

No.4/1/2008-CS.II
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi - 110 003.

Dated, the 21st July, 2008.

OFFICE MEMORANDUM

Sub: Promotion of UDCs of Central Secretariat Clerical Service (CSCS) to the Assistant's Grade of Central Secretariat Service (CSS) on ad-hoc basis.

In continuation of this Department's Office Memorandum No.4/1/2008-CS.II dated 16.05.2008 on the subject mentioned above, the undersigned is directed to say that it has been decided to promote the following UDCs of CSCS, belonging to ST category of Select List Years 1999 and 2000, whose names are given as under, to Assistants' Grade of CSS on ad-hoc basis upto **31/12/2008** or until further orders or till regular Assistants become available through the normal channels of recruitment as prescribed in the CSS Rules, whichever is earlier, and nominate them to the cadre(s) indicated against their names, Further, this ad-hoc promotion is in relaxation of the mandatory Level 'A' Training for UDCs and hence they should have to attend the training as and when nominated.

Sl.No.	Revised CSL No.	Name Shri/Smt/Kum	Cadre where working	Cadre where nominated
1	SL-1999	Shri Kanaso T.K.	Civil Aviation	Defence
2	SL-1999	Smt. Sushma Kiran Tigga	Civil Aviation	UPSC
3	SL-1999	Shri Mangal Prasad	Telecom	Telecom
4	SL-2000	Smt. V. Langel	Civil Aviation	DOPT

2. The above mentioned officials may be appointed as Assistants on ad-hoc basis, initially for the period upto **31/12/2008** after assessing their suitability for promotion by screening the records (ACRs) of the officials by the appointing authority and also after ensuring that no vigilance case is either pending or being contemplated against the official. The ad-hoc promotion/appointment is subject to following conditions: -

- i) the ad-hoc appointment shall not confer on the appointees any right to continue in the grade indefinitely or for inclusion in the Select List or to claim seniority in the Assistants' Grade of CSS;
- ii) ad-hoc appointments may be terminated at any point of time without giving any reason therefor;
- iii) the appointment on ad-hoc basis will take effect from the date of taking over charge of the post of Assistant of CSS.
- v) the ad-hoc appointment in Assistant Grade would be continued only if they attend and qualify the mandatory training as and when nominated by CS.I (Training) Section of this Department failing which their ad-hoc appointment would be terminated.

3. It is requested that all concerned may be appointed/relieved of their duties immediately if they are found suitable for promotion and are clear from vigilance angle so that they can assume the charge of Assistant (Ad-hoc) in the new Cadres wherever applicable.

4. If any of the officers shown in the list is on deputation, he/she may be given the option to revert within one month to avail of the promotion.

5. It is requested that the names of regular UDCs who have been promoted as Assistant on ad-hoc basis in their own cadre as also who have been nominated to other cadres may continue to be shown in the seniority list of the UDCs in their respective cadres.

6. The above nomination of UDCs for appointment to Assistant Grade on ad-hoc basis has been made on the basis of the firm number of vacancies furnished by the cadres. Hence, no representation/request for retention from any quarters, on any ground, would be entertained either by the cadre or by this Department. Sending of requests to DOPT will amount to canvassing and the employees concerned will be liable for disciplinary action under the CCS Conduct Rules. It is requested that the officials may be appointed/relieved immediately subject to their fulfillment of the requirements as mentioned in para 2 above. A copy of the appointment orders may be endorsed to this Department.



(G.S. PUNDIR)

Under Secretary to the Govt. of India

☎: 24623157

To

1. M/o Civil Aviation, (Shri K.K. Padmanabhan, US), B Block, Rajiv Gandhi Bhavan, Safdarjung Airport, Aurobindo Marg, New Delhi.
2. D/o Telecommunications (Smt. Nirmala Dev, US), Sanchar Bhavan, New Delhi.
3. UPSC (Shri Dinesh Kumar, US), Dholpur House, Shahjahan Road, New Delhi.
4. DOPT (Shri Harish Chander, US), North Block, New Delhi.
5. M/o Defence (Smt. T.P. Kerketta, US), Sena Bhavan, New Delhi.