

No.5/4/2019-CS.I(U)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)

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2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003

Dated the 18<sup>th</sup> February, 2019.

**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 / penalty status, personal information, etc.

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The undersigned is directed to say that promotion in the grade of Under Secretary (ad-hoc) is under consideration of this Department.

2. Accordingly, Ministries/ Departments are requested that the following documents/ information in respect of Section Officers of Select List-2010, who are presently in service (as indicated in **Annexure**), complete in all respects may be made available to CS.I Division at the earliest, and in any case **latest by 08.03.2019** in the prescribed **Proforma-I**:

- (i) Vigilance status;
- (ii) Statement of minor / major penalties, if any, imposed in the last 10 years
- (iii) Whether any of these officers is on deputation and / or absorbed in any Organization in continuation of deputation (date of deputation / date of absorption should be indicated); and

2.1 **Grading of ACRs / APARs** Grading of ACRs / APARs for the last ten years in respect of the officers should be provided in the prescribed **Proforma-II**. The soft copy of the same in Excel sheet should also be sent through e-mail to **uscs1-dopt@nic.in**.

2.2 **CR Dossiers** Complete CR dossiers contained ACRs / APARs up to 2017-2018 should be furnished. If for any reason ACR / APAR is not available, No Report Certificate (NRC) should be furnished with reasons for non-recording of ACRs / APARs. The ACRs / APARs should be properly arranged (year wise) in the dossier before forwarding to this Department. **It may be ensured that soft copy of grading of ACRs / APARs as per Proforma-II as indicated in Para 3.1 may be first made available to this Department, in the absence of which CR Dossiers will not be accepted.**

2.3 Ministries / Departments concerned are also requested to ensure that following actions in respect of officers (as indicated in **Annexure**) is duly completed:

- (a) provisions of DoP&T's O.M. No.21011/1/2010-Estt.(A) dated 14.05.2009 regarding disclosure of APARs have been complied with; and,

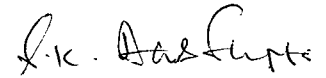
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- (b) action in terms of DoP&T's O.M. No.21011/1/2010-Estt.A dated 13.04.2010 have been completed regarding **below benchmark grading** in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned.

A certificate to this effect should be furnished by the Ministries / Departments concerned in **Proforma-III**.

2.4 **Personal information in Proforma-IV.** All the officers in the promotion list and the nodal officers concerned should also ensure that their complete and up to date data is available in the Web Based Cadre Management system which is hosted at **cscms.nic.in** In the absence of complete data in the web based cadre management system, their names will not be considered for promotion.

3. **All Officers concerned, in their own interest, are requested to pursue with the Administration Division concerned to ensure that the said documents / information (including ACRs / APARs) in their respect are furnished to this Department.** This Department seeks active cooperation of all the Ministries / Departments to gather the information at the earliest.



(Sanjay Kumar Das Gupta)

Under Secretary to the Government of India

Tele: 24629412 /14

To

All the Ministries / Departments concerned (through DoPT's web-site)

