

No.5/4/2018-CS-II(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(CS-II Division)

3rd floor, Lok Nayak Bhawan
Khan Market, New Delhi-110003
Dated: 07th Dec., 2018

OFFICE MEMORANDUM

Subject: Fixation of 'range of seniority' for promotion of Steno Grade 'D' of CSSS to the PA Grade of CSSS (Under Seniority Quota) for the Select List Year 2018 -reg.

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 2018** as follows:

UR/SC/ST category	All unabsorbed and eligible Stenos Grade 'D' of the previous zones and Stenos Grade 'D' upto the Select List Year 2006 (CSL No. 2209-2281) and Select List Year 2007 (CSL No. 2286).
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2. All the 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 all officials covered within zone specified above.
3. This Department 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 **21.12.2018**:
 - (i) The recommendations of the DPC
 - (ii) Vigilance Clearance in respect of all eligible officers working in the cadre units.
4. The above information may be furnished to this Department in the given **Annexures - I, II, III, IV, V & VI** latest by **21.12.2018** immediately.
5. 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.


(Preeti Khanna)

Under Secretary to the Govt. of India

To

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

ANNEXURE-V TO O.M. NO. 5/4/2018-CS-II(C) DATED 07.12.2018

NAME OF THE CADRE UNIT:

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

S.No.	Sanctioned strength of PA Grade	Actual no. of PA	vacancy

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

S.No.	Name	SL year	CSL No.	Reasons for non-relieving

Signature of Under Secretary (Admn.)

Name:

Stamp:

**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