

No.4/11/2015-CS-I(D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

Lok Nayak Bhawan, New Delhi -110003  
Dated the 31<sup>st</sup> August, 2016

**OFFICE MEMORANDUM**

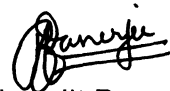
Subject: Promotion of Grade-I (Under Secretary) officers of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis along with posting of DS/Directors - Furnishing of personal information thereof.

The undersigned is directed to this Department's OM of even number dated 12<sup>th</sup> August, 2016 on the above noted subject and to intimate that due to some change in vacancy position etc. it has been decided to ask for revised options according to the vacancy position as contained in Annex III to promote officers of Grade-I (Under Secretary) of CSS to the Selection Grade (Deputy Secretary) on ad-hoc basis along with posting of Deputy Secretaries and Directors under posting.

2. The details of officers who are under posting in CS Division and to be transferred from other Deptts./Ministries is at Annexure-I and a list of officers who are to be considered for promotion is at **Annexure-II**. Details of vacancies that will be available on 01.08.2016 in DS/Director grade of CSS is at **Annexure-III**.

3. The officers may exercise their choices **as per RTP** latest by 02.09.2016 (01:00 PM) in the format at **Annexure-IV**. The options should be furnished to Under Secretary, CS-I (D), Department of Personnel and Training through e-mail ([uscsoned@gmail.com](mailto:uscsoned@gmail.com)). ***The officers who have exercised their options earlier in response to OM dated 12.08.2016, can also revise their options in view of the new vacancy position, if they desire so.*** If options are not received from the officers who are in the cadre by the stipulated time, it will be presumed that the officer concerned has no specific choice and posting will be decided by the Placement Committee accordingly. In case the officers who are on deputation do not furnish their choices by the stipulated time, it will be presumed that they are not willing to be repatriated to the cadre to avail ad-hoc promotion and their names will be considered in future only on receipt of written communication conveying their willingness to be repatriated to the cadre to avail promotion.

4. The officers before submission of options should ensure that data in their respect is complete and update in the web based cadre management system ([cscms.nic.in](http://cscms.nic.in)). If the data is not complete, it should be first got updated before submission of option.



(Biswajit Banerjee)

Under Secretary to the Government of India  
Telefax: 24629413

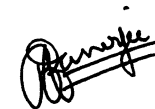
To

Officers listed at Annex.I and Annexure.II

## Annexure-I

\*List of DS/Dir. under posting in CS Division, DoPT

S. No	CSL No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present posting/cadre from where went on deputation /training/ long leave etc.	Group	Posted continuously since	Tenure/ period in the Ministry	Remarks
1	4706-A	Kshitij Mohan	01.02.70	MOIA/MEA (previous posting in Telecom. considered)	B	07.08.12	Less than 5 yrs	Completed the prescribed tenure. To be posted out. <b>May exercise option for Gp. A only.</b>
2	4760	Meena Sharma	15.04.58	UPSC	A	06.08.12	Less than 5 yrs	Did not complete the prescribed tenure. However, to be posted out. <b>May exercise option for Gp. A only.</b>
3	4844	Ravindra Kumar	07.03.59	DoLA (- long leave)	A	01.11.12	Less than 5 yrs	Did not complete the prescribed tenure. <b>May exercise option for Gp. A only.</b>
4	4899	J Suthakar	16.08.60	UPSC	A	01.01.11	More than 5 yrs	Completed the prescribed tenure. <b>May exercise option for Gp. B only.</b>
5	4905	B.N.Mishra	22.06.59	UPSC	A	08.08.12	Less than 5 yrs	Did not complete the prescribed tenure. However, to be posted out. <b>May exercise option for Gp. A only.</b>
6	5177	Pratap Singh Verma	20.10.57	Food Processing Industries (Previous posting in Micro, Small & ME considered)	B	30.12.13	Less than 5 yrs	Did not complete the prescribed tenure. However, there is no vacancy and is to be posted out. <b>May exercise option for Gp. A only.</b>
7	5550	M.L.Soni	11.01.66	Disinvestment	A	01.07.13	Less than 5 yrs	Did not complete the prescribed tenure. However, there is no vacancy and is to be posted out. <b>May exercise option for Gp. A only.</b>



