

No.11/1/2015-CS.II(B)  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
Department of Personnel and Training

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi – 03.  
Dated: 5<sup>th</sup> January, 2016.


**Office Memorandum**

**Subject:- Promotion of Senior Secretariat Assistants (erstwhile UDCs) of Central Secretariat Clerical Services (CSCS) to the Assistant Section Officer (erstwhile Assistant) of Central Secretariat Service (CSS) on ad-hoc basis.**

The undersigned is directed to refer to this Department's O.M. of even number dated 8<sup>th</sup> December, 2015 & subsequent reminder dated 17<sup>th</sup> December, 2015 on the subject mentioned above and to say that, so far, a few cadre units have not furnished the requisite information to this Department.

2. The cadre units who have not furnished the requisite information or have furnished part information (as shown in the Annexure) are requested to furnish the requisite information to this Department immediately, but not later than 08-01-2016.

Encl: As above.

  
(Rajesh Sarswat)  
Under Secretary to the Govt. of India  
Tel No. 24654020

To,

All the participating cadre units of CSCS.  
(As per Annexure)

**Annexure**

S.No	Ministry / Department	Promotion Order received or not	Proforma received or not
1	Agri. & Coop.	YES	
2	Civil Aviation	NO	NO
3	Coal		NO
4	Commerce	NIL	NIL
5	Corporate Affairs	YES	NO
6	Consumer Affairs	NO	NO
7	Culture	NO	NO
8	Defence	YES	YES
9	DoP&T	YES	YES
10	Earth Science	PART	NO
11	Env. & Forests	YES	YES
12	Expenditure	YES	YES
13	Fertilisers	YES	YES
14	Food & PD	YES	YES
15	Health & FW	YES	NO
16	Home Affairs	YES	NO
17	HRD	YES	NO
18	I&B	YES	NO
19	IP&P	YES	YES
20	Labour	YES	NO
21	Legal Affairs	YES	YES
22	Niti Aayog	YES	YES
23	MSME	NIL	NIL
24	Mines	YES	YES
25	Minority Affairs	NO	NO
26	P&NG	NIL	NIL
27	Posts	NIL	NIL
28	Power	YES	YES
29	RT&H	NO	NO
30	Rural Dev.	YES	YES
31	S&T	YES	YES
32	Shipping	YES	NO
33	SJ&E	NO	NO
34	Steel	NO	NO
35	Supply	YES	NO
36	Telecom	YES	YES
37	UPSC	NO	NO
38	Urban Dev.	YES	YES
39	Water Res.	YES	YES
40	Women & Child Development	YES	NO
		NO	NO