

No.5/11/2014-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,  
New Delhi-110003  
Dated the 18<sup>th</sup> September, 2014

**OFFICE MEMORANDUM**

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

The undersigned is directed to say that this Department is in the process of bringing out upto date Select Lists in the grade of Under Secretary in consultation with UPSC. Proposal for preparation of USSL 2013 is being sent to UPSC. This Department proposes to bring out Select List of Grade I (Under Secretary) of the CSS for the year 2014 also at the earliest.

2. Officers of General category upto SOSL-2005 and SC/ST categories upto SOSL-2006 are likely to be in the zone of consideration for USSL-2014. Requisite documents of officers upto SOSL-2005 have already been obtained by this Department. This Department now requires documents in respect of SC/ST category officers belonging to SOSL-2006. The names of such officers are indicated at Annexure to this O.M.

3. Ministries / Departments concerned are, therefore, requested that the following documents / information in respect of Section Officers (as indicated in Annexure) complete in all respects may be made available to CS.I Division at the earliest, and in any case latest by 15.10.2014 in the prescribed Proforma-I:

- |   |   |
|---|---|
| (i) Vigilance status;   | This information should also be furnished in the vigilance module of the web based cadre management system at <b>cscms.nic.in</b> |
| (ii) Statement of minor / major penalties, if any, imposed in the last 10 years   |   |
| (iii) Whether the officer concerned was in service (CSS) as on 1.7.2014 or if left service, the date of leaving the CSS;  |   |
| (iv) Whether they are on deputation and / or absorbed in any Organization in continuation of deputation (date of deputation / date of absorption should be stated); and |   |

3.1 **CR Dossiers** Complete ACRs / APARs upto 2013-2014 should be furnished. If for any reason ACR / APAR is not available, No Report Certificate (NRC) should be furnished with reasons for non-recording of ACRs / APARs. The ACRs should be properly arranged (year wise) in the dossier before forwarding to this Department.

3.2 The ACR/APAR grading should also be entered in the web based cadre management system at [cscms.nic.in](http://cscms.nic.in) for the years from 2005-2006 onwards. ACR dossiers without entering of data in the web based system will not be accepted. Further, nodal officers should ensure that scanned copy of ACRs/APARs for the last seven years are uploaded in the web based system. For any guidance in this regard, they should contact CMC Ltd. Officials at Tele.: 24629890.

3.3 Ministries / Departments concerned are also requested to ensure that following actions in respect of officers in the zone of consideration for USSL-2014 is duly completed:

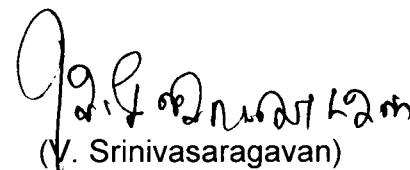
- (a) provisions of DoP&T's O.M. No.21011/1/2010-Estt.(A) dated 14.5.2009 regarding disclosure of APARs have been complied with; and,
- (b) action in terms of DoP&T's O.M. No.21011/1/2010-Estt.A dated 13.4.2010 have been completed regarding **below benchmark grading** in ACRs prior to the reporting period 2008-09 and objective consideration of representation by the competent authority against remarks in the APAR concerned.

A certificate to this effect should be furnished by the Ministries / Departments concerned in Proforma-II.

3.4 **Personal information in Proforma-III**. All the officers in the zone of consideration and the nodal officers concerned should also ensure that their complete and upto date data is available in the Web Based Cadre Management system which is hosted at [cscms.nic.in](http://cscms.nic.in) In the absence of complete data in the web based cadre management system, their names will not be considered for USSL.

3.5 **Retired Officers** In terms of DoPT's OM No. 22011/4/98-Estt.(D) dated October 12, 1998, retired officers are also to be considered to arrive at the correct zone of consideration for relevant year. In view of this, Section Officers of SL-2006 who were actually in service as on 1.7.2014 (the crucial date for USSL-2014) and subsequently retired should also be considered. Accordingly, information as above should be forwarded in case of such officers also.

4. All Officers concerned, in their own interest, are requested to pursue with the Administration Division concerned to ensure that the said documents / information (including ACRs / APARs) in their respect are furnished to this Department urgently. This Department seeks active cooperation of all the Ministries / Departments to gather the information at the earliest.



Under Secretary to the Government of India  
Tele:24629412

To

All the Ministries/Departments concerned

Sl. No.	Name of the officers	CSL No.	Whether clear from vigilance angle or not. Indicate Yes/No. If no provide complete details	Minor/major penalties imposed, if any, since 1.7.2004	Whether the officer has been on deputation, long leave, long term training during the select list period or absorbed in any organisation (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-2014:

(i) provisions of DoP&T's OM No. 21011/1/2010-Estt.(A) 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. \_\_\_\_\_



9. Preferences for posting (Maximum three choices):

S.No.	Ministry/Department	Reason(s)
I.		
II.		
III.		

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 upto 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 upto date.

The officer is clear from vigilance angle.