**\*\*List of Officers likely to be promoted to the Grade of DS on ad-hoc basis**

S. No.	No.	Name of the officer (S/Shri/Ms.)	Date of Birth	Present posting/ cadre from where went on deputation /training/ long leave etc.	Group	Posted continuously since	Tenure/ period in the Ministry	Remarks
1	5799	Chandan Mukherjee	30.03.63	Personal & Training	A	20.06.16	Less than 5 yrs	Did not complete the prescribed tenure. However, no vacancy and to be posted out. May give option for Gp A or B
2	5800	N.K.Singh	09.01.60	NRCB (MHA)	A	31.07.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A or B.
3	5801	Raj Kumar	14.11.64	Defence	A	03.11.11	Less than 5 yrs but more than 4 yrs (reduced tenure)	Completed the prescribed tenure. To be posted out. May give option for Gp. A or B.
4	5803	P. Haridasan Pillai	30.05.64	SSC	A	31.07.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A or B.
5	5804	C.S.Mishra	03.10.59	Health & Family Welfare	B	31.07.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
6	5805	Sobana Pramod	08.06.66	Urban Development	B	17.08.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
7	5807	R. Sathya Narayanan	12.04.65	Urban Development	B	22.05.08	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
8	5808	Pushpa George	20.06.61	Urban Development	B	30.07.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
9	5809	Padma Ganesh	08.04.63	MOIA/MEA	B	13.08.14	Less than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. B only.
10	5811	P.T. Jameskutty	22.05.59	Urban Development	B	27.08.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
11	5813	Mahendra Pratap	10.10.63	Science & Technology	A	04.07.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A or B.
12	5815	Shiv Pratap Singh Tomar	25.11.63	Youth Affairs	B	22.04.08	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.

13	5816	Rekha Sharma	30.8.62	Revenue	B	20.10.14	Less than 5 Yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. B only.
14	5817	Rajni Taneja	10.02.66	Higher Education	B	12.10.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
15	5820	Sudhir Kumar Gupta	20.01.61	Health & Family Welfare	B	07.01.10	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
16	5822	A. Ushabala	04.04.62	P & NG	B	30.10.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only.
17	5823	K.V. Unnikrishnan	10.8.59	Civil Aviation	B	01.08.14	Less than 5 yrs	Retention
18	5825	A. R. Sengupta	09.06.64	Shipping	B	15.10.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only
19	5826	Kishan Pal	24.04.59	Consumer Affairs	B	15.07.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only
20	5827	Sanjay Wadhwan	01.03.61	Health & FW	B	19.10.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only
21	5828	Renu Satija	04.10.59	WCD	A	03.03.08	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A or B
22	5829	Rajendra Singh Jayal	04.02.65	Animal Husbandry	A	29.10.08	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A or B
23	5830	Victor James	25.03.59	On dep. from Revenue	B	25.10.07	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only
24	5832	Raj Sekhar Sikdar	26.12.58	DOPT	A	16.09.13	Less than 5 yrs	Did not complete the prescribed tenure. However, no vacancy and to be posted out. May give option for Gp A or B
25	5834	Pradeep Kumar	01.07.62	Commerce	B	18.10.10	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A only
26	5835	Kanwar M.S. Khalsa	01.04.67	Labour & Emp.	A	15.02.11	More than 5 yrs	Completed the prescribed tenure. To be posted out. May give option for Gp. A or B

\*\*The list is tentative in nature and subject to change.



## \*\*\*List of Available vacancies in DS/Director Grade of CSS as on 01.08.2016

S. No.	Ministry/Deptt	Group	Total Vacancy	Retention case	Net Vacancy
1	Ag. & FW	A	1	0	1
2	DARE	A	1	0	1
3	Defence	A	1	0	1
4	MHA	A	2	0	2
5	NCST	A	1	0	1
6	Pension & Pensioners' Welfare	A	1	0	1
7	Posts	A	1	0	1
8	Public Enterprises	A	2	0	2
9	Rural Development	A	1	0	1
10	SJE	A	2	0	1
11	Statistics & PI	A	1	0	1
12	UPSC	A	6	0	6
13	Water Resources	A	2	0	2
14	Civil Aviation	B	1	1	0
15	Coal	B	2	0	2
16	Commerce	B	1	0	1
17	Fertilizers	B	1	0	1
18	Food & PD	B	1	0	1
19	Health & FW	B	2	0	2
20	Tourism	B	1	0	1
21	UD	B	2	0	2
		<b>Total</b>	<b>33</b>	<b>1</b>	<b>32</b>

\*\*\*The list is tentative in nature and subject to change.



**PERSONAL INFORMATION**

1	Name	
2	CSL No.	
3	Designation	
4	Date of Birth	
5	Present Ministry/Department	
6	Personal contact Number	
7	Educational Qualification	

**8. Experience (including deputation details)**

Designation (since joining Govt service)	Ministry/Deptt/Orgn (including deputation details)	From (DD-MM-YY)	To (DD-MM-YY)

Note: The information furnished in the format should tally with the information available in the web based cadre management system. If the information in the web based cadre management system is not up to date, it should first be updated/corrected before submitting the form.

**9. Preference for posting (Maximum three choices)**

S.No.	Ministry/Deptt	Reasons
i		
ii		
iii		

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date.

(Signature of the officer)

Date: