

No 4/1/2008-CS.II
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)

3rd Floor, Lok Nayak Bhawan,
New Delhi -110003.

Dated, the October 8, 2008.

OFFICE MEMORANDUM

Subject: Promotion of UDCs of Central Secretariat Clerical Service (CSCS) to the Grade of Assistant of Central Secretariat Service (CSS) on ad-hoc basis – relieving of officials nominated to other Cadres on promotion/transfer.

The undersigned is directed to refer to this Department's various OM relating to nomination of UDCs of CSCS to different Ministries/Departments on their promotion to the Grade of Assistant, on ad-hoc basis and to say that it has been noticed that despite clear cut instructions, Cadre authorities are reluctant to relieve the officials, who have been nominated to other cadres on their promotion to higher grade on one pretext or the other and this severely affects the smooth functioning of the Ministries/Departments where these officials have been nominated. Nominations of UDCs for appointment to Assistant Grade, on ad-hoc basis, are made on the basis of the firm number of vacancies furnished by the cadres. Non-compliance of this Departments' orders and non-relieving of officials leads to delay in implementation apart from receipt of a large number of communications to DOP&T from the Ministries/Departments where these officials have been posted, requesting intervention of this Deptt. It also leads to avoidable wastage of time & man hours in processing the same.

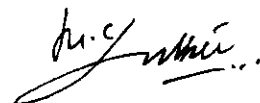
2. In this context, attention of the Cadre authorities is also invited to this Department's OM No.5/8/2006-CS.II dated 10.08.2006 conveying the directions that wherever officials have been promoted and have been posted to other Ministries, the grant of ACP benefits would cease from the date of issue of orders of this Department or the date of finalization of DPC proceedings, whichever is later in case they refuse to move out. The reason for such a direction was non-implementation of this Department's promotion/transfer orders as these officials were not facing any financial loss due to their being covered under ACP Scheme.

3. Attention of the Cadre Authorities is also invited to Secretary (Personnel)'s d.o. No. 20/45/2006-CS.II dated 26.12.2006 addressed to all Secretaries requesting that the officers dealing with establishment matters must avoid making requests for retention of officials on their promotion/transfer and to ensure prompt implementation of promotion/ transfer orders in respect of CSS/ CSSS/CSCS personnel, issued by this Department from time to time.

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4. Cadre authorities of CSS/CSSS/CSCS are, therefore, once again requested that whenever officials are nominated to other Cadres on their promotion to the next higher grade, they may be relieved immediately after completing the required formalities to enable them to join the cadre where they have been nominated promptly. Non-compliance with DoP&T's orders on promotion/transfer in future may also entail issue of directions to the Controller of Accounts of the respective Departments to stop the salaries of defaulting individuals, wherever necessary.

5. All cadre authorities of CSS/CSSS/CSCS are requested to kindly note and convey the above position to all concerned for strict compliance.



(M.C. LUTHER)

Deputy Secretary to the Govt. of India
Tel. No. 2462 2365

To

All Cadre authorities of CSS/CSSS/CSCS
Director/Dy. Secretaries (adm.)- by name

Copy to NIC for uploading in the website of this Department under the heading CS wing, CS Division, CSCS-> promotions(ad-hoc) UDC to Assistant.