

Reminder-IV

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 02nd June, 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 and subsequent reminders dated 05.05.2016, 16.05.2016 and 25.05.2016 and also telephonic talk on 31.05.2016 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 CR dossiers and other requisite information have not yet been received in respect of the officers as mentioned at the **Annexure-I** despite lapse of more than two months.

2. In addition to above, fresh vigilance clearance in respect of some other officers who are also in the zone of consideration for ad-hoc promotion were sought from the Ministry / Department concerned vide O.M. of even number dated 12.05.2016 and subsequent reminder dated 12.05.2016. The same in respect of the officer as mentioned at **Annexure-II** has also not yet been received.

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-I&II) in enclosed Proformae latest by 10.06.2016. **If requisite documents / information in respect of the officers as mentioned at Annexure-I&II are not received by 10.06.2016, the officer concerned will not be considered by the Screening Committee in its meeting to be held shortly.**

4. This may be treated as last and final reminder.



(Raju Saraswat)

Under Secretary to the Government of India

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To

Director/Deputy Secretary (Admn.) of the Ministries/Departments concerned (as per list attached)

List of Ministries/Departments

1. Under Secretary (Admn.), Department of Agriculture, Cooperation & Farmers Welfare, Krishi Bhavan, New Delhi.
2. Under Secretary (Admn.), Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
3. Under Secretary (Admn.), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
4. Under Secretary (Admn.), Department of Industrial Policy & Promotion, Udyog Bhavan, New Delhi.
5. Under Secretary (Admn.), Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi.
6. Under Secretary (Admn.), Ministry of Labour & Employment, Shram Shakti Bhavan, New Delhi.
7. Under Secretary (Admn.), Department of Legal Affairs, Shastri Bhavan, New Delhi.
8. Under Secretary (Admn.), Ministry of Mines, Shastri Bhavan, New Delhi.
9. Under Secretary (Admn.), Niti Aayog, Yojana Bhavan, New Delhi.
10. Under Secretary (Admn.), Ministry of Overseas Indian Affairs, 934 Akbar Bhavan, Chanakya Puri, New Delhi.
11. Under Secretary (Admn.), Ministry of Panchayati Raj, Sardar Patel Bhavan, New Delhi.
12. Under Secretary (Admn.), Department of Revenue, North Block, New Delhi.
13. Under Secretary (Admn.), Ministry of Rural Development, Krishi Bhavan, New Delhi.
14. Under Secretary (Admn.), Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
15. Under Secretary (Admn.), Supply Division, Department of Commerce, Nirman Bhavan, New Delhi.
16. Under Secretary (Admn.), Department of Telecommunication, Sanchar Bhavan, New Delhi.

Annexure-I

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	9219	P.K. Bandyopadhyaya	22/09/1960	Gen	Health & Family Welfare	Received	Received		Received	
2	9395	Shiela Tirkey	06/03/1971	ST	Industrial Policy & Promotion					
3	9293	Siby Varghese P.	30/12/1962	Gen	Information & Broadcasting					
4	9349	Subodh Kumar Ram	30/11/1969	Gen	Information & Broadcasting					
5	9320	D. Srinivas	18/10/1963	Gen	Legal Affairs					
6	9240	M.S. Sajwan	05/01/1958	Gen	Mines	Received	Received			Received
7	9360	Kul Bhushan Singh	03/10/1971	SC	Mines	Received	Received			Received
8	9218	A.K. Verma	05/01/1957	Gen	Niti Aayog					
9	9348	Subhash Chand Sangwan	08/07/1967	Gen	Panchayati Raj					
10	9373	Abhay Garg	06/07/1961	Gen	Panchayati Raj					
12	9211	V. Ganesh Kumar	07/11/1965	Gen	Revenue	Received	Received	Received		Received
13	9365	Rajeshwar	07/12/1958	Gen	Revenue	Received	Received	Received		Received
14	9379	Raghunathan T.V.	26/06/1961	Gen	Revenue	Received	Received	Received		Received
15	9185	N. Thyagarajan	07/05/1962	Gen	Rural Development	Received	Received	Received		Received
16	9201	Dheeraj Kumar Ranjan	20/10/1979	Gen	Rural Development	Received	Received	Received		Received
17	9317	Ajit Kumar Senapati	26/10/1959	Gen	Rural Development	Received	Received	Received		Received
18	9375	Usha Gangadharan	11/01/1959	Gen	Rural Development	Received	Received	Received		Received
19	9392	Pardhan Singh	06/03/1962	SC	Rural Development	Received	Received	Partly Received		Received
11	9298	Anand Prakash Gupta	12/02/1968	Gen	Staff Selection Commission					
20	9229	Anil Kumar Wahi	24/01/1964	Gen	Telecommunications					
21	9281	Hem Lata	19/12/1962	Gen	Telecommunications					
22	9333	Vinod Kumar	04/05/1966	Gen	Telecommunications					
23	9367	Harpreet Kaur Manchanda	06/11/1961	Gen	Telecommunications					

Annexure-II

Fresh vigilance status in respect of the following officers should be furnished in Proforma-I:

Sl. No.	CSL No.	Name (S/Shri/ Smt./Ms.)	Category	Date of Birth	SL Year	Present posting (Min./Deptt.)
1.	5387	Ranbir Singh	Gen	10/05/1958	1991	Labour & Employment
2.	6211	Gunjan Sahai	Gen	17/11/1960	1995	Agriculture & Cooperation
3.	6433-A	Ashwani Kumar	SC	04/02/1964	1996	Overseas Indian Affairs
4.	6591	Manoj Kumar Singh	Gen	15/07/1965	2000	Labour & Employment
5.	7275	U.K. Jha	Gen	10/03/1966	2003	Revenue
6.	8258	Sudershan Kumar	SC	26/01/1973	2004	Health & Family Welfare
7.	8431	Niral Topno	ST	05/02/1962	2004	Rural Development
8.	8553	Adolphus L.	Gen	28/07/1961	2005	Health & Family Welfare
9.	8676	Rajiv Narayan	Gen	07/09/1970	2005	Supply Division
10.	9112	Punit Kumar Ghosh	Gen	19/10/1975	2007	Financial Services

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: _____