

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 12<sup>th</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 say that promotion of 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 are likely to be made shortly.

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 16.08.2016 (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)). If option is 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     | 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>                            |
| 2     | 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>  |
| 3     | 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>                            |
| 4.    | 5177    | Pratap Singh Verma               | 20.10.57      | Food Processing Industries  | 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> |
| 5.    | 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> |



## Annexure-II

### \*\*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     | 31.11.11                  | 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. A 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. A 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 | 5821 | Akhil Saxena            | 23.09.61 | On Deputation to Tourism wef 31.1.13 from ARPG (A) | A | 08.11.07 | More than 5 yrs | Completed the prescribed tenure. To be posted out. May give option for Gp. A or B. |
| 17 | 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. |
| 18 | 5823 | K.V. Unnikrishnan       | 10.8.59  | Civil Aviation                                     | B | 01.08.14 | Less than 5 yrs | Retention  |
| 19 | 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. |

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



Annexure-III

\*\*\*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      | MHA                           | A            | 1             | 0              | 1           |
|        | NCST                          | A            | 1             | 0              | 1           |
| 2      | Pension & Pensioners' Welfare | A            | 1             | 0              | 1           |
| 3      | Posts                         | A            | 1             | 0              | 1           |
| 4      | Public Enterprises            | A            | 1             | 0              | 1           |
|        | Rural Development             | A            | 1             | 0              | 1           |
| 5      | SJE                           | A            | 1             | 0              | 1           |
| 6      | Statistics & PI               | A            | 1             | 0              | 1           |
| 7      | UPSC                          | A            | 6             | 0              | 6           |
| 8      | Water Resources               | A            | 2             | 0              | 2           |
| 9      | Civil Aviation                | B            | 1             | 1              | 0           |
| 10     | Coal                          | B            | 2             | 0              | 2           |
| 11     | Commerce                      | B            | 1             | 0              | 1           |
| 12     | Health & FW                   | B            | 2             | 0              | 2           |
| 13     | Tourism                       | B            | 1             | 0              | 1           |
| 14     | UD                            | B            | 1             | 0              | 1           |
|        |                               | <b>Total</b> | <b>24</b>     | <b>1</b>       | <b>23</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<br>(since joining Govt<br>service) | Ministry/Deptt/Orgn<br>(including deputation<br>details) | From<br>(DD-MM-YY) | To<br>(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: