

No. 6/8/2018-CS-II (C)  
**Government of India**  
Ministry of Personnel, Public Grievance and Pensions  
Department of Personnel and Training

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3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003  
Dated 7<sup>th</sup> March 2019

**OFFICE MEMORANDUM**

Subject: Grant of NFSG in the Level-6 (erstwhile GP-4200) to Stenographers Grade 'D' of CSSS-Issuance of Zone of Consideration for placement of eligible Stenographers Grade 'D' in Non Functional Selection Grade (NFSG)- regarding.

The undersigned is directed to refer to this Division's OM No. 20/49/2009-CS-II (B) dated 22.06.2011 on the subject mentioned above and to say that based on the Common Seniority List of Stenographers Grade 'D', a list of 78 Stenographers Grade 'D' who are considered eligible for grant of NFSG is annexed to this O.M., subject to their being found suitable by the Internal Committee to be considered by the cadre units as per para 1(b) of this Department OM No. 20/49/2009- CS-II ( B) dated 22.06.2011. The Stenographers Grade 'D' as mentioned in the Annexure to this OM, who have completed the approved service of 5 years on 1<sup>st</sup> July, 2018 may be granted the NFSG w.e.f. 1<sup>st</sup> July 2018, subject to availability of last 5 years ACRs/APARs and other conditions stipulated in the aforesaid OM dated 22.06.2011.

2. Accordingly, the concerned cadre units of CSSS are requested to place the eligible Stenographers Grade 'D' as given in Annexure to this O.M. in the NFSG as stated above after strictly following the procedure and keeping in view other conditions as prescribed in OM No. 20/49/2009- CS -II ( B) dated 22.06. 2011 and also furnish the details of Stenographers Grade 'D' , if any, who have not been covered in this order but are eligible for grant of NFSG. A copy of order of grant of NFSG in respect of eligible Stenographers Grade 'D' may please be furnished to this Department for the purpose of record.

  
(A.K. Saha)

