

Reminder-I

No.5/7/2016-CS.I(U)
Government of India
Ministry of Personnel, PG and Pensions
(Department of Personnel & Training)

2nd Floor, Lok Nayak Bhavan,
Khan Market, New Delhi-110003

Dated the 05th May, 2016

OFFICE MEMORANDUM

Subject: Promotion of Section Officers of Central Secretariat Service (CSS) to Grade-I (Under Secretary) on ad-hoc basis – Furnishing of CR dossiers, vigilance clearance, personal information, etc.

The undersigned is directed to refer to this Department's O.M. of even number dated 31.03.2016 and 01.04.2016 on the subject mentioned above (uploaded on web-site www.persmin.nic.in → **DoPT** → **Central Secretariat** → **CSS** → **Promotions** → **Promotion (Ad-hoc)** → **SO to US**), and to say that Ministries/ Departments concerned were requested to furnish (i) complete CR dossiers, (ii) vigilance status, (iii) status of imposition of penalty, if any, (iv) ACRs/ APARs disclosure certificate and (iv) personal information in respect of the officers of SOSL-2008 who will be in service as 01.07.2016.

2. Status of receipt of CR dossier and other requisite information in respect of the officers are mentioned at the **Annexure**. CR dossier and other requisite information have not yet been received in respect of large number of officers. It may be appreciated that this Department will be able to prepare a panel of officers for ad-hoc promotion to the grade of Under Secretary only after receipt of complete information in respect of all officers.

3. Ministries/ Departments concerned are therefore, once again requested to furnish complete and upto date CR dossier and other requisite information in respect of the officers as mentioned in Annexure in enclosed **Proformae** latest by 13.05.2016.



(Raju Saraswat)

Under Secretary to the Government of India

Tele: 24629412

To

Ministries/Departments concerned

ANNEXURE

Sl. No.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	Present Posting (Ministries/Departments)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
1	9227	R. Vijayaraghavan	30/03/1960	Gen	Agriculture, Cooperation & F.W.	Received	Received	Received	Received	Received
2	9289	Devendra Singh	26/02/1963	Gen	Agriculture, Cooperation & F.W.	Received	Received	Received	Received	Received
3	9313	Rajender Kumar Chawla	03/02/1961	Gen	Agriculture, Cooperation & F.W.	Received	Received	Received	Received	Received
4	9344	Sudip Dutta	01/10/1968	Gen	Agriculture, Cooperation & F.W.	Received	Received	Received	Received	Received
5	9351	Naresh Prasad Mathur	26/09/1961	Gen	Agriculture, Cooperation & F.W.	Received	Received	Received	Received	Received
6	9384	Rajinder Parshad	07/03/1957	SC	Agriculture, Cooperation & F.W.	Received	Received	Received	Received	Received
7	9339	Dhirendra Kumar Jain	30/07/1963	Gen	Cabinet Secretariat					
8	9267	Vijay Kumar	08/12/1977	Gen	Chemicals & Petrochemicals					
9	9253	P.J. Thomas	22/07/1959	Gen	Civil Aviation	Received	Received	Received	Received	Received
10	9173	S. Muthukumar	05/04/1964	Gen	Commerce	Received	Received	Received	Received	Received
11	9177	Mahendra Vikram Singh	28/11/1974	Gen	Commerce	Received	Received	Received	Received	Received
12	9213	Deepak Sethi	13/09/1963	Gen	Commerce	Received	Received	Received	Received	Received
13	9243	V. Sripathi	01/05/1960	Gen	Commerce	Received	Received	Received	Received	Received
14	9246	Vijay Kumar	27/11/1956	Gen	Commerce	Received	Received	Received	Received	Received
15	9295	Haradhan Das	02/01/1958	Gen	Commerce	Received	Received	Received	Received	Received
16	9363	Thresia Mathew	01/01/1961	Gen	Commerce	Received	Received	Received	Received	Received
17	9318	Samiksha Lamba	31/12/1968	Gen	Corporate Affairs	Received	Received	Received	Received	Received
18	9191	Dinesh Kumar Lakhumna	12/08/1965	Gen	Defence	Received	Received	Received	Received	Received
19	9205	Jayashree Narayanan	11/08/1966	Gen	Defence	Received	Received	Received	Received	Received
20	9300	Tarun Sood	10/11/1970	Gen	Defence	Received	Received		Received	Received
21	9359	T. Suresh Kumar	03/04/1960	Gen	Defence	Received	Received	Received	Received	Received
22	9362	Surinder Kumar	05/08/1967	SC	Defence	Received	Received	Received	Received	
23	9385	Joginder Pal	17/08/1961	SC	Defence	Received	Received	Received	Received	Received
24	9343	Govindsami Elangovan	06/05/1959	Gen	DONER					
25	9237	Subhash Chander	09/02/1972	Gen	Earth Sciences					
26	9203	Goutam Palit	10/01/1963	Gen	Economic Affairs	Received	Received	Received	Received	
27	9347	Arup Kumar Das	15/01/1961	Gen	Economic Affairs	Received	Received	Received	Received	
28	9357	Alka Taneja	30/01/1959	Gen	Economic Affairs	Received	Received	Received	Received	Received
29	9381	K.M. Varkey	14/11/1957	Gen	Economic Affairs	Received	Received	Received	Received	Received
30	9377	V. Nagarajan	03/05/1957	Gen	Environment, Forest & Climate Change	Received	Received	Received	Received	Received
31	9163	Balachandran B.S.	11/07/1962	Gen	Expenditure	Received	Received	Received	Received	Received
32	9169	Chandra Kishore Shukla	18/01/1979	Gen	Expenditure	Received	Received	Received	Received	Received