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min./Deptt.)
1	10220	K.S. Chitra	7-May-63	Gen	Agriculture, Cooperation & Farmers Welfare
2	10264	Priyaranjan Verma	23-Jan-78	Gen	Agriculture, Cooperation & Farmers Welfare
3	10331	Rakesh Kumar	11-Mar-79	Gen	Agriculture, Cooperation & Farmers Welfare
4	10333	Nishant Kumar Singh	15-Dec-76	Gen	Agriculture, Cooperation & Farmers Welfare
5	10425	Liaquat Ali Khan	29-Sep-60	Gen	Agriculture, Cooperation & Farmers Welfare
6	10510	Narender Kumar	15-Dec-62	Gen	Animal Husbandry, Dairying & Fisheries
7	10597	Balbir Singh	4-Jun-60	SC	Animal Husbandry, Dairying & Fisheries
8	10119	Harish Chander Papne	28-Feb-80	Gen	Cabinet Secretariat
9	10316	Pamela Suresh Kumar	13-Jul-64	Gen	Chemicals & Petro-Chemicals
10	10143	Pradeep Kumar Sharma	29-Apr-61	Gen	Civil Aviation
11	10212	Arun Kumar Gurung	9-Aug-61	Gen	Civil Aviation
12	10387	R. Sathees Kumar	18-Mar-65	Gen	Civil Aviation
13	10394	Arun Kumar	15-May-70	Gen	Civil Aviation
14	10312	Manish Uniyal	17-Mar-78	Gen	Coal
15	10217	Sukh Sagar Sharma	18-Aug-59	Gen	Commerce
16	10365	Mukesh Kumar	25-Feb-77	Gen	Commerce
17	10371	Shyamal Sil	6-Dec-62	Gen	Commerce
18	10421	R. Manohar Kamath	10-May-63	Gen	Commerce
19	10490	N. Muthukumar	6-Feb-60	Gen	Commerce
20	10423	Krishan Lal	16-Aug-62	Gen	Consumer Affairs
21	10444	P. Gopalakrishnan	1-Jul-59	Gen	Consumer Affairs
22	10526	Rakesh Kumar	2-Mar-59	Gen	Consumer Affairs
23	10238	Annakunju Mathew	26-May-60	Gen	Corporate Affairs
24	10173	T.G. Venkatesh	15-Sep-61	Gen	Culture
25	10385	Sanjay Kumar Tarun	9-Dec-70	Gen	Culture
26	10141	Anil Chander Kandpal	11-Oct-76	Gen	Defence
27	10149	Ashok Kumar	30-Apr-59	Gen	Defence
28	10185	Subrat Kumar	23-Mar-62	Gen	Defence
29	10276	Vandana Sharma	13-Apr-71	Gen	Defence
30	10292	Tara Dutt	9-Jul-63	Gen	Defence
31	10337	Dr. Jayanta Bishnu Nath	20-Jul-73	Gen	Defence
32	10359	Indira P.	14-Apr-60	Gen	Defence
33	10369	L.S.S. Subramanian	20-Dec-59	Gen	Defence
34	10532	Pawan Kumar	5-Oct-76	Gen	Defence
35	10551	Sarojini Sharma	5-Sep-71	Gen	Defence
36	10557	V. Giridharan	12-May-68	SC	Defence
37	10583	Shanti Lal Bourasi	30-Jun-61	SC	Defence
38	10591	Behari Lal Koli	15-May-59	SC	Defence
39	10579	Sube Singh	1-Jul-60	SC	Disability Affairs
40	10268	R. Bagavathi	4-Jul-66	Gen	Earth Sciences
41	10407	Subir Kumar Roy	29-Dec-60	Gen	Economic Affairs
42	10353	Rishi Kaushik	9-Mar-77	Gen	Environment, Forests & Climate Change
43	10506	Jagdish Kumar	4-Apr-60	Gen	Environment, Forests & Climate Change
44	10189	Manju Dureja	13-Nov-66	Gen	Expenditure
45	10204	Ambrish Kumar Sharma	1-Jan-67	Gen	Expenditure
46	10218	Arvind Kumar Suraj	28-Jan-74	Gen	Expenditure
47	10266	P. Angels	25-Feb-61	Gen	Expenditure
48	10308	Sanjay Sood	7-Mar-59	Gen	Expenditure
49	10347	S. Srinivasan	4-Sep-62	Gen	Expenditure
50	10381	Kuldip Chandra Sharma	16-May-59	Gen	Expenditure

*Lic. Anz. Dept.*

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min./Deptt.)
51	10453	Surendra Kumar	15-Mar-70	Gen	Expenditure
52	10468	Sathy Madhusoodanan	9-Mar-63	Gen	Expenditure
53	10524	C.K. Sundareswran	27-May-59	Gen	Expenditure
54	10589	Suresh Kumar	15-Mar-61	SC	Expenditure
55	10383	Ranjeet Kumar	10-Jun-72	Gen	Fertilizers
56	10565	Arvind Kumar	15-Nov-76	SC	Fertilizers
57	10147	K. Roy Varghese	21-Jul-61	Gen	Food & Public Distribution
58	10246	Sushil Kumar	22-Dec-72	SC	Food & Public Distribution
59	10389	Anil Kumar Sharma	5-Sep-68	Gen	Food & Public Distribution
60	10544	Nitesh Bhasin	4-Oct-74	Gen	Food & Public Distribution
61	10573	Ram Pal	22-Jan-60	SC	Food Processing Industries
62	10135	Bhama Narayanan	18-Aug-63	Gen	Health & Family Welfare
63	10151	Ram Swaroop Nautiyal	26-Sep-59	Gen	Health & Family Welfare
64	10177	DNK Kutumba Rao	1-Sep-61	Gen	Health & Family Welfare
65	10244	Sanjay Katiyar	1-Jul-71	Gen	Health & Family Welfare
66	10248	Rajesh Chand Sharma	18-Jul-63	Gen	Health & Family Welfare
67	10252	Dolly Sehgal	25-Nov-65	Gen	Health & Family Welfare
68	10403	Baidyanath Prasad	1-Feb-73	Gen	Health & Family Welfare
69	10542	M. Gangadharan	11-Mar-62	Gen	Health & Family Welfare
70	10328	Ashma Singh	6-May-61	Gen	Heavy Industries
71	10210	Ratnesh Kumar Gupta	28-Dec-77	Gen	Higher Education
72	10427	Usha Sudhakaran	5-Apr-59	Gen	Higher Education
73	10456	Kondepudi Nageswara Rao	14-Jun-63	Gen	Higher Education
74	10465	Tej Pal singh	29-May-69	Gen	Higher Education
75	10502	Sunita Sharma	10-Sep-63	Gen	Higher Education
76	10514	Om Prakash Singh	2-Dec-79	Gen	Higher Education
77	10530	Dharmender	1-May-69	SC	Higher Education
78	10648	Rashmi Sehgal	26-Jul-71	Gen	Higher Education
79	10131	Lavkesh Sehgal	11-Sep-79	Gen	Home Affairs
80	10191	Ajeet Singh	20-Dec-63	Gen	Home Affairs
81	10194	Ashok Kumar Pal	1-Mar-75	Gen	Home Affairs
82	10254	M. Vasudevan	6-Jun-61	Gen	Home Affairs
83	10256	Sarita Capoor	25-Jul-63	Gen	Home Affairs
84	10284	S.T. Selvi Singh	5-Jul-61	Gen	Home Affairs
85	10367	Nitin Jain	8-Aug-75	Gen	Home Affairs
86	10373	I. Ramaraju	24-Apr-60	Gen	Home Affairs
87	10416	Sanjay Kumar-I	4-Jan-70	Gen	Home Affairs
88	10436	Jairam Hassanand Mulwani	2-Apr-59	Gen	Home Affairs
89	10439	Sushil Kumar	18-Jan-69	Gen	Home Affairs
90	10446	Ramesh Chandra Jha	25-Jan-77	Gen	Home Affairs (on deputation as APS to Minister for Food Processing Industries)
91	10520	Shailendra Bhatnagar	15-Nov-59	Gen	Home Affairs
92	10555	Gyanendra Kumar Bhojal	17-Mar-81	SC	Home Affairs
93	10563	Sibbo Ram Meena	8-Jul-70	ST	Home Affairs
94	10567	Ravi Nirmal	15-Jul-73	SC	Home Affairs
95	10628	Dal Chand	4-Oct-59	SC	Home Affairs
96	10454	D. Mala	14-Aug-63	Gen	Housing & Urban Affairs
97	10462	Sharmila Chanda	10-Oct-60	Gen	Housing & Urban Affairs
98	10486	R. Vandana Badola	29-Aug-60	Gen	Housing & Urban Affairs
99	10599	Ashok Bawal	7-May-65	SC	Housing & Urban Affairs
100	10153	Manu Sharma	8-Jan-66	Gen	Industrial Policy & Promotion
101	10165	Anil Kumar T.	13-Jan-62	Gen	Industrial Policy & Promotion

