the AGMUT Cadre, are requested to check the full names of the officers and complete the details of uncovered cases with the records available with them. In case of discrepancy in the expanded names and date of birth etc. Shri V K Gupta, Section Officer, EO-CM, E.O Division, North Block, New Delhi {T.No.23092584, e-mail address so1cm-dopt@nic.in} may be contacted. In case of discrepancy related to seniority Shri Navneet Misra, Under Secretary, Services Division, DOPT, North Block, New Delhi {T.No.23092285, e-mail address navneet.misra@nic.in} may be contacted.

4. A copy of the updated and integrated extract from the IAS Personal Information System (ER Sheet) maintained by this Department and the List of IAS Officers pertaining to your State/Cadre is enclosed for information and reference. It is requested that the enclosed copy may kindly be scrutinized thoroughly and additions/updation/ deletions, if any, made on the body of the list. It may also be ensured that the format is not changed.

5. The NIC - DOPT has developed an online web-based software to update the Data Bank of the present posting details of IAS Officers through the Internet. State Governments are requested to update the information whenever the need

arises. A copy of **instructions** for entering/updating the data for Civil List on-line is enclosed for reference.

6. For editing the Civil List pertaining to your State, the help of the State Unit of NIC may be taken. In case there is any technical difficulty, clarifications may be sought from the NIC, DOP&T Computer Centre, North Block, New Delhi, on Telephone Number 011-23092776 or through email at {persinfotech@ nic.in}.

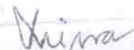
7. The **login & password** for your State/Cadre is Please note that this is a temporary password. It is imperative that the updating of the Civil List should be handled only by duly authorized personnel and also that the password be changed periodically in order to maintain secrecy. It may also be noted that it is expected that regular updations in the web-based software will be carried out by you, independently of and even after the publication of the Civil List for the year 2012. Updation should be carried out periodically, as and when the posting/status of officers changes.

8. It is **emphasized** that the facility of carrying out updation / correction in the online Civil List pertaining to their concerned State Cadre is available at this Ministry' web site (persmin.nic.in - DOPT - IAS - Civil List). A copy of the corrected list may be sent to this Department, by post, by the **15th October, 2011**. Since the Civil List, when published, should reflect the position as on 01.01.2012, we expect to make such changes as may become necessary between 1.11.2011 to 01.01.2012 on the basis of data made available to this Department. We may also seek the assistance of Resident Commissioners for a quick update.

9. It may be mentioned that considerable accuracy has been achieved in the Civil List of 2011, thanks largely due to the co-operation received from the State Governments, NIC State Units & NIC-DOPT Computer Center of this Ministry. The efforts for bringing out a zero error Civil List, for the year 2012 can be successful only with full co-operation from all concerned.

10. It is requested that the authorities concerned may be suitably directed to render full co-operation.

Yours faithfully,



(Navneet Mishra)

Under Secretary to the Government of India
Tel. No.2309 2285

Copy to:

1. Joint Secretary, (UT) MHA for furnishing information as asked for above.
- ✓ 2. DG (NIC), 3rd Floor A Block, CGO Complex Lodi Road, New Delhi, requesting him to direct State Informatics Officers of all States/UTs for extending their co-operation to State Personnel Departments in updating the Civil List of IAS Officers through the Web-based software developed by NIC-DOPT Computer Centre, Govt. of India.
3. Sr. Technical Director (NIC), NIC-DOPT Computer Center, M/o Personnel.
4. E.O, DOPT, North Block, New Delhi.
5. Under Secretary, MHA (UTS), New Delhi.