Signature:  
Name:  
Designation:

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

## Annexure

Sl.No.	CSL No.	Name (S/Shri/Smt./Ms.)	category	Date of birth	Present Posting (Ministry/Department)
1	8781	P.B.S. Dinkar	SC	21/04/1965	Power
2	8785	Mahender Singh	SC	08/05/1968	Defence
3	8862	Jaydip Kumar Choudhury	SC	15/07/1973	Economic Affairs
4	8875	Prakash Chand	SC	10/07/1955	Commerce
5	8877	Madhu Bala	SC	12/11/1955	Information & Broadcasting
6	8878	Thyelsaangphom Khaling	ST	16/12/1977	Rural Development
7	8879	Biraj Singh	SC	15/02/1955	Agriculture & Cooperation
8	8880	Radha Prasad	SC	01/03/1955	Information & Broadcasting
9	8882	Muraleedharan A.S.	SC	16/12/1960	Union Public Service Commission
10	8884	Pratap Singh Dahiya	SC	02/07/1971	Home Affairs
11	8886	Din Dayal	SC	10/01/1974	Administrative Reforms & P.G.
12	8887	Ramesh Chander	SC	25/10/1954	Health & Family Welfare
13	8888	Shantha Sharma	SC	31/10/1971	Union Public Service Commission
14	8890	Kuheli S. Chaudhary	ST	05/11/1976	Labour & Employment
15	8892	Monika Rai	SC	26/10/1976	Bio-Technology
16	8894	Pushpa Kain	SC	11/08/1965	Labour & Employment
17	8896	Anil Kumar	SC	14/11/1968	Information & Broadcasting
18	8898	Amit Kumar Singh	SC	25/11/1972	Environment, Forests & Climate Change
19	8900	Magan Lal Khatik	SC	15/07/1972	Micro, Small & Medium Enterprises
20	8902	Balraj	SC	10/06/1976	Home Affairs
21	8904	Rajshri Khaikho	ST	18/06/1971	Personnel & Training
22	8906	Inder Jeet Singh	SC	28/04/1969	Rural Development
23	8908	Rajeev Kumar	SC	05/06/1967	Urban Development
24	8910	Amit Bhimte	SC	19/12/1976	Urban Development
25	8912	Rishan Rynthathiang	ST	22/06/1972	Home Affairs
26	8914	Man Singh Kasottia	SC	30/04/1962	Defence
27	8916	C. Thenmoli	SC	05/01/1965	Defence
28	8918	Amit Kumar Rawat	SC	18/04/1972	Home Affairs
29	8920	Sangita Toppo	ST	21/11/1978	Expenditure
30	8922	Ram Vilas Premi	SC	08/12/1961	Planning Commission
31	8924	Pramod Kumar	SC	12/02/1970	Commerce
32	8926	Bhakti Lal	SC	19/07/1958	Staff Selection Commission
33	8928	Prabhu Dayal	SC	10/12/1957	Defence
34	8929	J.P. Bahotia	SC	01/01/1956	DONER
35	8930	Raj Kumar Soni	SC	26/03/1968	Home Affairs
36	8932	Rakesh Pal	SC	14/09/1973	Expenditure
37	8934	Subhash Chand Solanki	SC	01/12/1958	Home Affairs
38	8936	Bimlesh Pawar	SC	18/08/1969	Rural Development
39	8938	Satish Kumar	SC	26/04/1963	Rural Development
40	8940	Rakesh Kumar	SC	08/02/1968	Steel
41	8942	Sanjay Kashyap	SC	04/09/1971	Defence
42	8944	Khamchin Naulak	ST	01/03/1971	Rural Development
43	8946	Arun Kumar Biswas	SC	05/01/1974	Labour & Employment
44	8948	Thangkholun Haokip	ST	29/04/1966	Home Affairs
45	8950	Sunil Kumar Mandi	ST	26/02/1967	Economic Affairs
46	8952	Ghanshyam	SC	16/07/1974	Bio-Technology
47	8954	Rajendra Kumar Bandhu	SC	09/03/1959	Social Justice & Empowerment
48	8956	Rajender Prasad	SC	15/11/1963	Agriculture & Cooperation
49	8957	Sher Singh	SC	14/03/1955	Higher Education
50	8958	Hemant Kumar	SC	15/10/1968	Defence
51	8960	Ipsita Saha	SC	27/02/1966	Textiles

Sl.No.	CSL No.	Name (S/Shri/Smt./Ms.)	category	Date of birth	Present Posting (Ministry/Department)
52	8962	Harish Chandra	SC	28/10/1958	Defence
53	8964	Om Prakash	SC	07/07/1968	Home Affairs
54	8966	Jagdish Kumar	SC	08/03/1956	Defence
55	8968	Santosh Kumar Meena	ST	28/06/1966	Micro, Small & Medium Enterprises
56	8969	Sher Singh Bhoria	SC	22/10/1954	Commerce
57	8970	Ram Jeewan Meena	ST	05/12/1962	Agriculture & Cooperation
58	8971	Lata	SC	05/07/1957	Expenditure
59	8972	Ashok Kumar Shah	ST	22/01/1962	Revenue
60	8974	Hendrita Nayar	ST	12/08/1958	Urban Development
61	8975	K.C. Sinku	ST	17/08/1956	Defence
62	8976	Bahamani Kachhap	ST	15/01/1961	Economic Affairs
63	8977	Dilip S. Kumbhare	ST	01/07/1959	Telecommunications
64	8978	D.M. Kumbhare	ST	30/05/1959	Urban Development