Deputy Secretary to the Government of India  
Tel: 24622365

To,  
All the concerned Cadre units of CSSS

**Annexure to DoP&T's OM No. 6/8/2018-CS-II(C) dated 07.03.2019**

S.No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre Unit	Date of Birth	SL Year	DR Rank
1	2639	PREETI KUMARI	Telecom	05-01-1991	2011	235
2	2640	ARUNA KUMARI	Fertilizers	17-03-1987	2011	237
3	2641	DINESH JASWAL	Telecom	07-12-1989	2011	242
4	2642	CHANDRA SHEKHAR RANIWAL	Commerce	25-12-1991	2011	243
5	2643	RAKSHAT	Power	14-07-1987	2011	245
6	2644	VIJAYA KUMARI	Road Transport & Highways	15-08-1986	2011	251
7	2645	ASHISH VERMA	Minority Affairs	25-03-1987	2011	252
8	2646	KUMAR DIVYA ALOK	Road Transport & Highways	01-08-1986	2011	254
9	2647	PARAS MALHOTRA	Housing and Urban Affairs	12-06-1987	2011	255
10	2649	AMIT KUMAR	Earth Sciences	08-07-1985	2011	261
11	2650	SACHIN KUMAR SHARMA	Housing and Urban Affairs	23-11-1985	2011	262
12	2651	JYOTI	Information & Broadcasting	31-03-1989	2011	263
13	2652	AKHILESH KUMAR	Power	15-06-1981	2011	264
14	2653	SONIA CHHABRA	Health & Family Welfare	22-07-1987	2011	268
15	2654	NITIN	Supply	05-05-1988	2011	273
16	2655	VINEET KUMAR	Commerce	10-02-1992	2011	275
17	2656	VIJAY KUMAR	Information & Broadcasting	30-09-1988	2011	277
18	2657	VIKRAM SINGH	Information & Broadcasting	20-07-1980	2011	279
19	2658	INDU PATHAK TIWARI	New & Renewable Energy	30-01-1985	2011	283
20	2659	HIMANI BHATTI	Power	14-08-1985	2011	284
21	2660	ANIT KUMAR	Water Resources	08-07-1990	2011	288
22	2661	SANGEETA KUMARI	NITI AAYOG	17-07-1982	2011	294
23	2662	TARUN KUMAR ROHELLA	Housing and Urban Affairs	04-03-1983	2011	295
24	2663	RAVINDER SINGH THAPLIYAL	Secondary & Higher Education	05-05-1985	2011	298
25	2664	PRATAP SINGH DANGI	MSME	04-01-1987	2011	300
26	2665	KALPANA	Information & Broadcasting	03-02-1989	2011	302
27	2667	KHEM CHAND SAHU	Information & Broadcasting	27-07-1991	2011	319
28	2668	SUMIT SAGAR	Science & Technology	01-03-1988	2011	321
29	2669	ARVIND PANDEY	Power	05-01-1992	2011	323
30	2670	BRIJESH KUMAR VISHWAKARMA	Health & Family Welfare	15-07-1987	2011	325
31	2671	VIJAYVEER SINGH	Information & Broadcasting	30-04-1990	2011	332
32	2672	ANKURITA	NITI AAYOG	07-04-1992	2011	333
33	2673	BUNTY GROVER	Food & PD	20-08-1979	2011	335
34	2674	ROHIT	Information & Broadcasting	17-10-1987	2011	338
35	2676	DALIP KUMAR	Labour	18-04-1983	2011	341
36	2677	KALPANA SHARMA	Information & Broadcasting	14-01-1987	2011	342
37	2678	Rachit Pradhan	Expenditure	25-04-1985	2011	344
38	2679	AJAY PRAKASH	Home Affairs	25-08-1985	2011	346
39	2680	SUDHANSHUDHAR SINGH	Home Affairs	17-11-1987	2011	347
40	2681	SATYENDRA KUMAR ARYA	Information & Broadcasting	02-01-1989	2011	348
41	2682	SEEMA RANI	IP & P	05-12-1989	2011	350



S.No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre Unit	Date of Birth	SL Year	DR Rank
42	2683	DEVENDRA SINGH	Personnel & Training	08-08-1990	2011	352
43	2684	RAM SUMIT SHUKLA	Defence	18-03-1992	2011	353
44	2685	AMARDIP KAUR	Social Justice & Empowerment	04-04-1982	2011	355
45	2686	NISHA	Housing and Urban Affairs	01-07-1992	2011	363
46	2687	NEHA SHARMA	Water Resources	25-05-1985	2011	364
47	2688	MEENU	Home Affairs	11-12-1987	2011	371
48	2689	DEEPTI VERMA	Labour	26-06-1989	2011	373
49	2690	SUNIL KUMAR MARMIT	Expenditure	19-07-1987	2011	379
50	2691	MONIKA	New & Renewable Energy	15-03-1987	2011	382
51	2692	MANISH	Labour	10-09-1987	2011	385
52	2693	MEENU SHARMA	Telecom	18-01-1990	2011	386
53	2694	SUNITA	Labour	24-10-1991	2011	387
54	2695	DHARAMSHEELA KUMARI	Home Affairs	05-12-1992	2011	389
55	2696	SUMIT DHANDA	Power	26-08-1987	2011	391
56	2697	CHARU TRIKHA	Labour	24-08-1986	2011	392
57	2698	ASHUTOSH SHARMA	Social Justice & Empowerment	01-02-1993	2011	398
58	2699	ANJALI SINGH	Power	11-03-1989	2011	402
59	2700	NARENDRA PRATAP SINGH	Expenditure	22-08-1985	2011	406
60	2701	MANOJ KUMAR TIWARI	Envn. & Forests	11-07-1986	2011	407
61	2702	AKEEL AHMAD	Home Affairs	05-01-1992	2011	409
62	2703	RAJESH KUMAR	Personnel & Training	30-03-1985	2011	413
63	2704	ANEET KUMAR	Youth Affairs & Sports	10-08-1985	2011	421
64	2705	RANDHIR KUMAR	Information & Broadcasting	03-11-1986	2011	422
65	2706	MONICA	New & Renewable Energy	20-01-1992	2011	425
66	2707	RAJENDER KUMAR	Personnel & Training	20-12-1987	2011	428
67	2708	SHIVANI ADLAKHA	Defence	31-03-1990	2011	430
68	2709	LINU SANAL	Personnel & Training	26-05-1984	2011	432
69	2710	MANJU	MSME	07-11-1981	2011	434
70	2712	IRSHAD ALI	Information & Broadcasting	06-03-1991	2011	436
71	2713	KANCHAN	Personnel & Training	10-04-1991	2011	437
72	2714	BIRENDRA KUMAR	Commerce	01-12-1978	2011	438
73	2715	SHILPI SINGHAL	NITI AAYOG	14-06-1988	2011	439
74	2716	KAPIL PANT	Expenditure	20-07-1990	2011	441
75	2717	KANCHAN	Health & Family Welfare	25-04-1991	2011	442
76	2718	SHEETAL SINGH	Home Affairs	29-12-1986	2011	448
77	2719	HARSH BHARDWAJ	Defence	07-06-1989	2011	450
78	2720	PUSHPENDRA KUMAR	MSME	10-01-1985	2011	454

