

MOST IMMEDIATE

No.5/2/2016-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

3rd floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 13th April, 2016

OFFICE MEMORANDUM

Subject: Fixation of 'range of seniority' for promotion of Stenographers Grade 'D' to Personal Assistant (PA) Grade of CSSS for the Select List Year – 2016.

The undersigned is directed to say that it has been decided to fix the 'range of seniority' (zone of promotion) for making additions to the Select List of PA Grade (Seniority Quota) of CSSS for the Select List Year 2016 as follows:

| | |
|------------------------------|--|
| UR/SC/ST Category | All unabsorbed and eligible Stenos Grade 'D' of the previous zones and Steno Grade 'D' upto the Select List year 2005. |
|------------------------------|--|

2. All the Cadre Units of CSSS are requested to place the cases of all eligible Stenographers Grade 'D', who are covered within the prescribed 'range of seniority' and who have not yet been included in the Select List of PAs of CSSS, before the Departmental Promotion Committee (DPC) to assess their suitability or otherwise for promotion to the PA Grade of CSSS. The recommendations of the DPC along-with vigilance clearance in respect of all the eligible officer(s) concerned who are working in the Cadre Units may be furnished to this Department in the **Annexures – I, II, III & IV** so that a consolidated order for their regular promotion may be issued by this Department. Detailed incumbency position in the PA grade may also be furnished to this Department in the **Annexure-V**.
3. Attention of the cadre units as well as of the officials is also invited to the provision of CTP applicable to CSSS personnel which inter-alia provides that Level-I training is mandatory for promotion to the grade of PA. The cadre units should, therefore, ensure that the concerned officials have undergone Level-I training for Stenographers.
4. Before forwarding the data, it may be ensured that the data of the officials concerned has been updated on the Web based Cadre Management System.

Encl: **As above.**



(Kameshwar Mishra)

Under Secretary to the Govt. of India
Tele-fax: 24623157

To

The Under Secretary (Admn.) of all Cadre Units of CSSS.

ANNEXURE-I TO O.M. NO. 5/2/2016-CS-II(C) DATED 13.4.2016

NAME OF THE CADRE UNIT:

**PARTICULARS OF STENO GRADE 'D' BELONGING TO UNRESERVED CATEGORY
IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST
YEAR 2016 (SENIORITY QUOTA) OF PA GRADE OF CSSS.**

| SL. No. | Name | Date of Birth | Select List year of Steno Grade 'D' | CSL No. of Steno Gr. 'D' | Whether considered suitable for inclusion in the Select List of PA | Whether clear from Vigilance angle | Parent Cadre of transferred Officer(s), wherever applicable |
|---------|------|---------------|-------------------------------------|--------------------------|--|------------------------------------|---|
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Signature of Under Secretary (Admn.)

Name:

Stamp:

ANNEXURE-II TO O.M. NO. 5/2/2016-CS-II(C) DATED 13.4.2016

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO SC CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2016 (SENIORITY QUOTA) OF PA GRADE OF CSSS.

| SL. No. | Name | Date of Birth | Select List year of Steno Grade 'D' | CSL No. of Steno Gr. 'D' | Whether considered suitable for inclusion in the Select List of PA | Whether clear from Vigilance angle | Parent Cadre of transferred Officer(s), wherever applicable |
|---------|------|---------------|-------------------------------------|--------------------------|--|------------------------------------|---|
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Signature of Under Secretary (Admn.)

Name:

Stamp:

ANNEXURE-III TO O.M. NO. 5/2/2016-CS-II(C) DATED 13.4.2016

NAME OF THE CADRE UNIT:

PARTICULARS OF STENO GRADE 'D' BELONGING TO ST CATEGORY IN THE ORDER OF THE CSL NUMBER FOR INCLUSION IN THE SELECT LIST YEAR 2016(SENIORITY QUOTA) OF PA GRADE OF CSSS.

| SL. No. | Name | Date of Birth | Select List year of Steno Grade 'D' | CSL No. of Steno Gr. 'D' | Whether considered suitable for inclusion in the Select List of PA | Whether clear from Vigilance angle | Parent Cadre of transferred Officer(s), wherever applicable |
|---------|------|---------------|-------------------------------------|--------------------------|--|------------------------------------|---|
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Signature of Under Secretary (Admn.)

