

No. 5/3/2011-CS-II (C)
Government of India
Ministry of Personnel, PG & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan
New Delhi – 110 003

Date: 4th May 2011

OFFICE MEMORANDUM

Subject: Fixation of Zone for ad-hoc promotion of Steno Grade 'D' of CSSS to the Personal Assistant (PA) Grade of CSSS.

Consequent upon cadre review of CSSS, 543 resultant vacancies have become available in the Grade of PA as on date. Keeping in view the element of reservation of 15% and 7.5% for SC & ST respectively, the category wise break up of 543 vacancies works out to be UR – 421, SC – 81 and ST – 41. These vacancies are proposed to be filled up as per the zone of promotion indicated below.

Zone for ad-hoc promotion
All eligible Steno Grade 'D' up to the CSL No. 2076 issued vide this Department's OM No. 20/15/2009-CS-II(C) dated 19-04-2011.

2. All cadre units are requested to initiate immediate action to conduct the DPCs at the earliest after following the requisite formalities viz. vigilance clearance etc. in respect of the officials covered within the zone specified above.
3. If any of the official covered within the zone specified above is on deputation, he/she may be given the option to revert within one month with a view to avail of promotion.
4. The DoPT will issue consolidated promotion orders of all eligible Steno Grade 'D' covered under the zone specified above. Accordingly, Cadre Units are requested to forward the following information latest by **6th June 2011**:
 - (i) Details of the DPCs recommendations in respect of all the eligible Steno Grade 'D' found fit by the DPC in the ascending order of their incumbency in the zone prescribed above (Annexure I).
 - (ii) The details of PAs not found fit by the DPC along with the reasons thereof (Annexure II).
 - (iii) The details of the vacancy position of the PAs in the Cadre Unit (Annexure III).
 - (iv) The details of the officials who have less than two years to superannuate as on 1st June 2011 (Annexure IV).



(Kiran Vasudeva)

Under Secretary to the Government of India
Ph: 24654020.

To
The Director/DS (Admn) of all Cadre Units of CSSS.

ANNEXURE-I

Name of the Cadre Unit:

Details of DPC recommendations in respect of the all eligible Steno Grade 'D' in the Zone prescribed above arranged in the ascending order of their incumbency period.

S.No.	CSL No.	Name	Date of Birth	SL Year	Date of joining in the Cadre as Steno Grade 'D'	Category	Whether clear from Vigilance angle	DPC recommendation (fit/unfit)

ANNEXURE-II

Name of the Cadre Unit:

List of Steno Grade 'D' figuring in the Zone who have been found unfit for promotion to the PA Grade.

S.No.	CSL No.	Name	Date of Birth	SL Year	Category	Reason

ANNEXURE-III

Name of the Cadre Unit:

Details of the vacancy position of PAs to be filled up.

S.No.	Revised Sanctioned Strength of PAs as per this Department's O.M. dated 25.2.2011.	Actual number of PAs (including adhoc) working as on 01-06-2011	Vacancy
(1)	(2)	(3)	(2)-(3)

ANNEXURE-IV

Name of the Cadre Unit:

Details of Steno Grade 'D' superannuating within two years.

S.No.	CSL No.	Name	Date of Superannuation	SL Year	Category	Remarks