

No. R-01/5/2026-SPG-DOP
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001
Dated: 24.03.2026

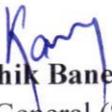
OFFICE MEMORANDUM

Subject: Proposal to draw up panels of Group 'A' officers for appointment to the post of Secretary and Additional Secretary in the Government of India.

Kindly find enclosed herewith a communication received from Cabinet Secretariat on the subject mentioned above. The willing officers are requested to check their eligibility as per the enclosed Cabinet Secretariat D.O letter No 01/03/2026-CS(A) dated 19.03.2026 and requested to **send the following data via email(spg.dte@indiapost.gov.in) in Microsoft word format and pdf by 15.04.2026:**

- (a) (a) Format –I (for Secretary level, up to the batch 1993) and Format-II (for Additional Secretary level, upto the batch 1999)
 - (b) Updated ER Sheet as per the proforma enclosed alongwith latest photograph of the officer.
 - (c) Contact details of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers nominated have worked during last 15 years.
 - (d) A Copy of IPR for the year ending 2025 (as on 01.01.2026), a copy of AS/JS empanelment order.
2. If information is not received by 15.04.2026, it will be presumed that officer is not interested.

Encl: As above.(Format 'A' to 'E', Format-I and Format-II)


(Kaushik Banerjee)
Assistant Director General (SPG)

**Officers up to 1999 batch IPoS via indiapost website.
CEPT :with a request to upload in indiapost website.**

R-01/5) 2026-SPG-DO

Kavita Singh
Joint Secretary (ACC)
Tel. No. 23018125



Confidential
मंत्रिमंडल सचिवालय
सेवा तीर्थ, मोती लाल नेहरू मार्ग,
नई दिल्ली-110011
CABINET SECRETARIAT
SEVA TEERTH,
MOTI LAL NEHRU MARG,
NEW DELHI - 110011

Member (P)
Dy. No. 179-conf.....
Date 20/3/26

सत्यमेव जयते
Secretary (Posts)
Dy. No. 94-Sonfi
Date 20/03/26

D.O. Letter No. 01/03/2026-CS(A)
Dated the 19th March, 2026

Officers belonging to Indian Police Service (IPS), Indian Forest Service (IFoS) and officers belonging to various Organized Central Group "A" Services are to be considered for empanelment for appointment at the level of Secretary and Additional Secretary in the Government of India. The eligibility conditions for empanelment at these levels are as under:

(A) For Secretary level:

- Minimum of 30 years' service in Group "A"; and
- Minimum of 2 years' service in a post in Level 15 of the Pay Matrix or more.

(B) For Additional Secretary level:

- Minimum of 25 years' service in Group "A"; and
- Minimum of 7 years' service in a post in Level 14 of the Pay Matrix in the parent cadre or service.

उप महानिदेशक (कार्मिक) का कार्यालय
O/o Dy. Director General (P)
डा.सं./Dy. No. 5168
दिनांक/Date 20/03/2026

Director (Staff)

Dy. No. 473
Date 20/3/26

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

- Year of examination is not later than 1992 (i.e. 1993 batch) for Secretary level and 1998 (i.e. 1999 batch) for Additional Secretary level;
- Officer should have been empaneled at Additional Secretary level (for empanelment at Secretary Level) and at Joint Secretary level (for empanelment at Additional Secretary level);
- Officer should have at least 3 years' experience under Central staffing Scheme at the level of Deputy Secretary & above; and
- Officer should have at least one-year's residual service as on 01.01.2026.

The reference date for determining the eligibility shall be 01.01.2026.

3. The nominations in respect of eligible officers belonging to Service(s) under your administrative control may please be sent to this Secretariat in the enclosed formats latest by **31.05.2026**.

4. You are also requested to direct Nodal Officer (designated for uploading ACR/APAR Score sheets in EASY platform for Joint Secretary level empanelment) to upload ACR/APAR Score sheets and particulars of eligible officers for empanelment at Secretary/Additional Secretary level. The designated Nodal Officer shall ensure that the ACR/APAR Score sheets and particulars are uploaded at <https://easy.nic.in> latest by **31.05.2026**.

Continued...

एस.पी.जी.-1 अनुभाग
SPG-I Section
डा.सं./Dy. No. 540
दिनांक/Date 20/3/26

DDG (P) - O.T.
Dis (Staff) 2.07

M(P) - O.T.