Sl. No.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	Present Posting (Ministries/Departments)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
33	9255	S. Prakash	31/03/1958	Gen	Expenditure	Received	Received	Received	Received	Received
34	9245	Yogesh Dhingra	08/10/1978	Gen	Fertilizers	Received	Received	Received	Received	Received
35	9383	Dalip Singh	12/10/1962	SC	Fertilizers	Received	Received	Received	Received	Received
36	9207	Rajeev Mohan	01/03/1976	Gen	Food & Public Distribution					
37	9219	P.K. Bandyopadhyaya	22/09/1960	Gen	Health & Family Welfare					
38	9225	Ajaya Kumar K.P.	20/03/1959	Gen	Health & Family Welfare					
39	9263	O.M. Prakash	15/11/1963	SC	Health & Family Welfare					
40	9265	S. Sridhar	12/01/1965	Gen	Health & Family Welfare					
41	9275	Gajendra Prasad Samanta	13/11/1960	Gen	Health & Family Welfare					
42	9361	Yash Pal	16/10/1977	SC	Health & Family Welfare					
43	9370	Ram Chander	28/08/1967	SC	Health & Family Welfare					
44	9221	Surender Kumar Mann	02/07/1961	Gen	Heavy Industries	Received	Received	Received		Received
45	9325	Visalakshi Jayaraman	01/05/1960	Gen	Higher Education	Received	Received	Received	Received	Received
46	9183	Satish Kumar Singh	14/01/1975	Gen	Home Affairs	Received	Received			Received
47	9277	Renu Nigam	27/07/1964	SC	Home Affairs	Received	Received			Received
48	9310	Shiv Kumar	01/12/1969	Gen	Home Affairs	Received	Received			Received
49	9311	S. Amanullah	01/09/1956	Gen	Home Affairs	Received	Received			Received
50	9319	Vinod Kumar Sharma	21/08/1965	Gen	Home Affairs	Received	Received			Received
51	9341	Sudarshan Chakker Rawat	15/02/1958	Gen	Home Affairs	Received	Received			Received
52	9165	Lakshmi Subramanian	19/04/1963	Gen	Industrial Policy & Promotion					
53	9376	Ratan Singh	05/09/1956	SC	Industrial Policy & Promotion					
54	9395	Shiela Tirkey	06/03/1971	ST	Industrial Policy & Promotion					
55	9293	Siby Varghese P.	30/12/1962	Gen	Information & Broadcasting					
56	9349	Subodh Kumar Ram	30/11/1969	Gen	Information & Broadcasting					
57	9167	Panchalam Soundararajan	11/05/1962	Gen	Labour & Employment	Received	Received		Received	Received
58	9189	Dilawar Singh Rawat	15/11/1963	Gen	Labour & Employment	Received	Received		Received	Received
59	9335	A.H. Ganesh	23/07/1962	Gen	Labour & Employment	Received	Received		Received	Received
60	9352	Rajender Singh Kaushik	06/04/1968	Gen	Labour & Employment	Received	Received		Received	Received
61	9356	Kumar Pranav	01/01/1969	Gen	Labour & Employment	Received	Received		Received	Received
62	9368	Ajeet Kumar	06/07/1968	SC	Labour & Employment	Received	Received		Received	Received
63	9193	Vijayalakshmi Krishnan	17/01/1963	Gen	Legal Affairs					
64	9320	D. Srinivas	18/10/1963	Gen	Legal Affairs					
65	9251	Renu Kapoor	20/12/1963	Gen	Micro, Small & Medium Enterprises					

