

No.5/3/2011-CS-II(C)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training

Lok Nayak Bhawan, Khan Market,  
New Delhi-110003.  
Date: the 19<sup>th</sup> July 2011

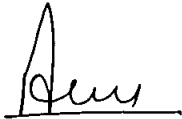
**OFFICE MEMORANDUM**

Subject: Promotion of Steno Grade 'D' of CSSS to the Personal Assistant (PA) Grade of CSSS on ad-hoc basis.

The undersigned is directed to refer to this Department's O.M. of even number dated 4.5.2011 on the subject mentioned above and to say that all the Cadre Units were requested to furnish the details of DPC recommendation and vigilance clearance in respect of all eligible Steno Grade 'D' found fit by the DPC in the ascending order of their incumbency as per the zone prescribed for adhoc promotion.

2. On the basis of information received from the Cadre Units, the competent authority has decided to nominate the Steno Grade 'D' (whose details are indicated in Annexure-I), for appointment to the grade of PA of CSSS on ad-hoc basis to other Cadre Units.

3. In order to ensure that officers are given exposure to working in different Ministries/Departments, they are allowed to give three options of Cadre Units, in compliance with the consolidated instructions regarding Rotation Transfer Policy (issued vide this Department O.M. No. 13/1/2009-CS.II dated 15.7.2011). Cadre Units concerned are, therefore, requested that the information in the enclosed proforma (Annexure-II) may be forwarded to this Department latest by 22.7.2011. In case the requisite information is not received by the stipulated date, it would be presumed that the official concerned has no option to furnish and this Department will make nomination as per availability of vacancy.



(Kiran Vasudeva)

Under Secretary to the Government of India  
Tel.No.24654020

To

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

**ANNEXURE-I TO O.M. No.5/3/2011-CS-II(C) DATED 19.7.2011**

S.No.	CSL No.	Name (Shri/Smt./Ms.)	Cadre Unit	SL Year	Date of Joining in the Cadre Unit
1	1563	Prem Chandra Kr. Verma	Agri. & Coopn.	1995	30-05-1997
2	1572	Ramesh Kumar	Agri. & Coopn.	1995	03-02-1997
3	1646	S. Balasubramaniam	Agri. & Coopn.	1996	02-01-1996
4	1657	Shalini Gupta	Agri. & Coopn.	1996	31-03-1998
5	1679	Vimal Kant Kaushik	Agri. & Coopn.	1996	27-03-1998
6	1735	Shalu Rana	Agri. & Coopn.	1996	27-03-1998
7	1805	Kailash Chand Khawal	Agri. & Coopn.	1996	01-04-1998
8	1816	T. Jamuna Rani	Agri. & Coopn.	1996	30-03-1998
9	1937	Pawan Kumar	Agri. & Coopn.	1996	01-07-1997
10	1684	Sanjeev Khurana	Civil Aviation	1996	01-05-1998
11	1789	Meenakshi Kamra	Civil Aviation	1996	10-06-1998
12	1948	Rajesh Gupta	Civil Aviation	1997	16-03-1998
13	1949	Vandana Aggarwal	Civil Aviation	1997	16-03-1998
14	1634	Y.V.Jayalakshmi	Earth Sciences	1995	21-07-1997
15	1851	P. Santhi	Earth Sciences	1996	10-06-1998
16	1596	Jaya Ghildiyal	Education	1995	22-01-1997
17	1602	Babita Gauba	Education	1995	31-12-1996
18	1604	Naresh Kumar Sharma	Education	1995	28-01-1997
19	1605	R. Tushar	Education	1995	17-02-1997
20	1619	Rajappan K.R	Education	1995	21-04-1997
21	1589	Raj Kumar Dhir	Envn. & Forests	1995	17-03-1997
22	1777	Zarina John Manwal	Envn. & Forests	1996	02-08-1999
23	1564	Sunni T.A.	Expenditure	1995	09-09-1981
24	1580	Pradeep Kumar Mishra	Expenditure	1995	31-12-1996
25	1583	Sunita Pahwa	Expenditure	1995	16-01-1997
26	1601	Neelam Goel	Expenditure	1995	16-12-1996
27	1643	Dibyendu Barua	Expenditure	1995	21-11-1995
28	1645	Vipin Kumar	Expenditure	1995	21-11-1995
29	1653	Arun Kumar Gupta	Expenditure	1996	03-02-1997
30	1692	A.Vijaya Lakshmi	Expenditure	1996	05-05-1998
31	1706	K. Ravi Shankar	Expenditure	1996	16-03-1998
32	1756	Priyanka Kapoor	Expenditure	1996	11-03-1998
33	1758	Monika Narula	Expenditure	1996	08-05-1998
34	1760	Payal Verma	Expenditure	1996	08-05-1998
35	1792	Ritu Kochar	Expenditure	1996	18-03-1998
36	1820	Renu Bala	Expenditure	1996	20-03-1998
37	1795	Promod Pant	Expenditure	1996	24-03-1998
38	1892	Radhey Shyam	Expenditure	1996	27-03-1998

