

**Time Bound**

No. 5/11/2011-CS.I(U)  
Government of India  
Ministry of Personnel, PG and Pensions  
(Department of Personnel & Training)

\*\*\*\*\*

2<sup>nd</sup> Floor, Lok Nayak Bhavan, New Delhi-110003  
Dated the 21<sup>st</sup> November, 2011

**OFFICE MEMORANDUM**

Subject: **Select Lists 2009 of Grade I (Under Secretary) of the CSS.**

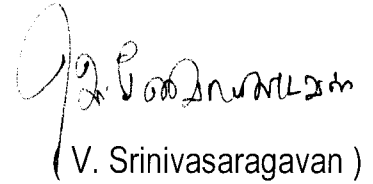
The undersigned is directed to state that this Department is proposing to bring out Select List 2009 of Grade I (Under Secretary) of the CSS at the earliest. Accordingly, this Department is in the process of firming up of vacancies for the said Select List. The Section Officers upto Select List 2001 are likely to be covered in the zone of consideration. In order to proceed further, it is requested that the following documents/information in respect of the Officers as above mentioned may kindly be made available to CS.I Division at the earliest and **latest by 30.11.2011**:

- (i) vigilance status – it should be intimated both to AVD.I (Shri P.K. Ravi, US, AVD.I, DOPT, North Block) and CS.I Div.;
- (ii) statement of minor/major penalties, if any, imposed in the last 10 years, (from 01.07.1989 to 30.06.2009);
- (iii) successful completion of mandatory level 'D' training, if not attended the reasons thereof;
- (iv) CR Dossiers(ACRs upto 2007-2008)/ 'No Report Certificate'(NRC) (this Department will shortly upload the available ACRs of the officers in the zone of consideration);
- (v) whether the officers were in service (CSS) as on 01.07.2009, or have left the service of the CSS (date of leaving the CSS); and
- (vi) whether they are/were on deputation and/or absorbed in any Organization in continuation of deputation(date of deputation/absorption).

2. In addition to above information in respect of officers in the zone of consideration, vacancies that arose in the grade of US during the Select List year (from 01.07.2009 to 30.06.2010) on account of USs (either ad hoc or regular) who were away from the CSS cadre on deputation, study leave, long leave, voluntary retirement, resignation, death and ceased to be in service for any reason etc. **in terms of Para 4.1 of the DOPT's OM No.22011/5/86-Estt.(D) dated 10.04.1989.** The said information may be sent in the proforma(enclosed).

-- : 2 : --

3. **Please note that in case, the said documents are not made available by 30.11.2011, such officers would be treated as excluded from the zone of consideration of the Select List 2009.** All Officers concerned, in their own interest, are also requested to pursue with the Administration Division concerned to ensure that the said documents/information in their respect is furnished to this Department urgently. This Department seeks active cooperation of all the Ministries/ Departments to gather the information at the earliest so that the Under Secretary Select List 2009 could be finalized at the earliest.



( V. Srinivasaragavan )  
Under Secretary to the Govt. of India  
Telefax.:24629411 / 24629414

To,  
All the Ministries/Departments

Copy to:  
Shri P.K. Ravi, US, AVD.I, DOPT, North Block  
US(Trg/CR), CS.I Division.

Annexure to DoPT's O.M. No. 5/11/2011-CS.I(U)  
Dated: November 2011

**PROFORMA**

Information about the USs (including who are/were on ad hoc basis) who were on deputation, long leave, study leave (beyond the period of one year) during the period from 01.07.2009 to 30.06.2010.

Name of the USs with CSL No.	Select List year of US grade	If US ad hoc Select List of SO grade	Reason for remaining outside the CSS cadre viz. deputation/ long leave / study leave	Date from which proceeded on deputation/ long leave / study leave	Date on which the Officer joined back the CSS cadre from deputation or long leave or study leave

Details of Officers who took voluntary retirement, resigned, died and imposed penalties such as removal, dismissal and compulsory retirement from 01.07.2009 to 30.06.2010

Name of the USs with CSL No.	Select List year of US grade	If US ad hoc Select List of SO grade	Date of voluntary retirement, resignation, death etc.*