

No.4/2/2011-CS.II (A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, New Delhi  
Dated the 12<sup>th</sup> August 2011

**OFFICE MEMORANDUM**

Subject:- Promotion of Personal Assistant (PA) of CSSS to the Private Secretary (PS) Grade of CSSS on ad-hoc basis- reg.

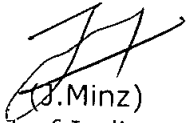
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In continuation of this Department's O.M. of even number dated 8.6.2011 on the above mentioned subject, the undersigned is directed to say that on the basis of information received so far from the Cadre Units, the Competent Authority has decided to nominate the PAs whose names are given in the Annexure to this OM and post them to the Cadre Units indicated against their names for their promotion to the Grade of PS of CSSS on adhoc basis after having been found 'fit' by the DPC and clear from vigilance angle.

2. The ad-hoc appointment of these officials shall take effect from the date they assume charge of the post of PS in the respective Cadre Units. The adhoc appointment shall not confer on the appointees any right to continue in the grade indefinitely or for inclusion in the Select List of PS for regular appointment or to claim seniority in the PS Grade of CSSS. The period of adhoc promotion would be upto 30.9.2011 or till the regular Private Secretaries become available, whichever is earlier.

3. The Cadre Units are requested that the officers shown in the list at Annexure may be relieved, immediately so that they can take up their assignment as PS of CSSS on adhoc basis in the allocated Cadre Units. A copy of the relieving/promotion orders issued by Cadres concerned may be forwarded to this Department immediately.

4. Cadre Units are also requested to furnish full details of vacancy remaining unfilled as on 1.9.2011 in the PS Grade to this Department immediately, so that the same can be filled up by promotion on adhoc basis.

  
(J. Minz)  
Under Secretary to the Government of India  
Tel.No.24623157

To,

US/Admn  
All Cadre Units of CSSS.

**Annexure to O.M.No.4/2/2011-CS.II(A) dated 12.8.2011**

S.No	Name (Shri/Ms.)	Date of Birth	CSL No.	S.L. Y	Cadre where working	Cadre where nominated
1	Kalicharan Sharma	15/12/1953	21	1993	Commerce	Legal Affairs
2	C.P.Gauniyal	01/12/1955	35	1993	Urban Dev.	HRD
3	Manjeet Kaur	12/09/1955	42	1993	MHA	HRD
4	Sivaraju Rama	01/06/1967	66	1993	Urban Dev.	S&T
5	Baby Sachu	09/04/1963	82	1993	Urban Dev.	Health & FW
6	Manju Bala	07/03/1955	108	1993	RTH	Health & FW
7	Madhu Singhal	06/08/1954	111	1993	RTH	Planning Com
8	Pradeep Sabharwal	03/10/1955	112	1993	RTH	Legal Affairs
9	Satyawati Wadhwa	01/08/1954	215	1993	Commerce	MSME
10	Suman Bhasin	27/03/1957	233	1993	Urban Dev.	Health & FW
11	Meera Chadha	24/03/1955	234	1993	Urban Dev.	Health & FW
12	Indu Kukreja	18/07/1968	17	1994	Civil Aviation	Culture
13	P.Ramakrishnan	10/09/1955	47	1994	Urban Dev.	S&T
14	Reeta Totlani	25/09/1963	182	1994	Urban Dev.	Health & FW
15	O.P.Dubey	01/01/1957	235	1994	Urban Dev.	HRD
16	Gulshan Kr. Jaiwanti	18/06/1956	239	1994	DOPT	Expenditure
17	V.K.Sharma	15/08/1955	242	1994	DOPT	Telecom
18	Meena Vaid	11/04/1960	69	1995	DOPT	Telecom
19	Sneh Sethi	06/05/1958	71	1995	DOPT	Fertilizer
20	Sarita Arora	01/05/1959	100	1995	Urban Dev.	SJ&E
21	Rakesh Kumar	25/01/1966	127	1995	Urban Dev.	Legal Affairs
22	Neelmani Sharma	24/09/1961	228	1996	Civil Aviation	Culture
23	Anjani Sharma	09/08/1959	252	1996	Urban Dev.	Health & FW
24	P S Rawat	11/08/1970	253	1996	Urban Dev.	Legal Affairs
25	Renu Ghai	03/11/1960	255	1996	DOPT	Mines
26	Rama Bodwal	05/12/1972	270	1996	Urban Dev.	Food
27	D.V. Prabhakar	20/01/1966	313	1997	Urban Dev.	HRD
28	Sarishta Grover	12/12/1959	331	1997	RTH	Planning Com
29	Savita Bakshi	15/04/1960	342	1997	DOPT	Telecom
30	Rajni Vij	27/12/1958	343	1997	DOPT	Youth Affairs
31	R.S.Rawat	28/12/1956	448	2000	DOPT	DOPT
32	Kanwal K. Karwal	05/04/1956	473	2000	P&NG	Youth Affairs

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