

**MOST IMMEDIATE**

No.5/2/2015-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

\*\*\*\*\*

3<sup>rd</sup> floor, Lok Nayak Bhawan  
Khan Market, New Delhi-110003  
Dated: 13<sup>th</sup> April, 2015

**OFFICE MEMORANDUM**

Subject: Fixation of 'range of seniority' for promotion of Stenographers Grade 'D' to Personal Assistant (PA) Grade of CSSS for the Select List Year – 2015.

\*\*\*\*\*

The undersigned is directed to say that it has been decided to fix the 'range of seniority' (zone of promotion) for making additions to the Select List of PA Grade (Seniority Quota) of CSSS for the Select List Year 2015 as follows:

<b>UR/SC/ST Category</b>	All unabsorbed and eligible Stenos Grade 'D' of the previous zones and Steno Grade 'D' upto the Select List year 2004.
------------------------------	--

2. All the Cadre Units of CSSS are requested to place the cases of all eligible Stenographers Grade 'D', who are covered within the prescribed 'range of seniority' and who have not yet been included in the Select List of PAs of CSSS, before the Departmental Promotion Committee (DPC) to assess their suitability or otherwise for promotion to the PA Grade of CSSS. The recommendations of the DPC along-with vigilance clearance in respect of all the eligible officer(s) concerned who are working in the Cadre Units, including those who have been transferred to the Cadre Units from other Cadre Units on their ad-hoc promotion to PA Grade of CSSS, may be furnished to this Department in the **Annexures – I, II, III & IV** so that a consolidated order for their regular promotion may be issued by this Department. Detailed incumbency position in the PA grade may also be furnished to this Department in the **Annexure-V**.

3. Attention of the cadre units as well as of the officials is also invited to the provision of CTP applicable to CSSS personnel which inter-alia provides that Level-I training is mandatory for promotion to the grade of PA. The cadre units should, therefore, ensure that the concerned officials have undergone Level-I training for Stenographers.

Encl: **As above.**

  
13/4/15  
(Kameshwar Mishra)

Under Secretary to the Govt. of India  
Tele-fax: 24623157

To,

The Under Secretary (Admn.) of all Cadre Units of CSSS.

**ANNEXURE-I TO O.M. NO. 5/2/2015-CS-II(C) DATED 13.4.2015**

**NAME OF THE CADRE UNIT:**

**PARTICULARS OF STENO GRADE 'D' BELONGING TO UNRESERVED CATEGORY  
IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST  
YEAR 2015 (SENIORITY QUOTA) OF PA GRADE OF CSSS.**

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of PA	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.

**Signature of Under Secretary (Admn.)**

**Name:**

**Stamp:**

**ANNEXURE-II TO O.M. NO. 5/2/2015-CS-II(C) DATED 13.4.2015**

**NAME OF THE CADRE UNIT:**

**PARTICULARS OF STENO GRADE 'D' BELONGING TO SC CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2015 (SENIORITY QUOTA) OF PA GRADE OF CSSS.**

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of PA	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.

**Signature of Under Secretary(Admn.)**

**Name:**

**Stamp:**

**ANNEXURE-III TO O.M. NO. 5/2/2015-CS-II(C) DATED 13.4.2015**

**NAME OF THE CADRE UNIT:**

**PARTICULARS OF STENO GRADE 'D' BELONGING TO ST CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2015(SENIORITY QUOTA) OF PA GRADE OF CSSS.**

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether considered suitable for inclusion in the Select List of PA	Whether clear from Vigilance angle	Parent Cadre of transferred Officer(s), wherever applicable
1	2	3	4	5	6.	7.	8.

**Signature of Under Secretary (Admn.)**

**Name:**

**Stamp:**

**ANNEXURE-IV TO O.M. NO. 5/2/2015-CS-II(C) DATED 13.4.2015**

**NAME OF THE CADRE UNIT:**

**LIST OF OFFICERS FIGURING IN THE ZONE WHO HAVE ALREADY BEEN PROMOTED/DEBARRED THROUGH EARLIER SELECT LISTS**

SL. No.	Name	Date of Birth	Select List year of Steno Grade 'D'	CSL No. of Steno Gr. 'D'	Whether promoted/debarred	Promoted through LDCE or seniority in SL year	If debarred, the SL year for which promoted
1	2	3	4	5	6.	7.	8.

**Signature of Under Secretary (Admn.)**

**Name:**

**Stamp:**

**ANNEXURE-V TO O.M. NO. 5/2/2015-CS-II(C) DATED 13.4.2015**

**NAME OF THE CADRE UNIT:**

**INCUMBENCY POSITION OF PAs AS ON DATE OF FILLING UP OF ANNEXURE**

<b>S.No.</b>	<b>Subject</b>	<b>Number of Posts</b>
1.	Sanctioned Strength of PAs as fixed vide DOPT's O.M. No.20/51/2009-CS.II(A) (Vol.II) dated 25.2.2011.	
2.	Number of posts of PAs en-cadred in CSSS with the approval of DOPT (along with a copy of approval) subsequent to O.M. dated 25.2.2011.	
3.	Number of regular PAs (excluding the number of PAs working as PS on ad-hoc basis) working in the Cadre Unit.	
4.	Number of PAs working as PS on ad-hoc basis in the Cadre Unit.	
5.	Number of Steno Grade 'D' working as PA on ad-hoc basis in the Cadre Unit.	
6.	Number of Steno Grade 'D' (excluding the number of Steno Grade 'D' working as PA on ad-hoc basis).	

**Details of Steno 'D' who are transferred out on their adhoc/regular promotion as PA but yet to be relieved by the Cadre Unit**

<b>S.No.</b>	<b>Name</b>	<b>SL year</b>	<b>CSL No.</b>	<b>Reasons for non-relieving</b>

**Signature of Under Secretary (Admn.)**

**Name:**

**Stamp:**

**ANNEXURE-VI TO O.M. NO. 5/2/2015-CS-II(C) DATED 13.04.2015.**

**PERSONAL INFORMATION FOR OPTIONS FOR POSTING  
TO BE FILLED BY THE CONCERNED OFFICIAL**

**CSL NUMBER:**  
**SL YEAR:**

1.	Name	
2.	Designation	
3.	Date of Birth	
4.	Present Cadre Unit with office address	
5.	Name/Designation/Contact No. of the officer with whom posted at present	
6.	Parent Cadre Unit – where joined as Steno Grade 'D'	
7.	Contact No./Mobile No.	
8.	Educational Qualification	
9.	Residential Address	
10.	Whether successfully completed Level-I Training? If yes, the period of the training may be indicated	
11.	Details of posting with Secretary, if any	

12. Previous posting(s)

Grade	Cadre Unit	Period		No. of Years
		From	To	
Steno 'D'				
Ad-hoc PA				

13. Preferences for posting without repetition (with reasons thereon)

S.No.	Cadre Unit	Reason(s)
(i)		
(ii)		
(iii)		

**Signature**  
**Name of official:**

**Signature of US (Admn.)**  
**Name**  
**Stamp**