

**Reminder-II**

No.5/3/2015-CS.I(U)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)

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2<sup>nd</sup> Floor, Lok Nayak Bhavan,  
Khan Market, New Delhi-110003

Dated the 15<sup>th</sup> July, 2015

**OFFICE MEMORANDUM**

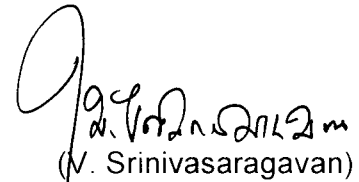
Subject: Promotion of Section Officers of Central Secretariat Service (CSS) to Grade I (Under Secretary) – Furnishing of CR dossiers, vigilance clearance, etc.

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The undersigned is directed to refer to this Department's O.M. of even number dated 31.03.2015 and subsequent reminder dated 08.06.2015 on the subject mentioned above (uploaded on web-site [www.persmin.nic.in](http://www.persmin.nic.in) → **DoPT** → **Central Secretariat** → **CSS** → **Promotions** → **Promotion (Regular)** → **SO to US**), and to say that Ministries/ Departments concerned were requested to furnish (i) complete CR dossiers, (ii) vigilance status, (iii) status of imposition of penalty, if any, (iv) ACRs/ APARs disclosure certificate and (iv) personal information in respect of the officers as mentioned in Annexures I & II of the O.M. dated 31.03.2015.

2. CR dossier and other requisite information in respect of the officers as mentioned in **Annexure** have not yet been received. It may be appreciated that this Department will be able to finalize DPC proposal only after information in respect of all officers has been received. To avoid any further delay, it is imperative that CR dossier and the requisite information is furnished urgently.

3. Ministries/ Departments concerned are therefore, once again requested to furnish complete and upto date CR dossier and other requisite information in respect of the officers as mentioned in Annexure in enclosed **Proformae** latest by 20.07.2015.

  
(V. Srinivasaragavan)

Under Secretary to the Government of India  
Tele:24629412

To

Ministries/Departments concerned

## Annexure

Sl. No.	CSL No.	Name S/Shri/Smt.	Date of birth	SO SL	Present posting (Ministry/Department)	Vigilance status	Whether penalties imposed	APAR dossier	APAR disclosure certificate	Personal information
1	9140	Shiv Nandan Kumar	15/02/1966	2007	MS&ME	Not Received	Not Received	Not Received	Not Received	Not Received
2	8870	Pothuraju Vinay Kumar	08/06/1970	2006	Mines	Received	Received	Not Received	Received	Not Received
3	8818	Rajesh Sarswat	01/07/1970	2006	Personnel & Training	Received	Received	Received	Not Received	Not Received
4	9130	Balasubramanian P.	26/05/1964	2007	Personnel & Training	Received	Received	Received	Not Received	Not Received
5	9145	V.K. Khuttan	14/04/1957	2007	Personnel & Training	Received	Received	Part received	Not Received	Not Received
6	8788	Arvind Kumar Jha	20/11/1969	2006	SSC	Not Received	Not Received	Not Received	Not Received	Not Received
7	8806	Milind Mujumdar	12/11/1971	2006	SSC	Not Received	Not Received	Received	Not Received	Not Received
8	9141	Shiv Charan	11/11/1956	2007	Supply	Received	Received	Received	Not Received	Not Received
9	8826	Anupam Pandey	30/05/1971	2006	Urban Development	Received	Not Received	Received	Not Received	Not Received

PROFORMA – I

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate <b>Clear/Not Clear</b> as the case may be. <b>If not clear</b> please provide complete details	Minor/major penalties imposed, if any, since 1.7.2005	Whether the officer has been on deputation, long leave, long term training during the select list period or absorbed in any organization (please indicate period of deputation/ date of absorption).  Also indicate if resigned, took VRS or expired and date of occurrence of event
			( This information should also be updated by the nodal officer concerned in the Vigilance module of Web Based Cadre Management System at <b>cscms.nic.in</b> )		

\_\_\_\_\_  
(Signature of the officer certifying the above details)

Name, designation: \_\_\_\_\_

Date: \_\_\_\_\_

CERTIFICATE

It is certified that the action as under has been completed in respect of the following officers in the zone of consideration for USSL-2015:

(i) provisions of DoP&T's OM No. 21011/1/2005-Estt.(A)(Pt.II) dated 14.5.2009 regarding disclosure of APARs have been complied with; and,

(ii) action in terms of DoP&T's OM No. 21011/1/2010-Estt.A dated 13.4.2010 has been completed regarding below benchmark grading in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned. A copy of the decision of the competent authority disposing representation has also been placed in the ACR/APAR dossier of the officer (wherever applicable).

List of officers in the zone of consideration:

Sl.No.	CSL No.	Name	Date of Birth	Remarks if any

Signature: \_\_\_\_\_

Name & Designation of the officer: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Telephone No. \_\_\_\_\_

## PERSONAL INFORMATION

1.	Name	
2.	CSL No.	
3.	Designation	
4.	Date of Birth	
5.	Present Ministry/Department	
6.	Personal contact number	
7.	Educational qualification	

8. Experience (including deputation details)

Note: The information furnished here should exactly tally with the information available in the web based cadre management system. If the information in the web based system is not up to date, that should be first corrected through nodal officer/ DoPT before submitting this form. For any guidance in this regard, officers may contact Shri Satya Prakash, SO, DoPT at Tele: 24629414.

Designation	Ministry/Department (including deputation details)	Period	
		From	To

Certified that I have verified the data in respect of me in the web based cadre management system and the data available therein is correct and up to date.

(Signature of the officer)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

(For Admin. Division of Ministry/ Department)

Forwarded.

It is certified that the details of the officer in the web based cadre management is complete, correct and up to date.

The officer is clear from vigilance angle.

Signature:

Name:

Designation:

Date: \_\_\_\_\_