S. K. Das Gupta

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min./Deptt.)
102	10496	Vibha Pant	23-Jun-64	Gen	Industrial Policy & Promotion
103	10534	S. Dhana Shekaar	6-Jun-60	Gen	Industrial Policy & Promotion
104	10585	Jagdish Kumar	1-Jan-60	SC	Industrial Policy & Promotion
105	10167	Rajni Saxena	24-Mar-61	Gen	Information & Broadcasting
106	10258	Shiv Ram Menon	6-Oct-64	Gen	Information & Broadcasting
107	10409	Madhu Bala Mathur	13-Jan-60	Gen	Information & Broadcasting
108	10518	Mohan Kumar T.	31-May-60	Gen	Information & Broadcasting
109	10545	Rakesh Bisht	20-Feb-62	Gen	Information & Broadcasting
110	10577	Shyam Sunder	6-Jan-76	SC	Information & Broadcasting
111	10137	Hemant Sharma	17-Sep-79	Gen	Labour & Employment
112	10161	Anand Devulapally	6-Nov-69	Gen	Labour & Employment
113	10300	V. Gomathi	28-Jul-62	Gen	Labour & Employment
114	10452	Poonam Sharma	23-Sep-63	Gen	Labour & Employment
115	10603	Rohtas Singh Meena	25-Feb-69	ST	Labour & Employment
116	10196	Jay Prakash U.	10-May-62	Gen	Legal Affairs
117	10553	Madhu Bala Soni	11-Jun-78	SC	Legal Affairs
118	10559	Aparna	28-Jul-76	SC	Legal Affairs
119	10488	Ajay Kumar	6-Feb-78	Gen	Micro, Small & Medium Enterprises
120	10429	Vikas Raj	18-Apr-76	Gen	Mines
121	10643	Sunita Sajwan	24-May-71	Gen	Minority Affairs
122	10343	S. Gopala Krishna	15-Jul-62	Gen	Niti Aayog
123	10432	Rajesh Kumar	5-Sep-72	Gen	Pension & Pensioners Welfare
124	10115	Bhagaban Padhy	19-Jul-67	Gen	Personnel & Training
125	10139	Vimala Vikram	10-Jul-63	Gen	Personnel & Training
126	10183	Sandeep Kumar Sinha	6-Dec-78	Gen	Personnel & Training
127	10200	K. V. Ramachandran	26-May-59	Gen	Personnel & Training
128	10250	M. Selvakumar	15-Jul-62	Gen	Personnel & Training
129	10280	Rakesh Kumar	24-Aug-75	Gen	Personnel & Training
130	10310	Manavendra Pratap	30-Jun-75	Gen	Personnel & Training
131	10339	Sebastine A.C.	10-May-59	Gen	Personnel & Training
132	10405	Mateen Ahmad	18-Dec-70	Gen	Personnel & Training (on deputation of AIIMS, Bhopal)
133	10438	Randhir Kumar	8-Aug-77	Gen	Personnel & Training
134	10471	Arvind Kumar Ranjan	7-Dec-69	Gen	Personnel & Training
135	10476	Suman Sharma	1-Jul-79	Gen	Personnel & Training
136	10494	Raju Bagga	27-Jul-61	Gen	Personnel & Training
137	10512	Naveen Arora	1-Jan-81	Gen	Personnel & Training
138	10651	Kamlesh Kumar	5-Dec-72	Gen	Personnel & Training
139	10125	Raghunandan Singh	22-Oct-76	Gen	Petroleum & Natural Gas
140	10133	P. Somakumar	31-May-64	Gen	Petroleum & Natural Gas
141	10375	Shashi Rawat	1-Nov-63	Gen	Petroleum & Natural Gas
142	10169	Sanjay Suri	17-Oct-59	Gen	Pharmaceuticals
143	10458	Raj Kumar Aggarwal	3-Jul-63	Gen	Pharmaceuticals
144	10187	Rita Singh	1-Feb-71	Gen	Power
145	10320	Sanjiv Mangain	22-Jan-62	Gen	Power
146	10472	Ashwani Kumar Deveshwar	15-Oct-61	Gen	Power
147	10605	Shiv Lahri Meena	15-Apr-70	ST	Power
148	10127	Pradeep Kumar Srivastava	30-Nov-78	Gen	Prime Minister's Office
149	10117	Rakesh Kumar	24-Jun-69	Gen	Revenue
150	10363	P. Dinesh	30-Apr-72	Gen	Revenue
151	10435	Nagendra Kumar	3-Apr-69	Gen	Revenue
152	10540	Harish Kumar Vashishta	26-Mar-62	Gen	Road Transport & Highways