39	1839	Ajitha. A	Expenditure	1996	07-04-1998
40	1775	Sanjay Sharma	Expenditure	1996	29-04-1998
41	1861	G.Venkata Subrahmanyam	Expenditure	1996	30-04-1998
42	1939	Amita Sharma	Fertilizers	1997	11-09-1997
43	1965	Baleshwar Bhargava	Fertilizers	1998	01-01-1999
44	1669	Gulshan Kumar	Legal Affairs	1996	20-04-1998
45	1746	Amarjeet R. Mistry	Legal Affairs	1996	08-05-1998
46	1754	V. Unnikrishnan	Legal Affairs	1996	25-05-1998
47	1812	K. Suresh Babu	Legal Affairs	1996	02-11-1998
48	1830	Ritu Saluja	Legal Affairs	1996	15-05-1998
49	1852	Satish Kumar	Legal Affairs	1996	26-10-1998
50	1950	S.M. Jha	Legal Affairs	1997	30-04-1998
51	1963	Deepak Sharma	Legal Affairs	1998	01-10-1998
52	1967	Sanjay Kr. Srivastava	Legal Affairs	1998	01-10-1998
53	1579	Vinod Singh	Petroleum & NG	1995	13-12-1996
54	1597	Vipan Kumar	Petroleum & NG	1995	29-11-1996
55	1533	S. Durga Bhavani	Planning Comn.	1994	24-04-1996
56	1567	T. Sudha Rani	Planning Comn.	1995	06-12-1996
57	1587	Darshani Rawat	Planning Comn.	1995	20-11-1996
58	1724	Manju	Planning Comn.	1996	09-03-1998
59	1530	S.Vijaya Malini	Power	1994	26-06-1996
60	1557	Anitha Santosh	Power	1994	06-03-1995
61	1616	S. Mohammad Safi	Power	1995	27-11-1997
62	1683	Rekha S Nair	Power	1996	16-04-1998
63	1943	Anu Kapur Makkar	Power	1997	10-09-1997
64	1531	Rajnish Kumar	Science & Tech.	1994	27-03-1996
65	1532	Babita Saini	Science & Tech.	1994	14-03-1996
66	1743	Gayatri S Neelakantan	Science & Tech.	1996	07-04-1998
67	1787	Anju Nair	Science & Tech.	1996	04-05-1998
68	1609	V. Syam Prasad	Telecom.	1995	30-07-1997
69	1693	Manju Sharma	Telecom.	1996	03-04-1998
70	1701	Rekha Narang	Telecom.	1996	31-03-1998
71	1714	Poonam Bisht	Telecom.	1996	07-04-1998
72	1733	Archana Bhatnagar	Telecom.	1996	07-04-1998
73	1757	Sapna Rupesh	Telecom.	1996	21-04-1998
74	1807	Naveen Kumar	Telecom.	1996	02-04-1998
75	1936	Diwan Singh Rautela	Telecom.	1996	27-05-1997
76	1568	Harjinder Kaur Mann	Women & CD	1995	28-05-1997
77	1691	Sonika Cheba	Women & CD	1996	30-04-1998
78	1730	Nirmal Virmani	Women & CD	1996	30-04-1998
79	1569	Rakesh Kumar	YA & Sports	1995	01-05-1998

ANNEXURE-II

PERSONAL INFORMATION

1	Name	
2	Designation	
3	Date of Birth	
4	Present Cadre Unit	
5	CSL Number	
6	Contact No/Phone No	
7	Educational Qualification	
8	Residential Address	

9. Previous posting(s)

Grade	Cadre Unit	Period
Steno 'D'		

10. Preferences for posting (with reasons thereon)

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