Name:

Stamp:

ANNEXURE-IV TO O.M. NO. 5/2/2016-CS-II(C) DATED 13.4.2016

NAME OF THE CADRE UNIT:

LIST OF OFFICERS FIGURING IN THE ZONE WHO HAVE ALREADY BEEN PROMOTED/DEBARRED THROUGH EARLIER SELECT LISTS

| SL. No. | Name | Date of Birth | Select List year of Steno Grade 'D' | CSL No. of Steno Gr. 'D' | Whether promoted/ debarred | Promoted through LDCE or seniority in SL year | If debarred, the SL year for which promoted |
|---------|------|---------------|-------------------------------------|--------------------------|----------------------------|---|---|
| 1 | 2 | 3 | 4 | 5 | 6. | 7. | 8. |
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Signature of Under Secretary (Admn.)

Name:

Stamp:

ANNEXURE-V TO O.M. NO. 5/2/2016-CS-II(C) DATED 13.4.2016

NAME OF THE CADRE UNIT:

INCUMBENCY POSITION OF PAs AS ON DATE OF FILLING UP OF ANNEXURE

| S.No. | Subject | Number of Posts |
|--------------|--|------------------------|
| 1. | Sanctioned Strength of PAs as fixed vide DOPT's O.M. No.20/51/2009-CS.II(A) (Vol.II) dated 25.2.2011. | |
| 2. | Number of posts of PAs en-cadred in CSSS with the approval of DOPT (along with a copy of approval) subsequent to O.M. dated 25.2.2011. | |
| 3. | Number of regular PAs (excluding the number of PAs working as PS on ad-hoc basis) working in the Cadre Unit. | |
| 4. | Number of PAs working as PS on ad-hoc basis in the Cadre Unit. | |
| 5. | Number of Steno Grade 'D' working as PA on ad-hoc basis in the Cadre Unit. | |
| 6. | Number of Steno Grade 'D' (excluding the number of Steno Grade 'D' working as PA on ad-hoc basis). | |

Details of Steno 'D' who are transferred out on their adhoc/regular promotion as PA but yet to be relieved by the Cadre Unit

| S.No. | Name | SL year | CSL No. | Reasons for non-relieving |
|--------------|-------------|----------------|----------------|----------------------------------|
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Signature of Under Secretary (Admn.)

Name:

Stamp:

ANNEXURE-VI TO O.M. NO. 5/2/2016-CS-II(C) DATED 13.4.2016

**PERSONAL INFORMATION FOR OPTIONS FOR POSTING
TO BE FILLED BY THE CONCERNED OFFICIAL**

CSL NUMBER:

SL YEAR:

| | | |
|-----|--|--|
| 1. | Name | |
| 2. | Designation | |
| 3. | Date of Birth | |
| 4. | Present Cadre Unit with office address | |
| 5. | Name/Designation/Contact No. of the officer with whom posted at present | |
| 6. | Parent Cadre Unit – where joined as Steno Grade 'D' | |
| 7. | Contact No./Mobile No. | |
| 8. | Educational Qualification | |
| 9. | Residential Address | |
| 10. | Whether successfully completed Level-I Training? If yes, the period of the training may be indicated | |
| 11. | Details of posting with Secretary, if any | |

12. Previous posting(s)

| Grade | Cadre Unit | Period | | No. of Years |
|-----------|------------|--------|----|--------------|
| | | From | To | |
| Steno 'D' | | | | |
| | | | | |
| Ad-hoc PA | | | | |

13. Preferences for posting without repetition (with reasons thereon)

| S.No. | Cadre Unit | Reason(s) |
|-------|------------|-----------|
| (i) | | |
| (ii) | | |
| (iii) | | |

Signature
Name of official:

Signature of US (Admn.)
Name
Stamp