

No.5/3/2018-CS.II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(CS.II Division)

\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi -110 003  
Dated 28<sup>th</sup> Nov., 2018

**OFFICE MEMORANDUM**

Subject: Nomination of Stenographers Grade 'D' for appointment to the Grade of PA of CSSS for the Select List Year-2017 on regular basis under Seniority Quota (SQ):- reg.

The undersigned is directed to refer to this Department's OM of even number dated 22.10.2018 wherein the range of seniority for promotion from Stenographers Grade 'D' to Personal Assistants Grade of CSSS for the Select List Year-2017 was laid down and to say that on the basis of information furnished by the Cadre Units, it has been decided to nominate the Officials, whose names appear in the Annexure-I to this OM, for appointment/promotion to the PA Grade of CSSS on regular basis on their inclusion in the Select List Year 2017 (SQ). In case an officer refuses regular promotion, Cadre Unit concerned may initiate action in terms of this Department's OM No. 5/1/2008-CS.I(S) dated 08.04.2011 under intimation to this Department.

2. The concerned cadre units of CSSS are requested to notify the appointment of the officers working under them on regular basis to the PA grade provided they are clear from vigilance angle and no disciplinary proceedings are either pending or contemplated against them. **The appointment/promotion of these officials as PA on regular basis will be effective from date of their assumption of charge, in terms of DoP&T's OM No. 22011/4/98-Estt.(D) dated 12.10.1998.** The order of seniority of these officials in the grade of **Personal Assistant of Central Secretariat Stenographers' Service** will follow the serial order given in the enclosed list, irrespective of actual dates of appointment.

3. The promotion is subject to the following conditions:

- (i) In terms of this Department's OM No. 22011/4/91-Estt.(A) dated 14.09.1992, OM No. 22012/1/99-Estt.(D) dated 25.10.2004 and OM No. 22034/4/2012-Estt.(D) dated 02.11.2012, the Ministry/ Department where the official is working should relieve the official only after verifying that no disciplinary proceedings are pending against the official. In case of pendency of such proceedings, the matter may be reported to this Department immediately.
- (ii) The SLP(C) No. 30621/2011 arising out of the final judgment and order dated 15.07.2011 in CWP No. 13218/2009 passed by the Hon'ble High Court of Punjab & Haryana and other connected cases before the Hon'ble Supreme Court.

(iii) The SLP(C) No. 31288/2017 arising out of the Hon'ble Delhi High Court judgment dated 23.08.2017 in WP(C) No. 3490/2010 filed by the All India Equality Forum & Others Vs. UOI & Ors. And other related court cases in any competent court;

(iv) Any other court cases in a connected matter;

4. As per the Rotational Transfer Policy issued vide this Department's OM No. 25/28/2014-CS.II(A) dated 22.07.2015, the officials concerned who have been transferred to other cadre units stand relieved immediately and they are required to join the allocated Ministry/Department immediately.

5. No request for retention will be entertained as allocation has been made on the basis of vacancies reported by the respective cadre units and in accordance with the revised Rotational Transfer Policy issued vide this Department's OM No. 25/28/2014-CS.II(A) dated 22.07.2015 applicable for CSSS personnel.

6. In respect of officials who are away on deputation, this Department will issue orders for their proforma promotion on receipt of written requests from the officials concerned. Only on grant of proforma promotion, notification for their regular promotion should be issued by the Ministry/Department concerned from where the official proceeded on deputation.

7. As per the Cadre Training Plan for the officers/officials of CSSS issued vide OM dated 04.07.2016, successful completion of Level-I training programme of 3 weeks at ISTM is mandatory for promotion to the PA Grade. All the concerned Cadre Units are requested to ensure that their concerned officials have successfully completed the Level-I training before issuing their appointment order.

8. Copy of notification/orders for promotion should invariably be endorsed to this Department for records. The fact that the appointment of the official would be subject to further orders which may be passed by Hon'ble Courts in the cases mentioned in para 3 (ii), (iii) and (iv) above and references to that extant in the connected court matters, should clearly be mentioned in the promotion order/notification.

  
(Chirabrata Sarkar)

Under Secretary to the Govt. of India

Tel: 24623157

To

1. Director/Deputy Secretary (Admn.) of all concerned CSSS Cadre Units.
2. NIC for uploading the OM on officials website of this Department'
3. Guard file
4. Hindi Section/OLU, DOPT, North Block, New Delhi.

**Annexure to O.M. No. 5/3/2018-CS-II(C) dated 28.11.2018**

S.No	CSL No.	Name(Sh./Smt. / Ms.)	Cat.	DOB	SLY	Cadre where working	Cadre where nominated
1.	2200	Neeru Bountra	Gen.	25-07-1968	2006	Textiles	Culture
2.	2201	Ajay Kumar	Gen.	31-12-1975	2006	Home Affairs	EF &CC
3.	2202	Rajiv Saklani	Gen.	26-09-1976	2006	Heavy Industry	UPSC
4.	2203	Satbir Singh	SC	16-09-1972	2006	H&FW	Tribal Affairs
5.	2205	Sunil Dutt	Gen.	25-12-1965	2006	H&FW	H&UA
6.	2283	Nishi Rani Girotra	Gen.	12-03-1961	2006	Power	AHD&F

*Handwritten signature and date:*  
28/11/2018