ADG (SPG)

AD (SPG-2)

Kam

20.03

7/20/26

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5. It is also requested that the following documents/information may be furnished to this Secretariat with the proposal:

- i. A copy of the latest Civil List/Seniority List;
- ii. Updated Executive Record Sheets along with latest photograph of the officer;
- iii. Complete and updated ACR dossiers;
- iv. Latest vigilance status along with clearance from the Central Vigilance Commission; and
- v. Contact details of Secretary, Additional Secretary level officers, Peers and Subordinate officers with whom the officers nominated have worked during last 15 years.

6. Soft copies of nomination with aforesaid information may also be furnished in editable format at e-mail id mrunmai.joshi@ias.nic.in and sanjeev.dom@nic.in

Yours sincerely,



(Kavita Singh)

Encls.: as above

To,

Secretaries of various Cadre Controlling Authorities as per list attached.

(in + are abroad)

NOMINATIONS FOR SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Name of the Service: _____

Name of the Cadre Controlling Authority _____

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/OBC Gen	Date from which drawing pay in a post in Level 15 of the Pay Matrix in the parent cadre/service on regular basis* (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached) **		Vigilance Status		Date of filing of IPR -2025	Present grade of the officer in the Cadre/service (regular/ad-hoc) (copy of order to be attached)	
									Post	Duration		CVC clearance			Cadre VC Status
										From	To				

*Non-Functional Upgradation (NFU) will not be considered.

** Experience of working in the posts in cadre need not be indicated

(Signature of Forwarding Authority)

NOMINATIONS FOR ADDITIONAL SECRETARY LEVEL EMPANELMENT (TO BE FORWARDED BY CADRE CONTROLLING AUTHORITIES ONLY)

Name of the Service: _____

Name of the Cadre Controlling Authority _____

Sl. No.	Name of the officer (Shri/Ms.)	Date of Birth	Year of Examination	Year of allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ ST/ OBC/Gen	Date from which drawing pay in a post in Level 14 of the Pay Matrix in the parent cadre/service on regular basis* (copy of order to be attached)	Present post held with date of appointment	Posts held under Central Staffing Scheme of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached)**		Vigilance Status		Date of filing of IPR - 2025	Present grade of the officer in the Cadre/service (regular/ad-hoc) (copy of order to be attached)	
									Post	Duration		CVC clearance			Cadre VC Status
										From	To				

*Non-Functional Upgradation (NFU) will not be considered.

** Experience of working in the posts in the cadre need not be indicated.

(Signature of Forwarding Authority)

Format For ER Sheets For IPoS Group 'A' Officers - Part 'A'

Personal Information

Paste a
Photo
Here

Full Name _____ Father Name _____

Cadre/Service _____

Gender _____

Batch _____

Category _____

Date of Joining _____

Mother Tongue _____

Date of Birth _____

Date of Superannuation _____

Aadhaar Number _____

Marital Status _____

Pay Level _____

ID Mark _____

Domicile _____

Nationality _____

Languages known _____

Can Read _____

Can Write _____

Can Speak _____

Format For ER Sheets For IPoS Group 'A' Officers - Part 'C'

Educational Qualifications

S.No.	University / Institute	Subjects	Division	Year of Passing	CGPA (if applicable)	Percentage	Division/Grade

Training Details

S.No.	Training Name	From	To	Training Subject	Training Institute	Country	Remark

DETAILS OF OFFICER FOR EMPANELMENT AT SECRETARY LEVEL

Format-I

Name of the service: **Indian Postal Service**

Name of the Cadre Controlling Authority: **Department of Posts**

No.	Name of the officer (Shri/Ms)	Date of Birth	Year of examination	Year of Allotment (Batch)	Date of entry into service (Group-A)	Whether SC/ST/OBC/Gen	Date from which drawing pay in level-15 of Pay Matrix in the parent cadre/services on regular basis*(copy of order to be attached)	Present post held with date of appointment	Post held under CSS of DoPT at the level of Deputy Secretary and above (Copy of Executive Record Sheets to be attached)**			Vigilance Status(along with CVC clearance)	Date of filling of IPR-2025	Present grade of the officer in the Cadre/Service (regular/adhoc) (copy of order to be attached)
									Post	Duration				
										From	To			
											For Office Use Only			

*Non Functional Upgradation (NFU) will not be considered.

**Experience of working in the posts in cadre need not be indicated

