

MOST IMMEDIATE

No.4/15/2015-CS-II (A) (vol.I)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

3rd Floor, Lok Nayak Bhavan, New Delhi-110003
Dated the 11th February, 2016.

OFFICE MEMORANDUM

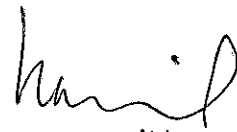
Subject: Nomination of Personal Assistants in pursuance of their appointment to the grade of Private Secretary of CSSS for the select list year 2014 on regular basis under Seniority Quota (SQ)- reg.

The undersigned is directed to refer to this Department's O.M of even number dated 07.08.2015 on the subject mentioned above and to say that on the basis of information furnished by the cadre units, it has been decided to nominate the Personal Assistants, whose names are covered under the zone prescribed against existing vacancy for promotion/ appointment to the PS grade of CSSS on regular basis on their inclusion in the Select List Year 2014.

2. As per this Department's OM No. 20/28/2010-CS.II(A) dated 31.07.2014, Level-II training programme is mandatory for promotion under SQ. Accordingly, 04 officials, though covered in the said zone, could not be promoted as they had not completed the said training programme. These officials have now successfully completed the Level-II training programme. Consequently, Competent authority in this Department has approved the inclusion of these four officials, as per the enclosed Annexure, in Select List Year 2014 of Private Secretary Grade of CSSS.

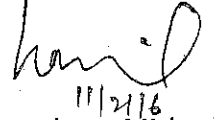
3. Cadre units are requested to take urgent action to promote/appoint these officers to Private Secretary grade of CSSS against the Select List Year 2014 provided they are clear from vigilance angle. A copy of the appointment/promotion order issued in this regard by the cadre unit, duly indicating the CSL number of the officers, be forwarded to this Department immediately.

4. Cadre allocation/retention has been made on the basis of vacancies reported under seniority quota by the respective cadre units and in accordance with revised Rotational Transfer Policy applicable for CSSS personnel.


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5. Cadre Units are also requested to ensure that the officials concerned are relieved immediately to take up the new posting in the cadre unit allocated. While issuing order in this regard, it is to be ensured that the information pertaining to the officer in the web based system is complete and accurate. In case an official nominated for promotion refuses regular promotion, cadre unit concerned may initiate action in terms of this Department's O.M. No. 5/1/2008-CS.I(S) dated 08.04.2011 under intimation to this Department.

6. This O.M. is available on the website of this Department viz www.persmin.nic.in → Central Services → CS Division → CSSS → Promotion (Regular) → Steno. Gr. 'C' to 'A&B' (Merged).



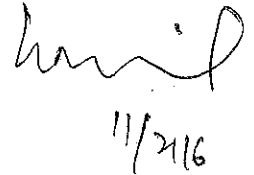
(Kameshwar Mishra)

Under Secretary to the Government of India

Tel. No.24623157


To

- (i) Concerned cadre units of CSSS.
- (ii) NIC, DoP&T, Lok Nayak Bhavan, Khan Market, New Delhi.
- (iii) Hindi Unit, DoP&T, North Block, New Delhi with a request to furnish the Hindi translation of the OM.
- (iv) Guard file.



Annexure to OM No. 4/15/2015-CS.II(A)(vol.I) dated 11.02.2016

S.No	CSL No.	Name (Shri/Smt. /Ms.)	Date of Birth	S.L Year	Cadre Unit where presently working	Cadre Unit where nominated
1	1873	V.S. Rawat	10/02/1962	2008	IP&P	IP&P
2	1956(A)	Khondakar Abul Basar	10/07/1976	2009	MHA	MHA
3	2063	Kamla Taneja	30/05/1965	2009	I&B	I&B
4	2066	Narendra Kumar Jha	13/03/1964	2009	MHA (Cab. Sec.)	MHA (Cab. Sec.)


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