Sl. No.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	Present Posting (Ministries/Departments)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
66	9327	Bhagwati Prasad Pant	26/06/1961	Gen	Micro, Small & Medium Enterprises					
67	9387	Lendup Sherpa	02/09/1979	ST	Micro, Small & Medium Enterprises					
68	9391	Ashok Kumar	03/02/1962	SC	Micro, Small & Medium Enterprises					
69	9398	Bhagat Ram	13/05/1963	SC	Micro, Small & Medium Enterprises					
70	9240	M.S. Sajwan	05/01/1958	Gen	Mines	Received	Received			Received
71	9304	Sanjay Singh	18/03/1968	Gen	Mines	Received	Received	Received	Received	Received
72	9307	Ashis Bishayee	08/01/1962	Gen	Mines	Received	Received	Received	Received	Received
73	9360	Kul Bhushan Singh	03/10/1971	SC	Mines	Received	Received			Received
74	9309	Ambadath Sachidanandan	17/09/1959	Gen	National Disaster Management Authority	Received				
75	9279	K.C. Vasudevan	16/12/1963	Gen	New & Renewable Energy	Received	Received	Received	Received	Received
76	9218	A.K. Verma	05/01/1957	Gen	Niti Aayog					
77	9397	Ganesh Kumar	05/05/1962	SC	O/o Registrar General of India	Received	Received	Received	Received	Received
78	9348	Subhash Chand Sangwan	08/07/1967	Gen	Panchayati Raj					
79	9373	Abhay Garg	06/07/1961	Gen	Panchayati Raj					
80	9239	T.C. Varghese	11/04/1960	Gen	Pensions & Pensioners' Welfare					
81	9171	K. Srinivasan	30/07/1964	Gen	Personnel & Training	Received	Received	Received	Received	Received
82	9179	Poulose E.V.	22/04/1957	Gen	Personnel & Training	Received	Received	Received	Received	Received
83	9199	Bihari Lal	20/04/1964	SC	Personnel & Training	Received	Received	Received	Received	Received
84	9209	K.K. Asokan	01/05/1961	Gen	Personnel & Training	Received	Received	Received	Received	Received
85	9217	Jayashree Chellamani	03/07/1965	Gen	Personnel & Training	Received	Received	Received		Received
86	9223	Soumitra Basu	29/05/1963	Gen	Personnel & Training	Received	Received	Received	Received	Received
87	9247	C. Ganesh Kumar	28/08/1957	Gen	Personnel & Training	Received	Received	Received	Received	Received
88	9294	Ramesh Kumar Nagpal	26/01/1957	Gen	Personnel & Training	Received	Received	Received	Received	Received
89	9298	Anand Prakash Gupta	12/02/1968	Gen	Personnel & Training					
90	9324	Ashish Chatterjee	13/11/1956	Gen	Personnel & Training	Received	Received	Received	Received	Received
91	9331	G.K. Pillai	31/07/1961	Gen	Personnel & Training	Received	Received	Received	Received	Received
92	9337	Ashok Kumar	15/10/1960	Gen	Personnel & Training	Received	Received	Received	Received	Received
93	9400	Praveen Kujur	13/10/1969	ST	Personnel & Training	Received	Received	Received	Received	Received
94	9401	Sng Mohelas Anal	01/03/1971	ST	Personnel & Training	Received	Received	Received	Received	Received
95	9187	Vijay Prakash Dwivedi	04/03/1961	Gen	Petroleum & Natural Gas	Received	Received	Received	Received	Received
96	9330	Harsh Raj Rana	14/07/1969	Gen	Posts	Received	Received	Received	Received	Received
97	9241	Anita Saini	27/06/1966	Gen	Power	Received	Received	Received	Received	Received
98	9366	Praveen Kumar Singh	01/05/1971	SC	Power	Received	Received	Received	Received	Received

Sl. No.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	Present Posting (Ministries/Departments)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
99	9231	V.B. Hariharan	08/01/1964	Gen	Prime Minister's Office	Received	Received		Received	Received
100	9249	Jagdish Prasad	10/04/1962	Gen	Prime Minister's Office	Received	Received		Received	Received
101	9297	Prakasham Kopparapu	01/07/1963	Gen	Prime Minister's Office	Received	Received		Received	Received
102	9211	V. Ganesh Kumar	07/11/1965	Gen	Revenue	Received	Received			Received
103	9365	Rajeshwar	07/12/1958	Gen	Revenue	Received	Received			Received
104	9379	Raghunathan T.V.	26/06/1961	Gen	Revenue	Received	Received			Received
105	9185	N. Thyagarajan	07/05/1962	Gen	Rural Development					
106	9201	Dheeraj Kumar Ranjan	20/10/1979	Gen	Rural Development					
107	9317	Ajit Kumar Senapati	26/10/1959	Gen	Rural Development					
108	9375	Usha Gangadharan	11/01/1959	Gen	Rural Development					
109	9392	Pardhan Singh	06/03/1962	SC	Rural Development					
110	9233	Meenu Bajaj	16/02/1966	Gen	Science & Technology					
111	9257	A. K Chattopadhyay	03/07/1962	Gen	Science & Technology					
112	9261	M. Rajendran	25/12/1963	Gen	Science & Technology					
113	9353	Tulsi Dass	13/01/1965	SC	Science & Technology					
114	9195	Rajasekharan R.	30/07/1973	Gen	Shipping			Received		
115	9259	Rajiv Kumar Nigam	05/02/1961	Gen	Shipping			Received		
116	9301	D.K. Minna Prabhu	21/02/1960	Gen	Shipping			Received		
117	9394	Raju	10/07/1963	SC	Statistics & Programme Implementation					
118	9399	Hira Lal Prasad	04/08/1963	ST	Steel					
119	9181	Bhanu Lali	07/12/1964	Gen	Supply Division			Received		
120	9278	Ranvir Singh	15/07/1956	Gen	Supply Division			Received		
121	9303	Suman Parmar	17/12/1976	Gen	Supply Division			Received		
122	9369	Binod Kumar	15/01/1974	Gen	Supply Division			Received		
123	9229	Anil Kumar Wahi	24/01/1964	Gen	Telecommunications					
124	9281	Hem Lata	19/12/1962	Gen	Telecommunications					
125	9333	Vinod Kumar	04/05/1966	Gen	Telecommunications					
126	9367	Harpreet Kaur Manchanda	06/11/1961	Gen	Telecommunications					
127	9271	Chander Mohan Kaith	16/07/1965	Gen	Union Public Service Commission	Received	Received	Received	Received	Received
128	9291	Cleetus T. Johnson	25/10/1957	Gen	Union Public Service Commission	Received	Received	Received	Received	Received
129	9305	Hara Prosad Ghosal	02/11/1956	Gen	Union Public Service Commission	Received	Received	Received	Received	Received
130	9315	R.K. Balamurugan	07/06/1965	Gen	Union Public Service Commission	Received	Received	Received	Received	Received
131	9323	J. Sivarama Krishnan	20/11/1962	Gen	Union Public Service Commission	Received	Received	Received	Received	Received

Sl. No.	CSL No.	Name S/Shri/Smt.	Date of birth	Cat.	Present Posting (Ministries/Departments)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
132	9197	K. Dinakar Raj	12/02/1959	Gen	Urban Development					
133	9269	Dharamvir Soni	30/11/1974	Gen	Urban Development					
134	9283	Nita Arya	02/05/1964	Gen	Urban Development					
135	9321	A. John Jerald Kennedy	15/01/1961	Gen	Urban Development					
136	9329	R. Chakrapani	24/07/1964	Gen	Urban Development					
137	9345	Marykutty Sabu	31/05/1962	Gen	Urban Development					
138	9355	Anu R. Shine	01/04/1976	Gen	Urban Development					
139	9371	Kumar Sanjeet	01/07/1971	Gen	Urban Development					
140	9389	Ratan Lal	27/06/1966	SC	Urban Development					
141	9393	Raj Kumar	11/04/1963	SC	Urban Development					
142	9396	Ishwar Singh	01/05/1961	SC	Urban Development					
143	9287	Hauliankap	13/02/1974	ST	Women & Child Development					
144	9299	Addanki Lalitha Rao	29/08/1962	Gen	Women & Child Development					
145	9273	N.A. Sreejit	30/05/1959	Gen	Youth Affairs & Sports			Received		

PROFORMA – I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate Clear/Not Clear as the case may be. If not clear please provide complete details	Minor/major penalties imposed, if any, since 1.7.2006	Whether the officer has been on deputation, long leave, long term training during the select list period or absorbed in any organization (please indicate period of deputation/ date of absorption).
			(This information should also be updated by the nodal officer concerned in the Vigilance module of Web Based Cadre Management System at cscms.nic.in)		Also indicate if resigned, took VRS or expired and date of occurrence of event

(Signature of the officer certifying the above details)

Name, designation: _____

Date: _____

CERTIFICATE

It is certified that the action as under has been completed in respect of the following officers in the zone of consideration for adhoc promotion:

(i) provisions of DoP&T's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 14.5.2009 regarding disclosure of APARs have been complied with; and,

(ii) action in terms of DoP&T's OM No. 21011/1/2010-Estt.A dated 13.4.2010 has been completed regarding below benchmark grading in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned. A copy of the decision of the competent authority disposing representation has also been placed in the ACR/APAR dossier of the officer (wherever applicable).

List of officers in the zone of consideration:

Sl.No.	CSL No.	Name	Date of Birth	Remarks if any

Signature: _____

Name & Designation of the officer: _____

Ministry/Department: _____

Telephone No. _____

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)

Note: The information furnished here should exactly tally with the information available in the web based cadre management system. If the information in the web based system is not up to date, that should be first corrected through nodal officer/ DoPT before submitting this form. For any guidance in this regard, officers may contact Shri Abhishek Upadhyay, SO, DoPT at Tele: 24629414.

Designation	Ministry/Department (including deputation details)	Period	
		From	To

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)

Name: _____

Date: _____

(For Admin. Division of Ministry/ Department)

Forwarded.

It is certified that the details of the officer in the web based cadre management is complete, correct and up to date.

The officer is clear from vigilance angle.

Signature:
Name:
Designation:

Date: _____