**No. 20/49/2009-CS.II (B)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

**3rd Floor, Lok Nayak Bhawan, Khan Market,  
New Delhi dated 22<sup>nd</sup> June, 2011**

**OFFICE MEMORANDUM**

Subject: Creation of a new grade of UDC (NFSG) and Stenographer Grade 'D' (NFSG) in CSCS and CSSS respectively.

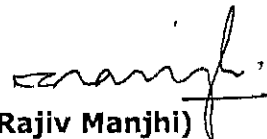
It has been decided to create a grade of UDC 'Non Functional Selection Grade' (NFSG) in Central Secretariat Clerical Services (CSCS) cadre and Stenographer Grade 'D' (NFSG) in Central Secretariat Stenographers' Services (CSSS) Cadre in the grade pay of Rs. 4,200/- in Pay Band-2 with immediate effect subject to the following conditions:

- (a) UDCs of CSCS and Stenographers Grade 'D' of CSSS shall be eligible for placement in the Non Functional Selection Grade on completion of 5 years of approved service as UDC/Stenographer Grade 'D' subject to the condition that the total number in the grade will be restricted to 30% of the sanctioned strength (i.e.1104 In the grade of UDC and 385 in Steno Grade 'D').
- (b) The officials will be placed in the Non Functional Selection Grade as per the following procedure:
  - i) Department of Personnel and Training (DoP&T) will issue a Zone of Consideration for placement of eligible officials in NFSG as per the Common Seniority List prepared and maintained by DoP&T in respect of UDCs of CSCS and Stenographers Grade 'D' of CSSS.
  - ii) An internal Committee will be constituted by the Cadre Units to review the cases of officials for placement in the Non Functional Selection Grade and to make suitable recommendations.
  - iii) The Committee shall consider the last 5 years ACRs/APARs of the officials. The Committee should satisfy itself that the overall performance of the official is "GOOD" in the last 5 years ACRs/APARs. Such officials would be considered suitable for placement in the 'NFSG'.

**Cont...2/-**

- iv) There should be no adverse entries in any ACR/APAR. If there are any adverse entries, it should be clearly brought out in the minutes as to why the official has been proposed for Non Functional Selection Grade in spite of adverse entries. The minutes should also include a certificate that there is no other factor or aspect affecting the official which will disqualify him/her for grant of 'Non - Functional Selection Grade'.
- v) SC/ST officials considered for placement in their turn to the 'NFSG' may be included in the Select List of 'NFSG' even if they do not fulfil the criteria as laid down in S.No. (iii) above, provided they are not found unfit by the Committee.

2. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their U.O. No. 10/1/2010-IC dated 14.6.2011.



**(Rajiv Manjhi)**  
**Deputy Secretary to the Govt of India**  
**Tel # 24622365**

To,  
Director/Deputy Secretary (Admn) of all participating Cadre units of  
CSCS and CSSS.