S.K. Singh

Sl. No.	CSL No.	Name (S/Shri/Smt./Ms.)	Date of Birth	Cat.	Present posting (Min./Deptt.)
153	10588	Narender Kumar	9-Oct-59	SC	Road Transport & Highways
154	10601	Ghanshyam Meena	25-Jan-70	ST	Road Transport & Highways
155	10198	Amit Kumar Singha	24-Nov-61	Gen	Rural Development
156	10361	Dev Prakash Shukla	13-Aug-63	Gen	Rural Development
157	10478	Vasanthi Lakhumna	12-Jun-62	Gen	Rural Development
158	10216	J. Venkataraman	28-Mar-62	Gen	Science & Technology
159	10286	Balram Goel	13-Aug-60	Gen	Science & Technology
160	10377	Akhil Sahai	7-Jul-59	Gen	Science & Technology
161	10587	Anita Dhadra	8-Oct-63	SC	Science & Technology
162	10581	Usha	8-Aug-74	SC	Scientific & Industrial Research
163	10175	S. Natarajan	3-May-61	Gen	Shipping
164	10232	R. Chandramohan	5-Jun-61	Gen	Shipping
165	10341	N.R. Sekar Raju	10-Apr-64	Gen	Shipping
166	10345	Amar Jit Singh	28-Aug-60	Gen	Shipping
167	10402	Sunil Kumar Mishra	8-Jan-71	Gen	Shipping
168	10282	Shankar Pandit	11-Aug-71	Gen	Skill Development & Entrepreneurship
169	10163	Mohan Das V.	2-Jun-61	Gen	Social Justice & Empowerment
170	10193	Daya Nand Kumar	22-Sep-78	Gen	Social Justice & Empowerment
171	10214	Chandragupta Shaurya	12-Nov-74	Gen	Social Justice & Empowerment
172	10240	Om Prakash	2-Feb-74	Gen	Social Justice & Empowerment
173	10272	Naresh Kumar Sharma	4-Mar-61	Gen	Social Justice & Empowerment
174	10379	Austin Jose T.	31-Mar-59	Gen	Social Justice & Empowerment
175	10399	J. Ravishankar	18-Mar-62	Gen	Social Justice & Empowerment
176	10298	Dilip Kumar Mitra	6-Feb-59	Gen	Staff Selection Commission (Kolkata)
177	10179	Satyapal Bisht	10-Jul-59	Gen	Steel
178	10270	Anil Kumar Roy	1-Mar-77	Gen	Supply
179	10171	Rakesh Kumar Chaudhry	5-May-61	Gen	Telecommunications
180	10224	Kuldip Dixit	10-Jul-77	Gen	Telecommunications
181	10397	Madhusudanan V.K.	23-Mar-64	Gen	Telecommunications
182	10401	Om Prakash Kumar	15-Oct-80	Gen	Telecommunications
183	10460	Ranjeet Chakravarty	6-Jan-61	Gen	Telecommunications
184	10492	R Thamby Jeya Raj	30-Mar-61	Gen	Telecommunications
185	10470	Sachidanand Bhardwaj	5-Aug-61	Gen	Textiles
186	10504	Rita Kumari	28-Nov-64	Gen	Textiles
187	10123	S. Padmanabha	5-Jun-63	Gen	Tribal Affairs
188	10155	Surinder Pal Sharma	13-Feb-59	Gen	Tribal Affairs
189	10443	Arvind Mudgal	15-Jun-70	Gen	Tribal Affairs
190	10528	Jossy Joseph	6-Aug-70	Gen	Tribal Affairs
191	10121	Sangeeta	1-Jun-74	Gen	Union Public Service Commission
192	10129	Ajit Singh	15-Jul-66	Gen	Union Public Service Commission
193	10160	Ravish Joiya	22-Jan-60	Gen	Union Public Service Commission
194	10355	Sandeep Kumar	1-Jan-71	Gen	Union Public Service Commission
195	10508	Kamal Deo Prasad	5-Mar-71	Gen	Union Public Service Commission
196	10547	T. Sakthivelan	30-Jan-61	Gen	Union Public Service Commission
197	10391	Rajan Bhasin	31-Aug-65	Gen	Water Resources, RD&GR
198	10440	Mithlesh Garg	18-Sep-61	Gen	Water Resources, RD&GR
199	10484	Raji Chacko	16-Apr-60	Gen	Water Resources, RD&GR
200	10569	Vijay Prakash Nodiya	12-Aug-75	SC	Women & Child Development
201	10561	Neelam Arora	21-Jul-74	SC	Youth Affairs & Sports

*S. K. Das Gupta*

PROFORMA – I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate <b>Clear/Not Clear</b> as the case may be. If <b>not clear</b> please provide complete details	Minor/major penalties imposed, if any, since 1.7.2009	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 <b>cscms.nic.in</b> )	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: \_\_\_\_\_

PROFORMA – II

Sl. No.	CSL No.	Employee Detail (Name/DoB/Min./Deptt.)	Cat.	Vigilance status	ACRs / APARs grading for the years									
					2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2012 - 2013	2013 - 2014	2014 - 2015	2015- 2016	2016- 2017	2017- 2018

\_\_\_\_\_  
(Signature of the officer certifying the above details)

Name, designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** The final grading i.e. grading of the Reviewing Officer should be indicated. If there are more than one ACRs / APARs for a particular year, then grading should be indicated separately. Where no ACR / APAR is available in a particular year, then it should be indicated as **NA**. If 'No Report Certificate' is issued for a particular year or part, then it should be indicated as **NRC**.



**CERTIFICATE**

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

(i) provisions of DoP&T's OM No.21011/1/2005-Estt.(A)(Pt.II) dated 14.05.2009 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 13.04.2010 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 promotion list :

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 S. Abhirama Sekar, SO(CSCMS), 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: \_\_\_\_\_